



## BOARD MEETING

Austin Peay State University  
317 College Street, Clarksville, TN 37040

September 15, 2023

At 9:45 or at the conclusion of the Audit Committee Executive Session

Zoom link:

<https://apsu.zoom.us/j/82706697259>

Call to Order

Roll Call/Declaration of a Quorum

Adoption of Agenda

A.Consent Agenda

i.Consideration to Renew Policy 1:015 Internal Audit

ii.Consideration of Revisions to Policy 1:025 Academic Tenure

Approval of Minutes

Public Comment (If necessary, in accordance with Tenn. Code § 8-44 and APSU Policy 1:010)

Campus Spotlight

Action Items

A.Academic Affairs Committee Report and Recommendations

B.Student Affairs Committee Report and Recommendations

EXPERIENCE AUSTIN PEAY  
2022-2027 STRATEGIC PLAN



C.Business and Finance Committee Report and Recommendations

D.Executive Committee Report and Recommendations

i.Consideration of the Institutional Mission Profile Statement

E.Audit Committee Report and Recommendations

F.Other Business

i.Naming Request for the Welcome Center

#### Information Items

A.Master Plan Update

B.Strategic Plan Update

C.President's Report

D.President's Interim Items

i.Review of Contracts and Agreements

ii.Review of State Building Commission Actions

Adjourn

**Austin Peay State  
University**

**Internal Auditing**

**POLICIES**

**Issued:** ~~March 9, 2018~~ [September 15, 2023](#)

**Responsible Official:** Chief Audit Officer

**Responsible Office:** Office of Internal Audit

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**Policy Statement**

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It is the policy of Austin Peay State University that the internal audit function contributes to the improvement of the university's operations by providing objectives and relevant assurance regarding risk management, control, and governance processes to management and the Board. Management is responsible for evaluating the university's risks and establishing and maintaining adequate controls and processes. To provide relevant information, the internal audit function will consider the goals of the university, management's risk assessments and other input from management in determining its risk-based audit activities.

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**Purpose**

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The purpose of the policy is to address staffing, responsibilities of the internal audit function, audit planning and reporting on internal audit activities.

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**Contents**

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**Procedures**

- Internal Audit Standards
  - Internal Audit Personnel
  - Internal Audit Role and Scope
  - Audit Plans and Activity Reports
  - Audit Engagements
  - Communicating Audit Results
- 

**Procedures**

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**Internal Audit Standards**

- A. The internal audit function shall adhere to The Institute of Internal Auditors' (IIA) International Standards for the Professional Practice of Internal Auditing and Code of Ethics (T.C.A. § 4-3-304(9)). The Institute of Internal Auditors,

International Professional Practices Framework (IPPF), incorporates the mandatory guidance of the definition of internal auditing, the *International Standards for the Professional Practice of Internal Auditing (Standards)*, Core Principles for the Professional Practice of Internal Auditing and Code of Ethics into one document. It includes the following definition of internal auditing:

1. Internal Auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes (IPPF 2013).

- B. To assure compliance with the IIA Standards, the internal audit function must implement and maintain a quality assurance and improvement program that incorporates both internal and external review activities.

1. Internal reviews include both ongoing and periodic review activities.
2. External reviews must be performed at least every five years by a qualified, independent reviewer.
3. Results of quality assurance reviews will be communicated to the Board of Trustees Audit Committee and management.

#### **Internal Audit Personnel**

- A. APSU shall employ at least two individuals with full-time responsibility as internal auditors. Additional internal audit staff shall depend upon the size and structure of the university.
- B. Titles of internal audit staff shall be consistent within the overall university structure.
- C. Internal Audit Staff
  1. Internal audit staff must possess the professional credentials, knowledge, skills, and other competencies to perform their individual responsibilities and collectively must possess or obtain knowledge, skills, and other competencies needed to perform its responsibilities.
  2. The Chief Audit Officer must be licensed as a Certified Public Accountant or a Certified Internal Auditor, maintain an active license and annually complete sufficient, relevant continuing professional education to

satisfy the requirements for the professional certification held.

3. Audit staff should annually complete sufficient, relevant continuing professional education to satisfy the requirements for their related professional certifications or, at a minimum, eighty hours of relevant continuing professional education every two years.
4. The Chief Audit Officer should communicate concerns to management and the Board regarding the lack of sufficient resources to complete the objectives of an engagement or the audit plan.
5. Such resources may include the need for additional personnel or personnel with specialized knowledge, such as those with knowledge of fraud, information technology or other technical areas.

#### D. Appointments

1. The appointment of the Chief Audit Officer as recommended by the President is subject to approval by the Audit Committee of the Board of Trustees.

#### E. Compensation

1. Compensation of the internal auditors is subject to approval by the Audit Committee of the Board.

#### F. Termination or Change of Status

1. The termination or change of status of Chief Audit officer requires the prior approval of the President and the Audit Committee of the Board of Trustees.

### **Internal Audit Role and Scope**

#### A. Reporting Structure

1. The Chief Audit Officer reports functionally to the Audit Committee of the Board and reports to the President for administrative purposes. This reporting structure assures the independence of the internal audit function.

#### B. The internal audit function will maintain a manual to guide the internal audit activity in a consistent and professional manner.

#### C. The internal auditors' responsibilities include:

1. Working with management to assess university's risks and developing an audit plan that considers the results of the risk assessment.
2. Evaluating university controls to determine their effectiveness and efficiency.

3. Coordinating work with external auditors, program reviewers, and consultants.
  4. Determining the level of compliance with internal policies and procedures, state and federal laws, and government regulations.
  5. Testing the timeliness, reliability, and usefulness of institutional records and reports.
  6. Recommending improvements to controls, operations, and risk mitigation resolutions.
  7. Assisting the university with its strategic planning process to include a complete cycle of review of goals and values.
  8. Evaluating program performance.
  9. Performing consulting services and special requests as directed by the Board of Trustees Audit Committee or the President.
- D. The scope of internal auditing extends to all aspects of university operations and beyond fiscal boundaries. The internal audit staff shall have access to all records, personnel, and physical properties relative to the performance of duties and responsibilities.
- E. The scope of a particular internal audit activity may be as broad or as restricted as required to meet management needs.
- F. Objectivity is essential to the internal audit function. Therefore, internal audit personnel should not be involved in the development and installation of systems and procedures, preparation of records, or any other activities that the internal audit staff may review or appraise. However, internal audit personnel may be consulted on the adequacy of controls incorporated into new systems and procedures or on revisions to existing systems.
- G. Management is responsible for identifying, evaluating, and responding to potential risks that may impact the achievement of the university's objectives. Auditors continually evaluate the risk management, internal control, and governance processes. To facilitate these responsibilities, Internal Audit will receive notices or copies of external audit reviews, program reviews, fiscally related consulting reports, cash shortages, physical property losses, and employee misconduct.

## **Audit Plans and Activity Reports**

- A. Internal Audit shall develop an annual audit plan using an approved risk assessment methodology.
- B. At the beginning of each fiscal year, after consultation with the President, the Board of Trustees Audit Committee and other university management, Internal Audit will prepare an annual audit plan. The audit plan must be flexible to respond to immediate issues and will be revised for such changes during the year.
- C. Audit plans and any significant revisions will be approved by the Board of Trustees Audit Committee.
- D. At the end of each fiscal year, Internal Audit will prepare an annual activity report of all significant audit services performed.
- E. Annual activity reports and approved audit plans will be provided to the Comptroller's Office, Division of State Audit.

## **Audit Engagements**

- A. Audit engagements will be planned to provide relevant results to management and the Board of Trustees Audit Committee regarding the effectiveness and efficiency of processes and controls over operations. To ensure management's expectations are met, auditors will communicate with management regarding the objectives and scope of the engagement.
- B. In planning and during the engagement, auditors should consider and be alert to risks that affect the university's goals and objectives, operations and resources. Auditors should consider risks based on the operations under review, which include but are not limited to the risk of financial misstatements, noncompliance, and fraud.
- C. An audit work program will be designed to achieve the objectives of the engagement and will include the steps necessary to identify, analyze, evaluate, and document the information gathered and the conclusions reached during the engagement.
- D. Working papers that are created, obtained, or compiled by an internal audit staff are confidential and are not an open record (T.C.A. § 4-3-304(9)).

**Communicating Audit Results**

- A. A written report that documents the objectives, scope, conclusions, and recommendations of the audit will be prepared for audit engagements providing assurance to the Board and management. Management will include corrective action for each reported finding.
- B. Internal Audit will perform audits to follow-up on findings or recommendations included in internal audit reports, investigation reports, and State Audit reports. A written report will be prepared and for any findings that have not been corrected, management will be asked to include a revised corrective action plan. The President, along with the Board of Trustees Audit Committee, will be notified at the conclusion of a follow-up audit if management has not corrected the reported finding or implemented the recommendation.
- C. A written report that documents the objectives, scope, conclusions, and recommendations will be prepared for investigations resulting from allegations or identification of fraud, waste or abuse. As appropriate in the circumstances, management will include corrective action for each reported finding. In a case where allegations are not substantiated by the review and there are no other operational concerns to report to management regarding the review, the case may be closed by writing a memo to the working paper file documenting the reasons for closing the case.
- D. Reports on special studies, consulting services, and other non-routine items should be prepared as appropriate, given the nature of the assignment.
- E. All internal audit reports will be signed by the Chief Audit Officer and transmitted directly to the President in a timely manner.
- F. The Chief Audit Officer will present significant results of internal audit reports to the Board of Trustees Audit Committee quarterly.
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**Revision Dates**

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[APSU Policy 1:015 – Rev.: September 15, 2023](#)



APSU Policy 1:015 – Rev.: March 9, 2018  
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**Subject Areas:**

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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**Approved**

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President: signature on file

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**Austin Peay State  
University**

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**POLICIES**

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**Approved**

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President: signature on file

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**Austin Peay State  
University**

**Policy on Academic Tenure**

**POLICIES**

**Issued:** September 15, 2023

**Responsible Official:** Provost and Senior Vice President for Academic Affairs

**Responsible Office:** Academic Affairs

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**Policy Statement**

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The following policy of Austin Peay State University (APSU) on tenure is applicable to all tenure-track faculty within the University.

Faculty and administrators are also required to follow the Retention, Tenure, Promotion (RTP) Procedures and Guidelines document, which comprises procedures and guidelines related to the retention, tenure, and promotion of all tenure-track and tenured faculty within the University. These procedures and guidelines embody and communicate all provisions, definitions, and stipulations of Austin Peay State University.

The quality of the faculty of any University is maintained primarily through support of a wide variety of professional development. It is monitored through the appraisal, by competent faculty and administrative officers, of each candidate for tenure. Tenure at Austin Peay State University provides certain full-time faculty with the assurance of continued employment during the academic year until retirement or dismissal for adequate cause, financial exigency, or curricular reasons, as further discussed herein.

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**Contents**

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**Definitions**

- Academic Tenure
- Adequate Cause
- Financial Exigency
- Faculty Member
- Probationary Employment
- Faculty Appointments
- The Evaluation Process

### **Procedures**

- Consideration for Tenure
- Criteria to be considered in Tenure Recommendations
- Changes in Tenure/Tenure-Track Status

### **Links**

- APSU RTP Procedures and Guidelines
- APSU Policy 2:051
- APSU Rule 2040-05-04

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### **Definitions**

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<b>Academic Tenure</b>	A personnel status in an academic department or academic program unit pursuant to which the academic or fiscal year appointments of full-time faculty who have been awarded tenure are continued at a University until the expiration or relinquishment of that status, subject to termination for adequate cause, for financial exigency, or for curricular reasons.
<b>Adequate Cause</b>	A basis upon which a faculty member, either with academic tenure or a tenure-track or temporary appointment prior to the end of the specified term of the appointment may be dismissed or terminated. The specific grounds that constitute adequate cause are set forth in Termination for Adequate Cause Section H herein.
<b>Financial Exigency</b>	The formal declaration by the APSU Board of Trustees that APSU faces an imminent financial crisis, that there is a current or projected absence of sufficient funds (appropriated or non-appropriated) for the campus as a whole to maintain current programs and activities at a level sufficient to fulfill its educational goals and priorities, and that the budget can only be balanced by extraordinary means which include the termination of existing and continuing academic and non-academic appointments. The purpose of the APSU financial exigency policy is to establish the criteria and process regarding financial exigency at the university.
<b>Faculty Member</b>	A full-time employee who holds academic rank as instructor, assistant professor, associate professor, or professor. APSU Policy 2:051 provides additional details about types of appointments.

**Probationary Employment** Period of full-time professional service by a faculty member for whom an appointment letter denotes a tenure-track appointment in which he/she does not have tenure and in which he/she is evaluated by the University for the purpose of determining his/her satisfaction of the criteria for a recommendation for tenure. Probationary employment provides an opportunity for the individual to assess his/her own commitment to the University and for the University to determine whether the individual meets its perception of quality and/or projected need.

**Faculty Appointments** See APSU Policy No. 2:051.

**Annual Evaluation** Annual evaluations conducted by the candidate's department chair or other appropriate head of an academic program unit are an important aspect of the criteria for tenure at APSU; therefore, university policy should include a clear statement as to the role of evaluation in measuring those criteria relevant to assessing the merit of the probationary candidate.

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## Procedures

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### Consideration for Tenure     A. Tenure Appointments

The awarding of tenure is recognition of the merit of a faculty member and of the assumption that he/she would meet the long-term staffing needs of the department or academic program unit and the University. Tenure is awarded only to those members of the faculty who have exhibited professional excellence and outstanding abilities sufficient to demonstrate that their future services and performances justify the degree of permanence afforded by academic tenure. The APSU Board of Trustees does not award tenure in non-faculty positions.

Tenure appointments reside in the departments and academic program units and are assurances of continued employment during the academic year subject to expiration, relinquishment, or terminations of tenure as set out in Sections IV (Criteria to Be Considered in Tenure Recommendations) and V (Changes in Tenure/Tenure-Track Status). Recommendations for or against tenure should originate from the department or academic program unit in which the faculty member is assigned and should include appropriate participation in the recommendation by tenured faculty in the department or academic program unit as specified in Policy.

## **Who Awards Tenure at APSU**

Tenure is awarded only by positive action of the APSU Board of Trustees, pursuant to the requirements and procedures of this policy at APSU. No faculty member shall acquire or be entitled to any interest in a tenure appointment at APSU without a recommendation for tenure by the President of the University and an affirmative award of tenure by the APSU Board of Trustees. No other person shall have any authority to make any representation concerning tenure to any faculty member, and failure to give timely notice of non-renewal of a contract shall not result in the acquisition of a tenure appointment, but shall result in the right of the faculty member to another year of service at APSU, provided that no tenure appeals remain outstanding due to lack of cooperation and/or appropriate action on the part of the candidate in completing the appeal process.

The President has the authority to recommend tenure or to continue faculty members in probationary status in accord with the provisions elsewhere in this policy. The President shall base his/her determination upon consideration of the recommendations of departmental and college retention and tenure committees, and upon the recommendations of departmental Chairs\*, college Deans, and the Provost.

\*(APSU Editorial Note: Some academic units of the University have directors instead of Chairs. If the job description of the director of an academic unit includes duties and responsibilities typically assigned to the Chair of a department, then the director shall be seen as the equivalent of a Chair and shall participate in all personnel processes including retention, tenure, and promotion.)

See *RTP Procedures and Guidelines* document for Calendar for Faculty Personnel Actions.

## **B. Tenure Process**

All tenure-track faculty shall be reviewed for retention beginning in their second year on an annual basis until they attain tenure. The guidelines governing the criteria for retention are included within this policy (1:025) as well as in the *RTP Procedures and Guidelines* document.

Types of evidence relevant to evaluating effectiveness and contributions in teaching, research/scholarship, and service/outreach are identified in this policy under “General Criteria for Evaluation of Faculty Members.”

## **1. Departmental Recommendations**

- a.** The departmental chair/director 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.

Faculty members under review for retention, tenure, and promotion are responsible for submitting well-organized, up-to-date, and accurate e-dossiers. This responsibility shall end upon final submission of the e-dossier by the faculty member for the year under review.

Faculty members are encouraged to work closely with their directors/chairs, assigned mentors, and/or other senior faculty within and outside of their department (as necessary) to make sure that the e-dossier complies with requirements as noted below. Faculty members should consider the preparation of e-dossiers as a year-round process, gathering and maintaining materials accordingly.

Faculty should consult the *RTP Procedures and Guidelines* document for developing their e-dossiers.

## **Confidentiality of Meetings**

All retention, tenure, and promotion committee proceedings and deliberations are strictly confidential. Faculty members who serve on review committees may discuss the vote and specifics of a particular personnel meeting only with other members who are also part of that same personnel review committee. As the discussion of the review committees involves personnel issues, the personnel review committee members are encouraged to exercise appropriate discretion in any subsequent discussion of the meetings. Faculty may consult with the university ombudsman and the Office of Human

Resources in this process.

### **C. Minimum Eligibility Requirements for Consideration for Academic Tenure**

1. 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 under APSU Policy 2:063 (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 institution to meet the criteria for recommendation for tenure and have been so recommended based upon this policy.
2. Faculty holding temporary appointments are not eligible for tenure.
3. Faculty members supported in whole or in part by funds available to the institution on a short-term basis, such as grants, contracts, or foundation-sponsored projects, shall not be eligible for tenure unless continuing support for such members can be clearly identified in the regular budget of the institution upon the recommendation of tenure to the APSU Board of Trustees.
4. No faculty member shall be eligible for tenure in an administrative position; however, when a faculty member with tenure is appointed to an administrative position, he/she will retain tenure in the former faculty position; and a faculty member otherwise eligible for tenure who holds an administrative position may be awarded tenure in the faculty position only, subject to the requirements of this policy.

### **D. Probationary Employment**

Probationary faculty may be employed on annual tenure-track appointments for a probationary period, which may not exceed six (6) years; however, six (6) years is considered to be the normal length of time required to develop a substantial record in teaching, research and service. The faculty member may apply for tenure following a probationary period of not less than five years,

provided that exceptions to the minimum probationary period may be made under special circumstances upon recommendation by the President and approval of the APSU Board of Trustees. Upon approval of such an exception by the APSU Board of Trustees, the faculty member's recommendation for tenure will go forward to the Board as meeting the requirements for the probationary period, per APSU Policy 2:063.

## **1. Approved Leave of Absence**

A period of approved leave of absence shall be excluded from the requisite period for completion of the probationary period unless the Provost of the University specified in writing prior to the leave of absence that it shall be included in the probationary period. However, articles that are published (online or in print) during the "leave of absence" period shall be accepted as items in Area 2 (Scholarly and Creative Achievement) during the probationary period.

For example, if the faculty member receives notice of an acceptance of an article (submitted at a previous time) during the "leave of absence" period or receives notice of an invitation to submit a scholarly essay to a journal, the faculty member may count this as part of his/her publication achievements in Area 2. When there is disagreement as to the admissibility of scholarly/creative activity in Area 2 during a "leave of absence" period, the faculty member shall consult with his/her Chair, Dean, and Provost to resolve the situation. This provision applies to tenure-track faculty only.

Leaves of absence may not be granted retroactively. A faculty member may apply for a maximum of two (2) extensions in one-year increments so long as the total probationary period does not exceed six years. Requests for a second extension follow the same procedure and are subject to the same considerations as the original extension.

## **2. Stopping the Tenure Clock**

A faculty member in a tenure track appointment may request to "stop the clock" during his/her probationary

period when circumstances exist that interrupt the faculty member's normal progress toward building a case for tenure. Discretion for stopping the tenure clock rests on the institution and requires supervisory approval. In such cases, the faculty member may request to "stop the tenure clock" for one-year if he/she demonstrates that circumstances reasonably warrant such interruption. Reasons for approving a request to "stop the clock" will typically be related to a personal or family situation requiring attention and commitment that consumes the time and energy normally addressed to faculty duties and professional development. Examples may include, but are not limited to, childbirth or adoption, care of dependents, medical conditions or obligations, physical disasters or disruptions, or similar circumstances that require a fundamental alteration of one's professional life. The intent of this policy is to serve the best interests of the University while providing neither preference to, nor adverse effect on, a faculty member's process of developing a case for tenure. Once approved, the "stop the clock" year is not counted in the probationary period accrual.

However, articles that are published (online or in print) during the "stop the clock" year shall be accepted as items in Area 2 (Scholarly and Creative Achievement) during the probationary period. For example, if the faculty member receives notice of an acceptance of an article (submitted at a previous time) during the "stop the clock" year or receives notice of an invitation to submit a scholarly essay to a journal, the faculty member may count this as part of his/her publication achievements in Area 2. When there is disagreement as to the admissibility of scholarly/creative activity in Area 2 during a "stop the clock" year, the faculty member shall consult with his/her Chair, Dean, and Provost to resolve the situation. This provision applies to tenure-track faculty only.

### **3. Procedure for Modifying the Probationary Period**

A faculty member seeking a modification of his/her probationary period must submit his/her request, in writing, addressing the considerations described above. The request is to be submitted to the department



chair/director for consideration and recommendation. The chair/director's recommendation is forwarded to the Dean of the faculty member's college for consideration and recommendation; thence to the Provost for consideration and approval or denial. The Provost will notify the faculty member, in writing, of such exceptions within one month of submission. Requests for modification of the probationary period that are based on a faculty member's health or care for an immediate family member should also be submitted to the APSU Office of Legal Affairs.

A faculty member who is appointed to an administrative position prior to a tenure award remains eligible for tenure under two conditions: 1) the faculty member must qualify for tenure under departmental or academic program unit, college and University guidelines; and 2) the faculty member must maintain a significant involvement in academic pursuits including teaching, scholarship and service. The time (or prorated portion of time) spent in the administrative position may be credited toward completion of the probationary period.

Where a faculty member is serving a probationary period in a department or academic program unit and is subsequently transferred to another department or academic program unit, the faculty member may – with the approval of the Provost– elect to begin a new probationary period on the date that the transfer occurs. If he/she does not so elect (and confirm in writing to the President), time spent in the first appointment shall count toward establishing the minimum and maximum probationary period.

### **Criteria to be Considered in Tenure Recommendations**

### **Overview**

Faculty members shall be evaluated for retention, tenure, and promotion in the areas listed below and according to the standards indicated for the particular personnel action being considered. Time periods for particular personnel actions and supporting e-dossier material relevant to each action are as follows:

Retention:     since initial appointment at Austin Peay  
State University;

Tenure: since initial appointment at Austin Peay State University; and  
Promotion: since initial appointment at Austin Peay State University or date of last promotion whichever is the more recent.

### **General Criteria for Evaluation of Faculty Members**

The following are general criteria to be used in evaluating faculty members for any personnel action. This list is not exhaustive, and the selection and relative importance of each of these criteria will vary with the type of action contemplated as well as the nature and mission of the department to which the faculty member is assigned. 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 (1) area but less active or successful in others may well be contributing more to the well-being of the University than someone adequate in all areas but outstanding in none. Reasonable expectations for the following evaluative criteria for retention, tenure, promotion and merit shall be established in writing at the departmental and college levels as a standard or basis for personnel actions.

1. Teaching effectiveness;
2. Effectiveness in other academic assignments, including student advisement, as well as departmental and program administrative assignments;
3. Research, scholarly and creative activity;
4. Professional degrees, awards, and achievements;
5. Professional service (may include institutional committee assignments) to the University, the community, and the State or Nation;
6. Activities, memberships, and leadership in professional organizations;
7. Evidence of continuing professional development and growth; and potential for contributions to the objectives of the department and the University and

8. 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.

For convenience and further clarification, APSU groups these criteria into three general areas of evaluation: Effectiveness in Academic Assignment; Scholarly and Creative Achievement; and Professional Contributions and Activity.

#### **A. Effectiveness in Academic Assignment**

Effective teaching is an essential qualification for tenure, and tenure should not be granted in the absence of clear evidence of a candidate's teaching ability and potential for continued development. Excellence in teaching is a strong recommendation for both tenure and promotion though it cannot be considered in isolation from scholarship and service. Although it is difficult to establish evidence of teaching excellence, each department must develop a procedure to ensure that factual information relative to a candidate's teaching is available at the time he/she is considered for tenure. It is expected that a component of teaching is effective student advisement.

The teaching portfolio should include, but is not limited to, evidence of teaching excellence as follows: ability to organize and present subject matter in a logical and meaningful way; ability to motivate and stimulate creativity, intellectual curiosity, and interest in writing and inquiry in undergraduates and/or graduate students; and evidence of peer evaluation. Documentation of teaching should routinely include: statement of teaching philosophy; course materials; student evaluations for every course evaluated during the probationary period; and evidence of supervision of student projects and other forms of student mentorship. A candidate for tenure may choose to include other types of evidence that support his/her application for tenure such as additional student input; student products; teaching recognition; teaching scholarship; peer input; evidence of professional development in teaching; evidence of disciplinary or interdisciplinary program or curricular

development; alumni surveys and student exit interviews; and other evidence of excellence in teaching or mentoring, or both.

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.

Positive evaluation in the area “Effectiveness in Academic Assignment” is the prime, but not sole, condition for retention, tenure, or promotion.

1. **Teaching Effectiveness.** Evidence for teaching effectiveness shall include a list of courses taught, a sample of relevant course materials, and student evaluations since the most recent similar action was taken. Evidence may also include letters from present and former students solicited on a statistically random basis by the department chair/director and returned to him/her and all included in the dossier; reviews of public talks or lectures; evaluations by the faculty member's colleagues and Deans and directors supervising special programs in which the faculty member participates.

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 should also be included.

2. **Non-Teaching and Teaching Chairs, 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.

## **B. Research/Scholarship/Creative Activities**

A candidate for tenure must present evidence of his/her research, scholarship and/or creative activities when he/she applies for tenure. Such evidence should cite books, journal articles, monographs, creative activities, performances, or exhibitions that have undergone appropriate peer review. Research publications in refereed journals or media of similar quality are considered reliable indicators of research/scholarly ability. Written reviews and evaluations by qualified peers, either in person or aided by other forms of reports, or both, are appropriate for performances, compositions, and other artistic creations. 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. It should be emphasized that quality is more important than quantity.

The tenure dossier/application must include evidence of peer review of the candidate's record of research/scholarly activity by qualified peers. The scholarship of teaching is a valid measure of research capability. It goes beyond doing a good job in the classroom; creative teachers should organize, record, and document their efforts in such a way that their colleagues may share their contributions to the art of teaching. Appropriate textbooks or educational articles in one's own discipline and innovative contributions to teaching, if published or presented in a peer-reviewed forum, constitute scholarship of teaching.

Research and scholarly and creative activities are important to the University's role in society. Clear evidence of the quality of work shall be a part of every evaluation, including evaluations from Deans and directors supervising special programs in which the faculty member participates. Evidence supplied by the candidate or others might include the following:

- 1. Publications.** These include books or chapters in books, textbooks, articles in refereed journals, articles in non-refereed journals, monographs, refereed and non-refereed conference proceedings, book reviews, and other similar published materials.
- 2. Papers Presented.** These include those papers

presented at local, state, regional, national, and international professional meetings. The significance of content and selection process should be considered in reviewing such presentations.

3. **Performance or Exhibitions.** 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.** 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, and other similar material.

### **C. Professional Contributions and Activities**

Part of every faculty member's expected performance in Professional Contributions and Activities is regular participation in the governing and policy-making processes of the University, and such participation should be included in this area of evaluation. Evidence of a faculty member's contributions in the area of professional service might include examples of assistance to the faculty member's discipline, the local community, and to the larger society. The faculty member should also include evidence of continuing professional development and growth. The documentation of all service activities is required and may include evaluations from colleagues, Deans and directors supervising special programs in which the faculty member participates. Service should include participation in organizations and on committees, although more significance will be attached to formal and informal leadership than to mere membership. Evidence might involve the following:

1. **Service to Campus.** 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.
4. **Professional Development.** This category includes training, workshops, seminars, continuing education, conference attendance, online training, or similar activities related to professional growth.

#### **D. Criteria for Assessing the Long-Term Staffing Needs**

The long-term staffing needs of the department/division and the University are taken into account at each level in the review process when candidates are evaluated for retention and tenure. Criteria to be considered may include the following:

1. University mission;
2. Enrollment patterns;
3. Program changes;
4. Potential resources for staff additions;
5. Prospective retirements and resignations; and
6. Maintenance of adequate faculty to support essential curricula.

## **Changes in Tenure/ Tenure-Track Status**

### **A. Non-renewal of Probationary Tenure-Track**

- 1.** When tenure-track appointments of faculty are not to be renewed for further service, the faculty member shall receive notice of his/her non-retention for the ensuing academic year as follows:
  - a.** Not later than January 1 of the second year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least five months in advance of its termination or
  - b.** Not later than the close of the academic year preceding the third or subsequent year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least twelve months in advance of its termination.

The above stated dates are the latest dates for notice of non-renewal of faculty on tenure-track appointments. Notice of non-renewal shall be effective upon personal delivery of the notice to the faculty member, or upon the date the notice is mailed, postage prepaid, to the faculty member at his/her current home address of record at the University.

Applicable dates for notice of non-renewal are based upon actual years of service at APSU and in no way affected by any credit for prior service. When a faculty member on a tenure-track appointment completes his/her probationary period, the faculty member will be recommended for tenure by the President or will be given notice of non-renewal of the appointment during the spring term following application for such status.

**NOTE:** Those faculty who are on a customized personnel calendar and apply for tenure in the spring term will be recommended for tenure or given notice of non-renewal during the same spring term in which they apply for tenure.

Such notice of non-renewal should be given no later than the final day of the academic year. The faculty member's right in an instance where timely notice is not given is described in the section titled Changes in



Tenure/Tenure-Track Status, Procedures for  
Termination for Adequate Cause.

2. Faculty members on tenure-track appointments shall not be terminated during the term of the annual appointment as stated in the employment contract except for reasons that would be sufficient for the termination of tenured faculty.
3. The non-renewal or non-reappointment of any faculty member on a tenure-track appointment does not necessarily carry an implication that his/her work or conduct has been unsatisfactory.

Unless there is a violation of state or federal law under the limitations described in the APSU Policy 1:010 (Appeals and Appearances Before the Board) decisions that are not subject to appeal to the APSU Board include (a) non-renewal of a tenure-track faculty appointment during the first five years of the probationary period and (b) denial of early tenure unaccompanied by notice of termination.

**B. Transfer of Tenure**

Where a faculty member is tenured in an academic program unit (e.g., a department or division), he/she may be transferred to another academic program unit. In such cases, the transfer will be made with tenure; moreover, the tenure appointment will be transferred to the new academic program unit. In no instance may the faculty member be compelled to relinquish tenure as a condition for effecting the transfer.

**C. Expiration of Tenure**

Tenure status shall expire upon retirement of the faculty member. Tenure shall also expire upon the event of permanent physical or mental inability of a faculty member, as established by an appropriate medical authority, to continue to perform his/her assigned duties.

**D. Relinquishment of Tenure**

A faculty member shall relinquish or waive his/her right to tenure upon resignation from the University or upon failure to report for service at the designated date of the beginning

of any academic term, which shall be deemed to be a resignation unless, in the opinion of the President, the faculty member has shown good cause for such failure to report. Where a tenured faculty member is transferred or reclassified to another department or academic program unit by the University, the transfer or reassignment shall be with tenure. Tenure is not relinquished during administrative assignments at the University.

#### **E. Termination of Tenure for Reasons of Financial Exigency**

A tenured faculty member may be terminated as a result of financial exigency at APSU subject to the APSU Board of Trustees declaration that such financial conditions exist. Personnel decisions (including those pertaining to tenured faculty) that result from a declaration of financial exigency at APSU will comply with the APSU Board of Trustees' policy 5:025 (APSU Policy on Financial Exigency).

#### **F. Termination of Tenure for Curricular Reasons**

The employment of a tenured faculty member may be terminated because 1) an academic program is deleted from the curriculum or 2) because of substantial and continued reduction of student enrollment in a field or discipline. Before declaring that curricular reasons exist, the President will ensure meaningful participation by the University's representative faculty body in identifying the specific curricular reasons, evaluating the long-term effect on the University's curriculum and its strategic planning goals, and the advisability of initiating further action. Prior to initiating the process described below, the President will present- either verbally or in writing - a description of curricular reasons that may warrant the termination of tenured faculty member(s).

The procedures whereby this presentation is made to a representative faculty body is provided below in item G. That body will have the opportunity to respond in writing to the President before action described below is initiated. Each of these reasons for termination of tenure for curricular reasons must denote shifts in staffing needs that warrant greater reductions than those that are accommodated annually in light of shifting positions from one department to another or among colleges to handle changing enrollment

patterns.

1. Part-time faculty within a department or division should not be hired or renewed before tenured faculty are terminated.
2. Temporary faculty should not be renewed before tenured faculty are terminated.
3. Tenure-track faculty in the probationary period should not be renewed before tenured faculty are terminated.
4. Among tenured faculty, those with higher rank should have priority over those with lower rank.
5. Among tenured faculty with comparable rank, those with appropriate higher academic degree(s) should have priority over those with lower academic degree(s).
6. Among tenured faculty with comparable rank and degrees, those with greater seniority in rank should normally have priority over those with less seniority.

#### **G. Procedures for Termination of Tenure**

1. Upon determining that termination of one or more tenured faculty members is required for one or more of the two reasons cited above, the President shall furnish each faculty member to be terminated a written statement of the reasons for the termination. Those reasons shall address fully the curricular circumstances that warranted the termination and shall indicate the manner and the information upon which the decision of which faculty members were to be terminated was reached. The President's written statement shall also indicate that the faculty member has the opportunity to respond in writing stating any objections to the decision.
2. If the faculty member(s) to be terminated indicate(s) objections to the President's written statement(s) and request(s) a review, the President will appoint a faculty committee consisting of a minimum of five tenured faculty members from a slate of ten tenured faculty

members proposed by the representative faculty body. The committee shall conduct a hearing on the proposed termination(s). The committee shall report its findings and recommendations to the President, who shall in a reasonable time inform the faculty member(s) proposed for termination in writing either that the decision for termination stands or that it has been altered.

3. The President's decision to terminate a tenured faculty member for curricular reasons is subject to appeal to the APSU Board of Trustees as provided in APSU Policy 1:010 (Appeals and Appearances Before the Board).
4. When a tenured faculty member is terminated for curricular reasons, the position will not be filled by a new appointee with the same areas of specialization as the terminated faculty member within a period of three years unless the terminated faculty member has been offered, in writing, reappointment to the position at his/her previous rank and salary (with the addition of an appropriate increase which, in the opinion of the President, would constitute the raise(s) that would have been awarded during the period that he/she was not employed).
5. Upon determining that termination of one or more tenured faculty members is warranted for curricular reasons, the President shall base his/her decision about which faculty member(s) should be terminated upon his/her assessment as to what action would least seriously compromise the educational programs in a department or division. Termination for curricular reasons presumes a staffing pattern in a department or academic program unit that cannot be warranted either by comparison with general load practices within the University or by comparison with faculty loads in comparable departments or academic program units at similar universities. In that light, the President shall also, at his/her discretion, base his/her decision on a careful assessment of the impact of the curricular reason on staffing requirements in the department or academic program unit as compared to overall patterns in the University and to comparable departments or academic program units which, in his/her judgment, are in universities similar enough to warrant assessment.

## **6. Definitions**

- a. “Program is deleted from the curriculum” means that the Board takes formal action to terminate a degree major, concentration, or other curricular component and that such termination eliminates or reduces need for faculty qualified in that discipline or area of specialization.
  - b. “Substantive and continued reduction of student enrollment in a field” means that over a period of at least three (3) years student enrollment in a field has decreased at a rate in considerable excess of that of the University as a whole and that such reduction has resulted in faculty-student ratios that, in the opinion of the President, cannot be warranted either by comparison with equivalent faculty load practices within the University or by comparisons with faculty loads in comparable departments or academic program units at similar universities which the President would deem to be appropriate for comparison.
- 7. When a tenured faculty member is to be terminated for curricular reasons, the President will make every possible effort to relocate the tenured faculty member in another existing vacant position for which he/she is qualified. In instances where (in the opinion of the President) relocation within the University is a viable alternative, the University has an obligation to make significant effort to relocate the faculty member, including the bearing of reasonable retraining costs. The final decision on relocation is within the discretion of the President.

## **H. Termination for Adequate Cause**

A faculty member with tenure or a faculty member on a tenure-track appointment prior to the end of the term of appointment may be terminated for adequate cause, which includes the following:

- 1. Incompetence or dishonesty in teaching or research;
- 2. Willful failure to perform the duties and responsibilities for which the faculty member was

employed or refusal or continued failure to comply with the policies of the Board, the University or the department, or to carry out specific assignments, when such policies or assignments are reasonable and non-discriminatory;

3. Conviction of a felony or a crime involving moral turpitude;
4. Improper use of narcotics or intoxicants, which substantially impairs the faculty member's fulfillment of his/her departmental and University duties and responsibilities;
5. Capricious disregard of accepted standards of professional conduct;
6. Falsification of information on an employment application or other information concerning qualifications for a position; and
7. Failure to maintain the level of professional excellence and ability demonstrated by other members of the faculty in the department or academic program unit of the University.

## **I. Procedures for Termination for Adequate Cause**

Termination of a faculty member with a tenure appointment, or with a tenure-track or temporary appointment prior to the annual specified term of the appointment, shall be subject to the following procedures:

1. No termination shall be effective until steps 4 through 9 below have been completed.
2. Suspensions pending termination shall be governed by the following procedure:
  - a. A faculty member may not be suspended pending completion of steps 4 through 9 unless it is determined by the University that the faculty member's presence poses a danger to persons or property or a threat of destruction to the academic or operational processes of the University. Reassignment of responsibilities is not considered

suspension; however, the faculty member must be reassigned responsibilities for which he/she is qualified.

- b.** In any case of suspension, the faculty member shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension; and, if there are disputed issues of fact or cause and effect, the faculty member shall be provided the opportunity for a hearing on the suspension as soon as possible at which time the faculty member may cross-examine his/her accuser, present witnesses on his/her behalf, and be represented by an attorney. Thereafter, whether the suspension is upheld or revoked, the matter shall proceed pursuant to these procedures.
- 3.** Except for such simple announcements as may be required concerning the time of proceedings and similar matters, public statements and publicity about these proceedings by either the faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the APSU Board of Trustees.
- 4.** Upon a recommendation by the chief academic officer of the University to the President or upon a decision by the President that these procedures should be undertaken in consideration of the termination of a tenured faculty member, one or more appropriate administrators shall meet privately with the faculty member for purposes of attempting to reach a mutually acceptable resolution of the problems giving rise to the proposed termination proceedings.
- 5.** If no mutually acceptable resolution is reached through step 4, the following steps shall be taken.
  - a.** The faculty member shall be provided with a written statement of the specific charges alleged by the University that constitutes grounds for termination and a notice of hearing specifying the time, date, and place of the hearing. The statement and notice must be provided at least twenty (20) days prior to the hearing. The faculty member shall

respond to the charges in writing at least five (5) days prior to the hearing. The faculty member may waive the hearing by execution of a written waiver.

- b.** A committee consisting of tenured faculty or tenured faculty and administrators shall be appointed to hear the case and to determine if adequate cause for termination exists according to the procedure herein described. The committee shall be appointed by the President and the officially recognized faculty senate, assembly or advisory committee, with each appointing the number of members designated by the policy of the University. The committee may not include any member of the faculty committee referred to in section 4 above. Members deeming themselves disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative. Members of the committee shall not discuss the case outside committee deliberations and shall report any ex-parte communication pertaining to the hearing to the President who shall notify all parties of the communication.
- 6.** The hearing committee shall elect a Chair who shall direct the proceedings and rule on procedural matters, including the granting of reasonable extensions of time at the request of any party and upon the showing of good cause for the extension.
- 7.** The Chair of the hearing committee may, at his/her discretion, require a joint pre-hearing conference with the parties that may be held in person or by a conference telephone call. The purpose of the pre-hearing conference should include but is not limited to one or more of the following:
  - a.** Notification as to procedure for conduct of the hearing;
  - b.** Exchange of witness lists, documentary evidence, and affidavits;
  - c.** Definition and clarification of issues and



- d.** Effecting stipulations of fact. A written memorandum of the pre-hearing conference should be prepared and provided to each party.
- 8.** A hearing shall be conducted by the hearing committee to determine whether adequate cause for termination of the faculty member exists. The hearing shall be conducted according to the procedures below.
  - a.** During the hearing, the faculty member will be permitted to have an academic advisor present and may be represented by legal counsel of his/her choice.
  - b.** A verbatim record of the hearing will be taken and a typewritten copy will be made available to the faculty member, upon request, at the faculty member's expense.
  - c.** The burden of proof that adequate cause exists rests with the University and shall be satisfied only by clear and convincing evidence in the record considered as a whole.
  - d.** The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the committee in using its best efforts to secure witnesses and make available documentary and other evidence that is under its control.
  - e.** The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear, but the committee determines that the interests of justice require admission of their statements, the committee will identify the witnesses, disclose their statements, and, if possible, provide for interrogatories. An affidavit may be submitted in lieu of the personal appearance of a witness if the party offering the affidavit has provided a copy to the opposing party at least ten (10) days prior to the hearing and the

opposing party has not objected to the admission of the affidavit in writing within seven (7) days after delivery of the affidavit or if the committee Chair determines that the admission of the affidavit is necessary to ensure a just and fair decision.

- f.** In a hearing on charges of incompetence, the testimony shall include that of qualified faculty members from the University or other universities of higher education.
  - g.** The hearing committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
  - h.** The findings of fact and the report will be based solely on the hearing record.
  - i.** The President and the faculty member will be provided a copy of the written committee report. The committee's written report shall specify findings of fact and shall state whether the committee has determined that adequate cause for termination exists and, if so, the specific grounds for termination found. In addition, the committee may recommend action less than dismissal. The report shall also specify any applicable policy the committee considered.
- 9.** After consideration of the committee's report and the record, the President may at his/her discretion consult with the faculty member prior to reaching a final decision regarding termination. Following his/her review, the President shall notify the faculty member of his/her decision, which, if contrary to the committee's recommendation shall be accompanied by a statement of the reasons. If the faculty member is terminated or suspended as a result of the President's decision, the faculty member may appeal the President's action to the APSU Board of Trustees pursuant to APSU Policy 1:010 (Appearances and Appeals Before the Board) Review of the appeal shall be based upon the record of hearing. If upon review of the record, the

APSU Board of Trustees notes objections regarding the termination and/or its proceedings, the matter will be returned to the President for reconsideration, taking into account the stated objections, and, at the discretion of the President, the case may be returned to the hearing committee for further proceedings.

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### Links

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#### APSU RTP Procedures and Guidelines

[https://www.apsu.edu/academic-affairs/faculty/rtp/RTP\\_Procedures\\_and\\_Guidelines.pdf](https://www.apsu.edu/academic-affairs/faculty/rtp/RTP_Procedures_and_Guidelines.pdf)

#### APSU Policy 2:051

<https://apsu.navexone.com/content/dotNet/documents/?docid=113&public=true>

#### APSU Rule 2040-05-04

<https://publications.tnsosfiles.com/rules/0240/0240-05/0240-05-04.20211019.pdf>

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### Revision Dates

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APSU Policy 1:025 – Rev.: September 15, 2023  
APSU Policy 1:025 – Rev.: September 18, 2020  
APSU Policy 1:025 (previously 5:060) – Rev.: May 19, 2017  
APSU Policy 1:025 – Rev.: July 26, 2016  
APSU Policy 1:025 – Rev.: May 12, 2015  
APSU Policy 1:025– Issued: April 29, 2014

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### Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		

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### Approved

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President: signature on file

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Austin Peay State  
University

Policy on Academic Tenure

**POLICIES**

**Issued:** ~~September 18, 2020~~ [September 15, 2023](#)

**Responsible Official:** Provost and Senior Vice President for Academic Affairs

**Responsible Office:** Academic Affairs

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**Policy Statement**

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The following policy of Austin Peay State University (APSU) on tenure is applicable to all tenure-track faculty within the University.

Faculty and administrators are also required to follow the [Tenure Retention, Tenure, Promotion \(RTP\)](#) Procedures and Guidelines document, which comprises procedures and guidelines related to the retention, tenure, and promotion of all tenure-track and tenured faculty within the University. These procedures and guidelines embody and communicate all provisions, definitions, and stipulations of Austin Peay State University.

The quality of the faculty of any University is maintained primarily through support of a wide variety of professional development. It is monitored through the appraisal, by competent faculty and administrative officers, of each candidate for tenure. Tenure at Austin Peay State University provides certain full-time faculty with the assurance of continued employment during the academic year until retirement or dismissal for adequate cause, financial exigency, or curricular reasons, as further discussed herein.

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**Definitions**

- Academic Tenure
- Adequate Cause
- Financial Exigency
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- Probationary Employment
- Faculty Appointments
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### Procedures

- Consideration for Tenure
- Criteria to be considered in Tenure Recommendations
- Changes in Tenure/Tenure-Track Status

### Links

- APSU ~~Tenure~~ [RTP](#) Procedures and Guidelines
- APSU Policy 2:051
- APSU ~~Policy 1:012~~ [Rule 2040-05-04](#)

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### Definitions

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<b>Academic Tenure</b>	A personnel status in an academic department or academic program unit pursuant to which the academic or fiscal year appointments of full-time faculty who have been awarded tenure are continued at a University until the expiration or relinquishment of that status, subject to termination for adequate cause, for financial exigency, or for curricular reasons.
<b>Adequate Cause</b>	A basis upon which a faculty member, either with academic tenure or a tenure-track or temporary appointment prior to the end of the specified term of the appointment may be dismissed or terminated. The specific grounds that constitute adequate cause are set forth in Termination for Adequate Cause Section H herein.
<b>Financial Exigency</b>	The formal declaration by the APSU Board of Trustees that APSU faces an imminent financial crisis, that there is a current or projected absence of sufficient funds (appropriated or non-appropriated) for the campus as a whole to maintain current programs and activities at a level sufficient to fulfill its educational goals and priorities, and that the budget can only be balanced by extraordinary means which include the termination of existing and continuing academic and non-academic appointments. The purpose of the APSU financial exigency policy is to establish the criteria and process regarding financial exigency at the university.
<b>Faculty Member</b>	A full-time employee who holds academic rank as instructor, assistant professor, associate professor, or professor. APSU Policy 2:051 provides additional details about types of appointments.

**Probationary Employment** Period of full-time professional service by a faculty member for whom an appointment letter denotes a tenure-track appointment in which he/she does not have tenure and in which he/she is evaluated by the University for the purpose of determining his/her satisfaction of the criteria for a recommendation for tenure. Probationary employment provides an opportunity for the individual to assess his/her own commitment to the University and for the University to determine whether the individual meets its perception of quality and/or projected need.

**Faculty Appointments** See APSU Policy No. 2:051.

**Annual Evaluation** Annual evaluations conducted by the candidate's department chair or other appropriate head of an academic program unit are an important aspect of the criteria for tenure at APSU; therefore, university policy should include a clear statement as to the role of evaluation in measuring those criteria relevant to assessing the merit of the probationary candidate.

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## Procedures

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### Consideration for Tenure      A. Tenure Appointments

The awarding of tenure is recognition of the merit of a faculty member and of the assumption that he/she would meet the long-term staffing needs of the department or academic program unit and the University. Tenure is awarded only to those members of the faculty who have exhibited professional excellence and outstanding abilities sufficient to demonstrate that their future services and performances justify the degree of permanence afforded by academic tenure. The APSU Board of Trustees does not award tenure in non-faculty positions.

Tenure appointments reside in the departments and academic program units and are assurances of continued employment during the academic year subject to expiration, relinquishment, or terminations of tenure as set out in Sections IV (Criteria to Be Considered in Tenure Recommendations) and V (Changes in Tenure/Tenure-Track Status). Recommendations for or against tenure should originate from the department or academic program unit in which the faculty member is assigned and should include appropriate participation in the recommendation by tenured faculty in the department or academic program unit as specified in Policy.

## Who Awards Tenure at APSU

Tenure is awarded only by positive action of the APSU Board of Trustees, pursuant to the requirements and procedures of this policy at APSU. No faculty member shall acquire or be entitled to any interest in a tenure appointment at APSU without a recommendation for tenure by the President of the University and an affirmative award of tenure by the APSU Board of Trustees. No other person shall have any authority to make any representation concerning tenure to any faculty member, and failure to give timely notice of non-renewal of a contract shall not result in the acquisition of a tenure appointment, but shall result in the right of the faculty member to another year of service at APSU, provided that no tenure appeals remain outstanding due to lack of cooperation and/or appropriate action on the part of the candidate in completing the appeal process.

The President has the authority to recommend tenure or to continue faculty members in probationary status in accord with the provisions elsewhere in this policy. The President shall base his/her determination upon consideration of the recommendations of departmental and college retention and tenure committees, and upon the recommendations of departmental Chairs\*, college Deans\*, and the Provost.

\*(APSU Editorial Note: Some academic units of the University have directors instead of Chairs. If the job description of the director of an academic unit includes duties and responsibilities typically assigned to the Chair of a department, then the director shall be seen as the equivalent of a Chair and shall participate in all personnel processes including retention, tenure, and promotion.)

See ~~Tenure~~ [RTP](#) *Procedures and Guidelines* document for Calendar for Faculty Personnel Actions.

## B. Tenure Process

All tenure-track faculty shall be reviewed for retention [beginning in their second year](#) on an annual basis until they attain tenure. The guidelines governing the criteria for retention are included within this policy (1:025) as well as in the ~~Tenure~~ [RTP](#) *Procedures and Guidelines* document.

Types of evidence relevant to evaluating effectiveness and contributions in teaching, research/scholarship, and service/outreach are identified in this policy under “General Criteria for Evaluation of Faculty Members.”

## 1. Departmental Recommendations

- a. The departmental chair/director 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.

Faculty members under review for retention, tenure, and promotion are responsible for submitting well-organized, up-to-date, and accurate e-dossiers. This responsibility shall end upon final submission of the e-dossier by the faculty member for the year under review.

Faculty members are encouraged to work closely with their directors/chairs, assigned mentors, and/or other senior faculty within and outside of their department (as necessary) to make sure that the e-dossier complies with ~~content and order~~ requirements as noted below. Faculty members should consider the preparation of e-dossiers as a year-round process, gathering and maintaining materials accordingly.

Faculty should consult the ~~Tenure~~ *RTP Procedures and Guidelines* document for developing their e-dossiers.

## Confidentiality of Meetings

All retention, tenure, and promotion committee proceedings and deliberations are strictly confidential. Faculty members who serve on review committees may discuss the vote and specifics of a particular personnel meeting only with other members who are also part of that same personnel review committee. As the discussion of the review committees involves personnel issues, the personnel review committee members are encouraged to exercise appropriate discretion in any subsequent discussion of the meetings. Faculty may consult with the



university ombudsman and the Office of Human Resources in this process.

### **C. Minimum Eligibility Requirements for Consideration for Academic Tenure**

1. 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 under APSU Policy 2:063 (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 institution to meet the criteria for recommendation for tenure and have been so recommended based upon this policy.
2. Faculty holding temporary appointments are not eligible for tenure.
3. Faculty members supported in whole or in part by funds available to the institution on a short-term basis, such as grants, contracts, or foundation-sponsored projects, shall not be eligible for tenure unless continuing support for such members can be clearly identified in the regular budget of the institution upon the recommendation of tenure to the APSU Board of Trustees.
4. No faculty member shall be eligible for tenure in an administrative position; however, when a faculty member with tenure is appointed to an administrative position, he/she will retain tenure in the former faculty position; and a faculty member otherwise eligible for tenure who holds an administrative position may be awarded tenure in the faculty position only, subject to the requirements of this policy.

### **D. Probationary Employment**

Probationary faculty may be employed on annual tenure-track appointments for a probationary period, which may not exceed six (6) years; however, six (6) years is considered to be the normal length of time required to develop a substantial record in teaching, research and service. The faculty member may apply for tenure

following a probationary period of not less than five years, provided that exceptions to the minimum probationary period may be made under special circumstances upon recommendation by the President and approval of the APSU Board of Trustees. Upon approval of such an exception by the APSU Board of Trustees, the faculty member's recommendation for tenure will go forward to the Board as meeting the requirements for the probationary period, per APSU Policy 2:063.

## **1. Approved Leave of Absence**

A period of approved leave of absence shall be excluded from the requisite period for completion of the probationary period unless the Provost of the University specified in writing prior to the leave of absence that it shall be included in the probationary period. However, articles that are published (online or in print) during the "leave of absence" period shall be accepted as items in Area 2 (Scholarly and Creative Achievement) during the probationary period.

For example, if the faculty member receives notice of an acceptance of an article (submitted at a previous time) during the "leave of absence" period or receives notice of an invitation to submit a scholarly essay to a journal, the faculty member may count this as part of his/her publication achievements in Area 2. When there is disagreement as to the admissibility of scholarly/creative activity in Area 2 during a "leave of absence" period, the faculty member shall consult with his/her Chair, Dean, and Provost to resolve the situation. This provision applies to tenure-track faculty only.

Leaves of absence may not be granted retroactively. A faculty member may apply for a maximum of two (2) extensions in one-year increments so long as the total probationary period does not exceed six years. Requests for a second extension follow the same procedure and are subject to the same considerations as the original extension.

## **2. Stopping the Tenure Clock**

A faculty member in a tenure track appointment may

request to “stop the clock” during his/her probationary period when circumstances exist that interrupt the faculty member’s normal progress toward building a case for tenure. Discretion for stopping the tenure clock rests on the institution and requires supervisory approval. In such cases, the faculty member may request to “stop the tenure clock” for one-year if he/she demonstrates that circumstances reasonably warrant such interruption. Reasons for approving a request to “stop the clock” will typically be related to a personal or family situation requiring attention and commitment that consumes the time and energy normally addressed to faculty duties and professional development. Examples may include, but are not limited to, childbirth or adoption, care of dependents, medical conditions or obligations, physical disasters or disruptions, or similar circumstances that require a fundamental alteration of one’s professional life. The intent of this policy is to serve the best interests of the University while providing neither preference to, nor adverse effect on, a faculty member’s process of developing a case for tenure. Once approved, the “stop the clock” year is not counted in the probationary period accrual.

However, articles that are published (online or in print) during the “stop the clock” year shall be accepted as items in Area 2 (Scholarly and Creative Achievement) during the probationary period. For example, if the faculty member receives notice of an acceptance of an article (submitted at a previous time) during the “stop the clock” year or receives notice of an invitation to submit a scholarly essay to a journal, the faculty member may count this as part of his/her publication achievements in Area 2. When there is disagreement as to the admissibility of scholarly/creative activity in Area 2 during a “stop the clock” year, the faculty member shall consult with his/her Chair, Dean, and Provost to resolve the situation. This provision applies to tenure-track faculty only.

### **3. Procedure for Modifying the Probationary Period**

A faculty member seeking a modification of his/her probationary period must submit his/her request, in writing, addressing the considerations described above.

The request is to be submitted to the department chair/director for consideration and recommendation. The chair/director's recommendation is forwarded to the Dean of the faculty member's college for consideration and recommendation; thence to the Provost for consideration and approval or denial. The Provost will notify the faculty member, in writing, of such exceptions within one month of submission. Requests for modification of the probationary period that are based on a faculty member's health or care for an immediate family member should also be submitted to the APSU Office of Legal Affairs.

A faculty member who is appointed to an administrative position prior to a tenure award remains eligible for tenure under two conditions: 1) the faculty member must qualify for tenure under departmental or academic program unit, college and University guidelines; and 2) the faculty member must maintain a significant involvement in academic pursuits including teaching, scholarship and service. The time (or prorated portion of time) spent in the administrative position may be credited toward completion of the probationary period.

Where a faculty member is serving a probationary period in a department or academic program unit and is subsequently transferred to another department or academic program unit, the faculty member may – with the approval of the Provost – elect to begin a new probationary period on the date that the transfer occurs. If he/she does not so elect (and confirm in writing to the President), time spent in the first appointment shall count toward establishing the minimum and maximum probationary period.

### **Criteria to be Considered in Tenure Recommendations**

### **Overview**

Faculty members shall be evaluated for retention, tenure, and promotion in the areas listed below and according to the standards indicated for the particular personnel action being considered. Time periods for particular personnel actions and supporting e-dossier material relevant to each action are as follows:

Retention: since initial appointment [at Austin Peay](#)

Tenure: [State University](#); since initial appointment [at Austin Peay State University](#); and  
Promotion: since initial appointment [at Austin Peay State University](#) or date of last promotion whichever is the more recent.

### **General Criteria for Evaluation of Faculty Members**

The following are general criteria to be used in evaluating faculty members for any personnel action. This list is not exhaustive, and the selection and relative importance of each of these criteria will vary with the type of action contemplated as well as the nature and mission of the department to which the faculty member is assigned. 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 (1) area but less active or successful in others may well be contributing more to the well-being of the University than someone adequate in all areas but outstanding in none. Reasonable expectations for the following evaluative criteria for retention, tenure, promotion and merit shall be established in writing at the departmental and college levels as a standard or basis for personnel actions.

1. Teaching effectiveness;
2. Effectiveness in other academic assignments, including student advisement, as well as departmental and program administrative assignments;
3. Research, scholarly and creative activity;
4. Professional degrees, awards, and achievements;
5. Professional service (may include institutional committee assignments) to the University, the community, and the State or Nation;
6. Activities, memberships, and leadership in professional organizations;
7. Evidence of continuing professional development and growth; and potential for contributions to the objectives of the

department and the University and

8. 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.

For convenience and further clarification, APSU groups these criteria into three general areas of evaluation: Effectiveness in Academic Assignment; Scholarly and Creative Achievement; and Professional Contributions and Activity.

#### **A. Effectiveness in Academic Assignment**

Effective teaching is an essential qualification for tenure, and tenure should not be granted in the absence of clear evidence of a candidate's teaching ability and potential for continued development. Excellence in teaching is a strong recommendation for both tenure and promotion though it cannot be considered in isolation from scholarship and service. Although it is difficult to establish evidence of teaching excellence, each department must develop a procedure to ensure that factual information relative to a candidate's teaching is available at the time he/she is considered for tenure. It is expected that a component of teaching is effective student advisement.

The teaching portfolio should include, but is not limited to, evidence of teaching excellence as follows: ability to organize and present subject matter in a logical and meaningful way; ability to motivate and stimulate creativity, intellectual curiosity, and interest in writing and inquiry in undergraduates and/or graduate students; and evidence of peer evaluation. Documentation of teaching should routinely include: statement of teaching philosophy; course materials; student evaluations for every course evaluated during the probationary period; and evidence of supervision of student projects and other forms of student mentorship. A candidate for tenure may choose to include other types of evidence that support his/her application for tenure such as additional student input; student products; teaching recognition; teaching scholarship; peer input; evidence of professional development in teaching; evidence

of disciplinary or interdisciplinary program or curricular development; alumni surveys and student exit interviews; and other evidence of excellence in teaching or mentoring, or both.

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.

Positive evaluation in the area “Effectiveness in Academic Assignment” is the prime, but not sole, condition for retention, tenure, or promotion.

- 1. Teaching Effectiveness.** Evidence for teaching effectiveness shall include a list of courses taught, a sample of relevant course materials, and student evaluations since the most recent similar action was taken. Evidence may also include letters from present and former students solicited on a statistically random basis by the department chair/director and returned to him/her and all included in the dossier; reviews of public talks or lectures; evaluations by the faculty member's colleagues and Deans and directors supervising special programs in which the faculty member participates.

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 should also be included.

- 2. Non-Teaching and Teaching Chairs, 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.

## **B. Research/Scholarship/Creative Activities**

A candidate for tenure must present evidence of his/her research, scholarship and/or creative activities when he/she applies for tenure. Such evidence should cite books, journal articles, monographs, creative activities, performances, or exhibitions that have undergone appropriate peer review. Research publications in refereed journals or media of similar quality are considered reliable indicators of research/scholarly ability. Written reviews and evaluations by qualified peers, either in person or aided by other forms of reports, or both, are appropriate for performances, compositions, and other artistic creations. 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. It should be emphasized that quality is more important than quantity.

The tenure dossier/application must include evidence of peer review of the candidate's record of research/scholarly activity by qualified peers. The scholarship of teaching is a valid measure of research capability. It goes beyond doing a good job in the classroom; creative teachers should organize, record, and document their efforts in such a way that their colleagues may share their contributions to the art of teaching. Appropriate textbooks or educational articles in one's own discipline and innovative contributions to teaching, if published or presented in a peer-reviewed forum, constitute scholarship of teaching.

Research and scholarly and creative activities are important to the University's role in society. Clear evidence of the quality of work shall be a part of every evaluation, including evaluations from Deans and directors supervising special programs in which the faculty member participates. Evidence supplied by the candidate or others might include the following:

- 1. Publications.** These include books or chapters in books, textbooks, articles in refereed journals, articles in non-refereed journals, monographs, refereed and non-refereed conference proceedings, book reviews, and other similar published materials.



2. **Papers Presented.** These include those papers presented at local, state, regional, national, and international professional meetings. The significance of content and selection process should be considered in reviewing such presentations.
3. **Performance or Exhibitions.** 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.** 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, and other similar material.

### C. Professional Contributions and Activities

Part of every faculty member's expected performance in Professional Contributions and Activities is regular participation in the governing and policy-making processes of the University, and such participation should be included in this area of evaluation. Evidence of a faculty member's contributions in the area of professional service might include examples of assistance to the faculty member's discipline, the local community, and to the larger society. The faculty member should also include evidence of continuing professional development and growth. The documentation of all service activities is required and may include evaluations from colleagues, Deans and directors supervising special programs in which the faculty member participates. Service should include participation in organizations and on committees, although more significance will be attached to formal and informal leadership than to mere membership. Evidence might involve the following:

1. **Service to Campus.** 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.
4. **Professional Development.** This category includes training, workshops, seminars, continuing education, conference attendance, online training, or similar activities related to professional growth.

#### **D. Criteria for Assessing the Long-Term Staffing Needs**

The long-term staffing needs of the department/division and the University are taken into account at each level in the review process when candidates are evaluated for retention and tenure. Criteria to be considered may include the following:

1. University mission;
2. Enrollment patterns;
3. Program changes;
4. Potential resources for staff additions;
5. Prospective retirements and resignations; and
6. Maintenance of adequate faculty to support essential curricula.

## Changes in Tenure/ Tenure-Track Status

### A. Non-renewal of Probationary Tenure-Track

1. When tenure-track appointments of faculty are not to be renewed for further service, the faculty member shall receive notice of his/her non-retention for the ensuing academic year as follows:
  - ~~a. Not later than April 1 of the first academic year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least two months in advance of its termination;~~
  - a. Not later than January 1 of the second year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least five months in advance of its termination or
  - b. Not later than the close of the academic year preceding the third or subsequent year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least twelve months in advance of its termination.

The above stated dates are the latest dates for notice of non-renewal of faculty on tenure-track appointments. Notice of non-renewal shall be effective upon personal delivery of the notice to the faculty member, or upon the date the notice is mailed, postage prepaid, to the faculty member at his/her current home address of record at the University.

Applicable dates for notice of non-renewal are based upon actual years of service at APSU and in no way affected by any credit for prior service. When a faculty member on a tenure-track appointment completes his/her probationary period, the faculty member will be recommended for tenure by the President or will be given notice of non-renewal of the appointment during the spring term following application for such status.

NOTE: Those faculty who are on a customized personnel calendar and apply for tenure in the spring term will be recommended for tenure or given notice of non-renewal during the same spring term in which they

apply for tenure.

Such notice of non-renewal should be given no later than the final day of the academic year. The faculty member's right in an instance where timely notice is not given is described in the section titled Changes in Tenure/Tenure-Track Status, Procedures for Termination for Adequate Cause.

2. Faculty members on tenure-track appointments shall not be terminated during the term of the annual appointment as stated in the employment contract except for reasons that would be sufficient for the termination of tenured faculty.
3. The non-renewal or non-reappointment of any faculty member on a tenure-track appointment does not necessarily carry an implication that his/her work or conduct has been unsatisfactory.

Unless there is a violation of state or federal law under the limitations described in the APSU Policy 1:010 (Appeals and Appearances Before the Board) decisions that are not subject to appeal to the APSU Board include (a) non-renewal of a tenure-track faculty appointment during the first five years of the probationary period and (b) denial of early tenure unaccompanied by notice of termination. ~~B. Transfer of Tenure~~

## **B. Transfer of Tenure**

Where a faculty member is tenured in an academic program unit (e.g., a department or division), he/she may be transferred to another academic program unit. In such cases, the transfer will be made with tenure; moreover, the tenure appointment will be transferred to the new academic program unit. In no instance may the faculty member be compelled to relinquish tenure as a condition for effecting the transfer.

## **C. Expiration of Tenure**

Tenure status shall expire upon retirement of the faculty member. Tenure shall also expire upon the event of permanent physical or mental inability of a faculty member, as established by an appropriate medical authority, to continue to perform his/her assigned duties.

**D. Relinquishment of Tenure**

A faculty member shall relinquish or waive his/her right to tenure upon resignation from the University or upon failure to report for service at the designated date of the beginning of any academic term, which shall be deemed to be a resignation unless, in the opinion of the President, the faculty member has shown good cause for such failure to report. Where a tenured faculty member is transferred or reclassified to another department or academic program unit by the University, the transfer or reassignment shall be with tenure. Tenure is not relinquished during administrative assignments at the University.

**E. Termination of Tenure for Reasons of Financial Exigency**

A tenured faculty member may be terminated as a result of financial exigency at APSU subject to the APSU Board of Trustees declaration that such financial conditions exist. Personnel decisions (including those pertaining to tenured faculty) that result from a declaration of financial exigency at APSU will comply with the APSU Board of Trustees' policy 5:025 (APSU Policy on Financial Exigency).

**F. Termination of Tenure for Curricular Reasons**

The employment of a tenured faculty member may be terminated because 1) an academic program is deleted from the curriculum or 2) because of substantial and continued reduction of student enrollment in a field or discipline. Before declaring that curricular reasons exist, the President will ensure meaningful participation by the University's representative faculty body in identifying the specific curricular reasons, evaluating the long-term effect on the University's curriculum and its strategic planning goals, and the advisability of initiating further action. Prior to initiating the process described below, the President will present- either verbally or in writing - a description of curricular reasons that may warrant the termination of tenured faculty member(s).

The procedures whereby this presentation is made to a representative faculty body is provided below in item G. That body will have the opportunity to respond in writing to

the President before action described below is initiated. Each of these reasons for termination of tenure for curricular reasons must denote shifts in staffing needs that warrant greater reductions than those that are accommodated annually in light of shifting positions from one department to another or among colleges to handle changing enrollment patterns.

1. Part-time faculty within a department or division should not be hired or renewed before tenured faculty are terminated.
2. Temporary faculty should not be renewed before tenured faculty are terminated.
3. Tenure-track faculty in the probationary period should not be renewed before tenured faculty are terminated.
4. Among tenured faculty, those with higher rank should have priority over those with lower rank.
5. Among tenured faculty with comparable rank, those with appropriate higher academic degree(s) should have priority over those with lower academic degree(s).
6. Among tenured faculty with comparable rank and degrees, those with greater seniority in rank should normally have priority over those with less seniority.

#### **G. Procedures for Termination of Tenure**

1. Upon determining that termination of one or more tenured faculty members is required for one or more of the two reasons cited above, the President shall furnish each faculty member to be terminated a written statement of the reasons for the termination. Those reasons shall address fully the curricular circumstances that warranted the termination and shall indicate the manner and the information upon which the decision of which faculty members were to be terminated was reached. The President's written statement shall also indicate that the faculty member has the opportunity to respond in writing stating any objections to the decision.

2. If the faculty member(s) to be terminated indicate(s) objections to the President's written statement(s) and request(s) a review, the President will appoint a faculty committee consisting of a minimum of five tenured faculty members from a slate of ten tenured faculty members proposed by the representative faculty body. The committee shall conduct a hearing on the proposed termination(s). The committee shall report its findings and recommendations to the President, who shall in a reasonable time inform the faculty member(s) proposed for termination in writing either that the decision for termination stands or that it has been altered.
3. The President's decision to terminate a tenured faculty member for curricular reasons is subject to appeal to the APSU Board of Trustees as provided in APSU Policy 1:010 (Appeals and Appearances Before the Board).
4. When a tenured faculty member is terminated for curricular reasons, the position will not be filled by a new appointee with the same areas of specialization as the terminated faculty member within a period of three years unless the terminated faculty member has been offered, in writing, reappointment to the position at his/her previous rank and salary (with the addition of an appropriate increase which, in the opinion of the President, would constitute the raise(s) that would have been awarded during the period that he/she was not employed).
5. Upon determining that termination of one or more tenured faculty members is warranted for curricular reasons, the President shall base his/her decision about which faculty member(s) should be terminated upon his/her assessment as to what action would least seriously compromise the educational programs in a department or division. Termination for curricular reasons presumes a staffing pattern in a department or academic program unit that cannot be warranted either by comparison with general load practices within the University or by comparison with faculty loads in comparable departments or academic program units at similar universities. In that light, the President shall also, at his/her discretion, base his/her decision on a

careful assessment of the impact of the curricular reason on staffing requirements in the department or academic program unit as compared to overall patterns in the University and to comparable departments or academic program units which, in his/her judgment, are in universities similar enough to warrant assessment.

## **6. Definitions**

- a. “Program is deleted from the curriculum” means that the Board takes formal action to terminate a degree major, concentration, or other curricular component and that such termination eliminates or reduces need for faculty qualified in that discipline or area of specialization.
  - b. “Substantive and continued reduction of student enrollment in a field” means that over a period of at least three (3) years student enrollment in a field has decreased at a rate in considerable excess of that of the University as a whole and that such reduction has resulted in faculty-student ratios that, in the opinion of the President, cannot be warranted either by comparison with equivalent faculty load practices within the University or by comparisons with faculty loads in comparable departments or academic program units at similar universities which the President would deem to be appropriate for comparison.
7. When a tenured faculty member is to be terminated for curricular reasons, the President will make every possible effort to relocate the tenured faculty member in another existing vacant position for which he/she is qualified. In instances where (in the opinion of the President) relocation within the University is a viable alternative, the University has an obligation to make significant effort to relocate the faculty member, including the bearing of reasonable retraining costs. The final decision on relocation is within the discretion of the President.

## **H. Termination for Adequate Cause**

A faculty member with tenure or a faculty member on a tenure-track appointment prior to the end of the term of



appointment may be terminated for adequate cause, which includes the following:

1. Incompetence or dishonesty in teaching or research;
2. Willful failure to perform the duties and responsibilities for which the faculty member was employed or refusal or continued failure to comply with the policies of the Board, the University or the department, or to carry out specific assignments, when such policies or assignments are reasonable and non-discriminatory;
3. Conviction of a felony or a crime involving moral turpitude;
4. Improper use of narcotics or intoxicants, which substantially impairs the faculty member's fulfillment of his/her departmental and University duties and responsibilities;
5. Capricious disregard of accepted standards of professional conduct;
6. Falsification of information on an employment application or other information concerning qualifications for a position; and
7. Failure to maintain the level of professional excellence and ability demonstrated by other members of the faculty in the department or academic program unit of the University.

#### **I. Procedures for Termination for Adequate Cause**

Termination of a faculty member with a tenure appointment, or with a tenure-track or temporary appointment prior to the annual specified term of the appointment, shall be subject to the following procedures:

1. No termination shall be effective until steps 4 through 9 below have been completed.
2. Suspensions pending termination shall be governed by the following procedure:

- a. A faculty member may not be suspended pending completion of steps 4 through 9 unless it is determined by the University that the faculty member's presence poses a danger to persons or property or a threat of destruction to the academic or operational processes of the University. Reassignment of responsibilities is not considered suspension; however, the faculty member must be reassigned responsibilities for which he/she is qualified.
  - b. In any case of suspension, the faculty member shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension; and, if there are disputed issues of fact or cause and effect, the faculty member shall be provided the opportunity for a hearing on the suspension as soon as possible at which time the faculty member may cross-examine his/her accuser, present witnesses on his/her behalf, and be represented by an attorney. Thereafter, whether the suspension is upheld or revoked, the matter shall proceed pursuant to these procedures.
3. Except for such simple announcements as may be required concerning the time of proceedings and similar matters, public statements and publicity about these proceedings by either the faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the APSU Board of Trustees.
  4. Upon a recommendation by the chief academic officer of the University to the President or upon a decision by the President that these procedures should be undertaken in consideration of the termination of a tenured faculty member, one or more appropriate administrators shall meet privately with the faculty member for purposes of attempting to reach a mutually acceptable resolution of the problems giving rise to the proposed termination proceedings.
  5. If no mutually acceptable resolution is reached through step 4, the following steps shall be taken.

- a. The faculty member shall be provided with a written statement of the specific charges alleged by the University that constitutes grounds for termination and a notice of hearing specifying the time, date, and place of the hearing. The statement and notice must be provided at least twenty (20) days prior to the hearing. The faculty member shall respond to the charges in writing at least five (5) days prior to the hearing. The faculty member may waive the hearing by execution of a written waiver.
  - b. A committee consisting of tenured faculty or tenured faculty and administrators shall be appointed to hear the case and to determine if adequate cause for termination exists according to the procedure herein described. The committee shall be appointed by the President and the officially recognized faculty senate, assembly or advisory committee, with each appointing the number of members designated by the policy of the University. The committee may not include any member of the faculty committee referred to in section 4 above. Members deeming themselves disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative. Members of the committee shall not discuss the case outside committee deliberations and shall report any ex-parte communication pertaining to the hearing to the President who shall notify all parties of the communication.
6. The hearing committee shall elect a Chair who shall direct the proceedings and rule on procedural matters, including the granting of reasonable extensions of time at the request of any party and upon the showing of good cause for the extension.
7. The Chair of the hearing committee may, at his/her discretion, require a joint pre-hearing conference with the parties that may be held in person or by a conference telephone call. The purpose of the pre-hearing conference should include but is not limited to one or more of the following:
  - a. Notification as to procedure for conduct of the

hearing;

- b.** Exchange of witness lists, documentary evidence, and affidavits;
  - c.** Definition and clarification of issues and
  - d.** Effecting stipulations of fact. A written memorandum of the pre-hearing conference should be prepared and provided to each party.
- 8.** A hearing shall be conducted by the hearing committee to determine whether adequate cause for termination of the faculty member exists. The hearing shall be conducted according to the procedures below.
- a.** During the hearing, the faculty member will be permitted to have an academic advisor present and may be represented by legal counsel of his/her choice.
  - b.** A verbatim record of the hearing will be taken and a typewritten copy will be made available to the faculty member, upon request, at the faculty member's expense.
  - c.** The burden of proof that adequate cause exists rests with the University and shall be satisfied only by clear and convincing evidence in the record considered as a whole.
  - d.** The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the committee in using its best efforts to secure witnesses and make available documentary and other evidence that is under its control.
  - e.** The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear, but the committee determines that the interests of justice require admission of their

statements, the committee will identify the witnesses, disclose their statements, and, if possible, provide for interrogatories. An affidavit may be submitted in lieu of the personal appearance of a witness if the party offering the affidavit has provided a copy to the opposing party at least ten (10) days prior to the hearing and the opposing party has not objected to the admission of the affidavit in writing within seven (7) days after delivery of the affidavit or if the committee Chair determines that the admission of the affidavit is necessary to ensure a just and fair decision.

- f.** In a hearing on charges of incompetence, the testimony shall include that of qualified faculty members from the University or other universities of higher education.
  - g.** The hearing committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
  - h.** The findings of fact and the report will be based solely on the hearing record.
  - i.** The President and the faculty member will be provided a copy of the written committee report. The committee's written report shall specify findings of fact and shall state whether the committee has determined that adequate cause for termination exists and, if so, the specific grounds for termination found. In addition, the committee may recommend action less than dismissal. The report shall also specify any applicable policy the committee considered.
- 9.** After consideration of the committee's report and the record, the President may at his/her discretion consult with the faculty member prior to reaching a final decision regarding termination. Following his/her review, the President shall notify the faculty member of his/her decision, which, if contrary to the committee's recommendation shall be accompanied by a statement

of the reasons. If the faculty member is terminated or suspended as a result of the President's decision, the faculty member may appeal the President's action to the APSU Board of Trustees pursuant to APSU Policy 1:010 (Appearances and Appeals Before the Board) Review of the appeal shall be based upon the record of hearing. If upon review of the record, the APSU Board of Trustees notes objections regarding the termination and/or its proceedings, the matter will be returned to the President for reconsideration, taking into account the stated objections, and, at the discretion of the President, the case may be returned to the hearing committee for further proceedings.

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### Links

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<b>APSU <del>Tenure</del> <u>RTP</u> Procedures and Guidelines</b>	<a href="https://www.apsu.edu/academic-affairs/faculty/faculty_resources/Tenure_PG_Revised_05-09-2019.pdf">https://www.apsu.edu/academic-affairs/faculty/faculty_resources/Tenure_PG_Revised_05-09-2019.pdf</a> <a href="https://www.apsu.edu/academic-affairs/faculty/rtp/RTP_Procedures_and_Guidelines.pdf">https://www.apsu.edu/academic-affairs/faculty/rtp/RTP_Procedures_and_Guidelines.pdf</a>
<b>APSU Policy 2:051</b>	<a href="https://www.apsu.edu/policy/2s-academic-policies/2051-faculty-appointments.php">https://www.apsu.edu/policy/2s-academic-policies/2051-faculty-appointments.php</a> <a href="https://apsu.navexone.com/content/dotNet/documents/?docid=113&amp;public=true">https://apsu.navexone.com/content/dotNet/documents/?docid=113&amp;public=true</a>
<b>APSU <del>Policy 1:012</del> <u>Rule 2040-05-04</u></b>	<a href="https://publications.tnsosfiles.com/rules/0240/0240-05/0240-05-04.20211019.pdf">https://publications.tnsosfiles.com/rules/0240/0240-05/0240-05-04.20211019.pdf</a> <a href="https://www.apsu.edu/policy/1s-governance-organization-and-general-policies/1012-inspecting-and-copying-public-records-and-related-charges-producing-copies-public-records.php">https://www.apsu.edu/policy/1s-governance-organization-and-general-policies/1012-inspecting-and-copying-public-records-and-related-charges-producing-copies-public-records.php</a>

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### Revision Dates

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[APSU Policy 1:025 – Rev.: September 15, 2023](#)  
 APSU Policy 1:025 – Rev.: September 18, 2020  
 APSU Policy 1:025 (previously 5:060) – Rev.: May 19, 2017  
 APSU Policy 1:025 – Rev.: July 26, 2016  
 APSU Policy 1:025 – Rev.: May 12, 2015  
 APSU Policy 1:025– Issued: April 29, 2014

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### Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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**Approved**

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President: signature on file

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## Board Meeting Minutes

Friday, June 9, 2023

317 College Street, Clarksville, TN 37040

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### Call to Order

Trustee Jenkins, board chair, called the meeting to order at 10:15 a.m.

### Roll Call/Declaration of a Quorum

Dr. Carol Clark, secretary to the board, called the roll. Trustee Jenkins stated there was a quorum.

ATTENDANCE ROLL CALL		
Name	Present	Absent
Trustee Atkins	X	
Trustee Berg	X	
Trustee Cannata		X
Trustee Jenkins (Chair)	X	
Trustee Knight*	X	
Trustee May	X	
Trustee Mealer		X
Trustee O'Malley	X	
Trustee McInnis	X	
Trustee Roe	X	

\*Non-Voting Member

### University Personnel Present

Dr. Michael Licari, President

Dr. Maria Cronley, Provost

Dr. Carol Clark, Secretary to the Board

Dannelle Whiteside, Vice President for Legal Affairs & Organizational Strategy

### Adoption of Agenda

Trustee Jenkins moved for the adoption of the agenda. Trustee Atkins seconded the motion. A voice vote was taken and carried unanimously with seven trustees voting yes.

### Approval of Minutes



Trustee Jenkins stated that the minutes for the March 17, 2023, board meeting were circulated in advance and asked if there were any corrections or additions to the minutes. There were none. Trustee Jenkins moved to approve the minutes as written. Trustee McInnis seconded the motion. A voice vote was taken and carried unanimously with seven trustees voting yes.

## **Campus Spotlight**

Trustee Jenkins recognized President Licari to introduce Dr. Prentice Chandler and Dr. Lisa Barron to provide the campus spotlight.

Dr. Prentice Chandler, Dean of the Eriksson College of Education, provided a comprehensive presentation on the activities of the college. He emphasized that college is “no longer a secret, but a national leader in educator preparation.” He stated that reputable media outlets such as the *Washington Post* and *Education Week* have recently covered the college's programs. Additionally, the college has been invited to present at a US Congressional briefing on Educator Preparation in Washington, D.C.

Chandler highlighted the Aspiring Assistant Principals Network, a program offering an accelerated one-year master's degree with coursework directly tied to the practice of being a transformational school leader. The Eriksson College of Education received a grant of \$2.3 million to fund tuition for 100 graduate students per year. Since the program's inception, every student has passed the national Praxis exam, and there has been an increase in the number of individuals from underrepresented groups in the program.

Next, Chandler discussed the doctoral program in educational leadership (Ed.D.). This program, offered since 2019, allows working professionals in K-12 schools and higher education to address pressing problems of practice in their coursework and dissertation. The program has seen significant growth in enrollment, and additional concentrations have been introduced to meet student demand.

Dr. Lisa Barron, the Associate Dean and Director of Teacher Education and Partnerships, then discussed the college's Grow Your Own Teacher Residency program. This innovative program provides an accelerated three-year bachelor's degree where teacher residents work alongside experienced teachers as paraprofessionals in schools with urgent needs. The program offers wrap-around support, and all tuition and textbooks are provided free of charge. The first cohort of residents graduated with the skills and confidence of third-year teachers, and they increased the diversity among educators in the district.

Additionally, the college has partnered with local community colleges and expanded the apprenticeship program to other districts, earning recognition as the first federally-registered teaching apprenticeship program in the nation. The program has garnered attention and requests for replication from school districts and universities nationwide.

## **Action Items**

### **A. Academic Affairs Committee Report and Recommendations**

Trustee May reported on the actions of the Academic Affairs Committee at the June 9, 2023, meeting.

The committee approved the minutes for the March 17, 2023, meeting.

The committee reviewed and approved two action items requiring consideration of the board:

- Tenure upon Appointment – Dr. Dlynn Williams
- Consideration of Tenure Appointment

#### **i. Tenure upon Appointment - Dr. Dlynn Williams**

By direction of the Academic Affairs Committee, Trustee May moved to approve tenure upon appointment of Dr. Dlynn Williams, the next Dean of the College of Behavioral and Health Sciences. A voice vote was taken and carried unanimously with seven trustees voting yes.

#### **ii. Consideration of Tenure Appointment**

By direction of the Academic Affairs Committee, Trustee May moved to approve the president's recommendation of tenure for Dr. Stephen Kershner. Hearing no discussion, a voice vote was taken and carried unanimously with seven trustees voting yes.

### **B. Student Affairs Committee Report and Recommendations**

Trustee McInnis reported on the actions of the Student Affairs Committee at the June 9, 2023, meeting.

The committee approved the minutes of the March 17, 2023, meeting. There were no other items on the agenda.

### **C. Business and Finance Committee Report and Recommendations**

Trustee Atkins reported on the actions of the Business and Finance Committee at the June 9, 2023, meeting.

The committee approved the minutes of the March 17, 2023, meeting.

The committee reviewed and approved three action items requiring consideration of the board:

- Consideration of Tuition and Mandatory Fees for the 2023-2024 Academic Year
- Consideration of the Estimated Budget for the 2022-2023 Fiscal Year and Proposed Budget for the 2023-2024 Fiscal Year
- Consideration of the Capital Outlay and maintenance Requests for the 2024-2025 Fiscal Year

#### **i. Consideration of Tuition and Mandatory Fees for the 2023-2024 Academic Year**

By direction of the Business & Finance Committee, Trustee Atkins moved to approve the Tuition and Mandatory Fees for the 2023-2024 Academic Year.

Trustee Jenkins commented that a 3% tuition increase is not something the board took lightly. He reflected that Austin Peay is the second most affordable university in the state; he also highlighted the current inflation rate of 10%. Jenkins reiterated that this increase was something the Board took very seriously.

Hearing no further discussion, a roll call vote was taken and carried unanimously with seven trustees voting yes.

<b>ROLL CALL VOTE</b> <b>Tuition &amp; Mandatory Fees for</b> <b>2023-2024 Academic Year</b>		
Name	Aye	Nay
Trustee Atkins	X	
Trustee Berg	X	
Trustee Cannata	absent	
Trustee Jenkins (Chair)	X	
Trustee Knight*	NVM	
Trustee May	X	
Trustee Mealer	absent	
Trustee O'Malley	X	
Trustee McInnis	X	
Trustee Roe	X	

**ii. Consideration of the Estimated Budget for the 2022-2023 Fiscal Year and the Proposed Budget for the 2023-2024 Fiscal Year**

By direction of the Business & Finance Committee, Trustee Atkins moved to approve the Estimated Budget for the 2022-2023 Fiscal Year and the Proposed Budget for the 2023-2024 Fiscal Year.

Hearing no discussion, a roll call vote was taken and carried unanimously with seven trustees voting yes.

<b>ROLL CALL VOTE</b> <b>Estimated Budget for 2022-23 FY</b> <b>and Proposed Budget for 2023-24 FY</b>		
Name	Aye	Nay
Trustee Atkins	X	
Trustee Berg	X	
Trustee Cannata	absent	
Trustee Jenkins (Chair)	X	
Trustee Knight*	NVM	
Trustee May	X	
Trustee Mealer	absent	
Trustee O'Malley	X	
Trustee McInnis	X	
Trustee Roe	X	

**iii. Consideration of Capital Outlay and Maintenance Requests for the 2024-2025 Fiscal Year**

By direction of the Business & Finance Committee, Trustee Atkins moved to approve the Capital Outlay and Maintenance Requests for the 2024-2025 Fiscal Year.

Hearing no discussion, a roll call vote was taken and carried unanimously with seven trustees voting yes.

<b>ROLL CALL VOTE</b> <b>Capital Outlay &amp; Maintenance</b> <b>Requests for 2024-25 FY</b>		
Name	Aye	Nay
Trustee Atkins	X	
Trustee Berg	X	
Trustee Cannata	absent	
Trustee Jenkins (Chair)	X	
Trustee Knight*	NVM	
Trustee May	X	
Trustee Mealer	absent	
Trustee O'Malley	X	
Trustee McInnis	X	
Trustee Roe	X	

#### **D. Executive Committee Report and Recommendations**

Trustee Jenkins reported on the actions of the Executive Committee at the June 9, 2023, meeting.

The committee approved the minutes of the March 17, 2023, meeting.

The committee reviewed and acted on three items requiring consideration of the board:

- President's Performance Evaluation and Incentive for Fiscal Year 2022-2023
- President's Base Compensation for Fiscal Year 2023-2024
- President's Performance Evaluation and Incentive for Fiscal Year 2023-2024

##### **i. Consideration of the President's Performance and Incentive for Fiscal Year 2022-2023**

By direction of the Executive Committee, Trustee Jenkins moved to award a 10% incentive, in the amount of \$37,500, to President Licari for the 2022-2023 Fiscal Year.

Hearing no discussion, a voice vote was taken and carried unanimously with seven trustees voting yes.

##### **ii. Consideration of the President's Base Compensation for Fiscal Year 2023-2024**

By direction of the Executive Committee, Trustee Jenkins moved to set President's Licari base salary at \$385,000 for Fiscal Year 2023-2024.

Hearing no discussion, a voice vote was taken and carried unanimously with seven trustees voting yes.

### **iii. Consideration of the President's Performance Evaluation and Incentive Plan for the Upcoming Fiscal Year 2023-2024**

By direction of the Executive Committee, Trustee Jenkins moved to adopt the same evaluation criteria of the university president for 2023-2024 that was used in 2022-2023.

Hearing no discussion, a voice vote was taken and carried unanimously with seven trustees voting yes.

## **E. Audit Committee Report and Recommendations**

Trustee Roe reported on the actions of the Audit Committee at the June 9, 2023, meeting.

The committee approved the minutes of the March 17, 2023, meeting.

The committee considered and approved one action item:

- Fiscal Year 2023 Internal Audit Plan

The committee received presentations on the following informational items:

- Internal Audit Reports released between February 18, 2023, and May 11, 2023, with a list of outstanding audit recommendations.
- Overview of recently completed external reviews.

## **F. Other Business**

Mr. Kris Phillips, vice president for alumni, engagement, and philanthropy and executive director for the APSU foundation provided background information on proposed APSU Board of Trustee awards and also a facility naming request.

### **i. APSU Board of Trustee Awards**

Trustee Roe moved to approved the following awards:

- Google as the APSU Philanthropist of the Year
- Bill and Phil Harpel as the Gavs Who Lead Through Military Service
- Jim Durrett as the Gavs Who Lead Through Service

Trustee McInnis seconded the motion. A voice vote was taken and carried unanimously with seven trustees voting yes.

### **ii. Naming Request for the Governors Beach Volleyball Center**

Trustee O'Malley moved to approve the naming request for The Atkins Family Beach Volleyball facility. Trustee Roe seconded the motion. A voice vote was taken and carried unanimously with seven trustees voting yes.

## **Information Items**

## **A. President's Report & President's Interim Items**

Trustee Jenkins recognized President Michael Licari to give the president's report to the board.

Dr. Licari provided updates on the state budget results. He announced that additional funding had been secured for the Health Professions Building, and a groundbreaking ceremony was scheduled for August 21st. Furthermore, the Institute for National Security and Military Studies received the remaining funding required for its establishment.

Licari confirmed that the University also received increased state appropriations due to its outstanding performance in the outcomes formula for the state of Tennessee. The university was also awarded the Tennessee Board of Regents Philanthropy Chancellor's award for its philanthropic efforts, particularly its collaboration with the TCAT Dickson Clarksville campus.

Licari provided a review of academic achievements that highlighted the commitment to high-quality educational experiences and innovation on campus, including approval to launch the MBA program in the College of Business and notable student achievements like a Goldwater Scholar in physics, a Fulbright Scholar in the School of Music, and a faculty member awarded a Carnegie Fellowship. Grant expenditures reached a record high of over \$11 million, and significant funding was announced for the Southeastern Grassland Initiative.

Athletics also saw success, with the ASUN football conference championships and strong performances in various sports with most teams making their ASUN tournaments, including women's basketball and tennis. Athletics also enjoyed record sponsorship revenues and closed the academic year with strong graduation rates and GPAs for student-athletes.

The university's advancement efforts achieved impressive results, surpassing the previous year's cash raised and number of donors.

Licari announced the creation of the Division of Military Veterans Affairs, continuing APSU's commitment to serving military-affiliated students. Maj. Gen. (Ret.) Walt Lord will be assuming the role of Vice President.

Licari announced that Dr. Leonard Clemons would be joining APSU as the new vice president for Student Affairs, effective July 10, 2023. Licari thanked Mr. Greg Singleton for his service as the Interim Vice President for the Division of Student Affairs. Licari also thanked Trustee Elaine Berg, the faculty trustee, for her valuable contributions and service to the board.

Finally, Licari expressed his appreciation to Board of Trustees for their support thanked them for the raise in salary; however, Licari announced his decision to donate the entire raise back to the university.

Licari concluded by noting that the trustees' meeting materials included reports on state building commission actions and the contracts and agreements that had occurred since the last board meeting.

## **Adjourn**

Trustee Jenkins stated the next board meeting will take place on September 15 and moved to adjourn the board meeting. Trustee McInnis seconded the motion. A voice vote was taken and carried unanimously with seven trustees voting yes. The meeting adjourned at 11:05 a.m.

Austin Peay State University is a community-minded comprehensive public institution in Clarksville, northwest of Nashville, committed to meeting the needs of Tennessee and the southeastern United States. Faculty and staff provide excellent educational and co-curricular experiences at Austin Peay through the quality of the academic programs, the innovative and caring approach of academic support services, and the distinction of faculty – both in teaching and in scholarship and research. With a Carnegie Classification of a Master's Large institution, Austin Peay emphasizes student-centered teaching in order to ensure relevant learning experiences across varying disciplines, including behavioral and health sciences and STEM fields, business, education, and the arts. Austin Peay also offers two doctoral programs, the Ed.D. in Educational Leadership, and the Psy.D. in Counseling Psychology. The University predominantly serves students throughout Tennessee and the southeastern region and provides additional programming and services focusing on adult, first-generation, low socio-economic, military, minority, and high-performing students. Through its Division of Military and Veteran Affairs, APSU is committed to supporting military-affiliated students and offers programs and student support services at its own educational facility on Fort Campbell and the Newton Military Family Resource Center. Austin Peay is the state's largest provider of higher education to military-affiliated students, serving as a Veterans Education Transition Support (VETS) Campus. Furthermore, APSU is one of only two institutions in Tennessee that hosts the VetSuccess on Campus (VSOC) program in collaboration with the US Department of Veterans Affairs. The university also houses the Center of Excellence for the Creative Arts and the Center of Excellence for Field Biology, as well as the state's first teacher residency program, which is also the first federally registered teacher apprenticeship program in the country.



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**Austin Peay State  
University**

**Naming Rooms and Areas and Building Plaques**

**Issued:** April 30, 2021

**Responsible** Vice President for University Advancement and

**Official:** Executive Director of the APSU Foundation

**POLICIES**

**Responsible**  
**Office:** University Advancement

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**Policy Statement**

It is the policy of Austin Peay State University that the naming of rooms and areas of buildings, facilities, grounds and organizational units of institutions for individuals or groups who have made significant contributions to society is an honored tradition of higher education. The prerogative and privilege of naming within these areas at Austin Peay is the responsibility of the APSU Board of Trustees in collaboration with the President to ensure the consistency and qualification of signage.

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**Purpose**

The purpose of this policy is to address the naming of rooms and areas within campus buildings.

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**Contents**

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**Procedures**

- Qualifications of Individuals or Groups
- Process
- Dedication Ceremony and Plaque

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**Procedures**

Recommendations for naming rooms and areas should be submitted to the Vice President for University Advancement and Executive Director of the APSU Foundation and based on the following qualifications:

**Qualifications of  
Individuals or Groups**

In general, individuals and groups for whom rooms and areas are named must have made a significant financial contribution or

significant contribution to the field of education, government, science, or human betterment.

To preserve the integrity of all buildings named at the University, this honor must be reserved for individuals of recognized accomplishment and character; no building may bear the name of an individual convicted of a felony. The name must exhibit the values of the University with regard to diversity and inclusion.

In general, buildings should not be named for active employees of the University.

With respect to the naming of buildings on campus, special consideration shall be given to:

1. The historical significance of the contribution of the individual or group to the University;
2. The association of the individual or group with the building unit being named;
3. Any financial contribution of the individual or group to the University; financial contributions may, or may not, be specifically for scholarships at Austin Peay;
4. State, regional, national or international recognition of the individual's or group's contributions and achievements;
5. To preserve the integrity of all areas named at the University, this honor must be reserved for individuals of recognized accomplishment and character;
6. Buildings designated by their general purpose or function are not subject to this policy

In all cases, naming rights are considered to be in effect for the duration of the effective and typical useful life of the physical building, or space, and not in perpetuity.

If necessary, the Board reserves the right to remove a name associated with any physical building, space, object, or project at any time if the naming gift pledge remains unfulfilled, it is in the best interests of the institution or of the donor to do so, or to protect the reputation of the institution and or/ the donor.

## **Process**

1. The university president shall charge a committee to consider and make recommendations for the naming of a building.
2. The committee shall be comprised of student, faculty, and administrative representatives; other representatives of the

- campus community may serve on the committee, as deemed appropriate by the president.
3. The committee shall consider all suggested naming, which satisfy the criteria cited above. Any individual or group associated with the institution may suggest a name for consideration by the committee.
  4. The committee shall submit a report to the president, which includes a recommendation for the naming, documentation of all suggestions considered, and justification of its recommendation.
  5. For naming which requires Board approval, the president shall submit his or her recommendation, along with the committee's report and any additional supporting information deemed appropriate, to the Board through the President.
  6. No publicity shall be given to the recommendation for naming until it is considered by the Board.
  7. For naming not subject to Board approval, the president shall determine and make known the naming in the manner deemed most appropriate.

### **Dedication Ceremony and Plaque**

Upon approval of the naming, an appropriate dedication ceremony may be planned and conducted. A dedication plaque or comparable marking may be erected at that ceremony. The plaque must be comparable to other plaques on campus.

All building plaques must comply with State Building Commission Policy on building plaques.

All building plaques must be approved by the Vice President for University Advancement and Executive Director of the APSU Foundation.

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### **Revision Dates**

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APSU Policy 7:009 – Rev.: April 30, 2021

APSU Policy 7:009 (previously 99:029) – Rev.: March 25, 2017

APSU Policy 7:009 – Issued: May 3, 2006

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### **Subject Areas:**

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
		<input checked="" type="checkbox"/>			

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**Approved**

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President: signature on file

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AUSTIN PEAY STATE UNIVERSITY

**FOUNDATION**

Office of Vice President  
University Advancement and  
Executive Director of APSU Foundation

Committee: Naming Committee

Date/Time: August 23, 2023/3:30 pm

Location: Microsoft Teams

Agenda - APSU Board of Trustees Naming Recommendation

APSU Naming Policy: 7:009

Committee Members: Vonda St. Amant (Assistant Vice President of Philanthropy), Dr. Mickey Wadia (Language and Literature Professor and former Faculty Representative for BOT), Amy Corlew (Executive Director of Admissions, Orientation and Dual Enrollment), and Campbell Moore (Student Representative and SGA President)

- Recommendation: Name the pending APSU Welcome Center located at 317 College Street in honor of the O'Malley Family in recognition of their generous \$1,500,000 gift. The proposed name is the O'Malley Family Welcome Center.

Committee's results:

- Unanimous vote (4) to name the pending APSU Welcome Center located at 317 College Street the O'Malley Family Resource Center
- Next step: Present recommendation to APSU Board of Trustees at Fall meeting, September 15, 2023.



AUSTIN PEAY STATE UNIVERSITY  
**FOUNDATION**

Office of Vice President  
University Advancement and  
Executive Director of APSU Foundation

To: Whom It May Concern

From: Vonda St. Amant

Date: August 24, 2023

Re: O'Malley Family Welcome Center

I agree for the naming of the O'Malley Welcome Center at 317 College Street.

**Austin Peay State University**  
**Contracts Total Value Over \$50,000 Approved from May 1, 2023 - August 1, 2023**

Contractor	Description of Contract	Department	Yearly Amount	Start Date	End Date	Competitive	Notes
JRC Inc.	Meacham Reroofing	Capital Planning, Design & Construction	\$188,752.82	5/23/2023	Upon Completion	yes	SBC #373/003-12-2022
Pegasus ME Buyer Inc.	Oracle Advanced Security + Software Update License and Support	Information Technology	\$203,679.00	5/26/2023	5/25/2024	yes	State of TN SWC 3027 Contract #65111
Economic Modeling LLC	Lightcast subscription - CollegeAPP and CollegeAPP+ APSU will acquire access to a resident database that allows APSU to search for potential students based on demographic information.	College of Graduate Studies	Year 1 = \$30,000 Year 2 = \$37,500 Year 3 = \$45,000	6/1/2023	5/31/2026	no	sole source
Stinky Pinky Inc.	total containers 11 ea 4 yd, 6 ea 6 yd, 24 ea 8 yd, 1 ea 20 yd, 2 ea 30 yd rolloffs APSU solid waste collection and removal 7/1/2023-6/30/2024	Warehouse	Year 1 = \$160,808 Year 2 = \$160,808 Year 3 = \$160,808 Year 4 = \$160,808 Year 5 = \$160,808	6/27/2023	6/30/2028	yes	ITB 24-001
Encoura LLC	4 year renewal of contract C-20-0082. Prospective student names and contact info	Admissions	Year 1 = \$58,000 Year 2 = \$58,000 Year 3 = \$58,000 Year 4 = \$58,000	6/30/2023	6/30/2027	no	sole source
Honorlock Inc.	renewal adding three additional years. AI + Live Pop-In - User, Qty 2,300	Distance Education	Year 1 = \$59,800 Year 2 = \$52,000 Year 3 = \$52,000	7/1/2023	6/30/2026	yes	OMNIA Contract No. 4900000530
Key Business Solutions	APSU Post Office Smart Lockers - 136 total pods	APSU Post Office	One time purchase of lockers - \$42,008 One time purchase (delivery, install) - \$11,500 Annual Software/Hardware Maint. - \$4,500 (60mos)	7/1/2023	6/30/2028	no	sole source
Technolutions Inc.	Relationship Management and information system (the Slate system)	Admissions	Year 1 = \$100,000 Year 2 = \$100,000 Year 3 = \$100,000 Year 4 = \$100,000 Year 5 = \$100,000	7/1/2023	6/30/2028	yes	PV - UOM RFP 115219591
Strata Information Group	Provide services to hands-on build, Technolutions Slate CRM software implementation	Academic Affairs	\$164,900	8/1/2023	7/31/2024	yes	E&I Cooperative Services Contract #CNR01502
Air Charter Service Delaware Inc	Charter Flights for Football Travel	Athletics	\$258,000	9/22/2023	10/22/2023	no	President gave exception to the bid process



**Austin Peay State University**  
**SBC Actions May 1, 2023 - August 1, 2023**

**Summary of State Building Comissions Actions**

<u>Date</u>	<u>SBC/Transaction Number</u>	<u>Project</u>	<u>Value</u>	<u>SBC Action</u>
5/11/2023	373/003-02-2021	Sundquist Science Complex Exhaust System Controls	\$118,640.41	Approved funding for a change order
5/11/2023	373/003-03-2023	Pan Hellenic Memorial Plaza	\$176,000.00	Approved project utilizing an Agency Consultant (Lyle Cook Martin Architects) for design
6/8/2023	373/003-08-2022	C. E. Harvill Food Venue Renovation	\$7,000,000.00	Approval of a revision in project budget and funding
7/13/2023	373/003-04-2023	Building Management System Upgrades	\$1,570,000.00	Approval of project utilizing Agency Resources for design & Campus Procurement of construction.

**Summary of Executive Sub-Committee Actions**

<u>Date</u>	<u>ESC/Transaction Number</u>	<u>Project</u>	<u>Value</u>	<u>SBC Action</u>