

Criteria for Personnel Actions

Department of Physics and Astronomy

APSU Policies 5:060, 5:061 and 5:062 describe the nature of areas of evaluation for faculty under consideration of retention, tenure or promotion. The following are additional minimum criteria to be used in evaluating a faculty member for retention, tenure, and promotion in the Department of Physics & Astronomy.

It should be recognized that common sense and flexibility need to be used in the application of criteria. Faculty members truly outstanding in one area but less active or successful in others may well be contributing more to the well being of the Department, College, or University than someone adequate in all areas but outstanding in none. With this in mind, this document provides minimum but not necessarily sufficient requirements in each area for the awarding of retention, tenure, or promotion. Successful faculty will meet these criteria in all areas and exceed these criteria in one or more areas.

General criteria for all ranks are listed in TBR policy 5:02:02:20 and APSU policy 5:060. Specific Department of Physics & Astronomy criteria above and beyond the general criteria are listed below.

Professorial Ranks

Assistant Professor, Associate Professor, Full Professor

Requires an earned doctorate from an accredited institution in physics or a related area.

I. Retention Years 1-3

A. Effectiveness in Academic Assignment

1. Teaching effectiveness
 - a. Teaching evaluations within the normal range for faculty in the department.
 - b. Acceptable peer evaluations. One peer evaluation by the department chair or his/her designee is required during each personnel action. Additional peer evaluations may be submitted.
 - c. The direction or encouragement of undergraduate student research. This can be of the form of in-class projects, helping students obtain summer research appointments or one of many other methods of encouragement.
 - d. Course and curricular development or improvements.
 - e. Evidence of effective student advisement. This can include but is not limited to: demonstrated knowledge of the APSU general core and departmental program requirements, assisting students with class scheduling, assisting students in identifying summer research/internship opportunities, assisting students in identifying graduate school/career opportunities, recommendation letters, etc..
 - f. Work effectively with colleagues on academic issues, research activities and any other issues associated with the operation of the department.
2. Non-teaching assignments (if applicable) – Evidence of administrative effectiveness in supervisory duties as director, program coordinator, or other special activities for which reassigned time is given.

B. Research/Scholarship/Creative Activities

1. Publications and Grants

- a. Progress toward a peer-reviewed publication while a member of the APSU faculty, **OR**
- b. Submission of a peer-reviewed research or educational grant while a member of the APSU faculty. Submission must be to an external source (i.e. funding internal to APSU does not satisfy this requirement), **OR**
- c. Submission of a patent while a member of the APSU faculty.

OR

2. Presentations – Submission of an abstract for presentation at a regional, national or international conference. An additional item under I(B)1 can substitute for this requirement.

C. Professional Contributions and Activities

Any of the following may satisfy this requirement for service to campus, the discipline, and/or the broader community; the specific items listed below are representative examples.

1. Committee work or other administrative service.
2. Service on Faculty Senate or special task forces.
3. Other participation or leadership in the university's governing and policy-making processes
4. Advisor to student organizations
5. Active participation in $\nabla^2\Psi$, the physics student society.
6. Participation in outreach activities, astronomy observation nights, and/or recruitment activities.
7. Memberships and leadership in professional organizations.
8. Professional service as session chair, discussant, paper reviewer, etc.
9. Discipline-related presentations to community groups.
10. Discipline-related advice and consultations to community groups.
11. Publication of popular-level materials (op-ed pieces, magazine articles, etc.)
12. Other discipline-related service to the local community or larger society.

II. Retention Years 4-5

A. Effectiveness in Academic Assignment

1. Teaching effectiveness

- a. Teaching evaluations within the normal range for faculty in the department.
- b. Favorable peer evaluations. One peer evaluation by the department chair or his/her designee is required during each personnel action. Additional peer evaluations may be submitted.
- c. The direction or encouragement of undergraduate student research. This can be of the form of in-class projects, helping students obtain summer research appointments or one of many other methods of encouragement.
- d. Course and curricular development or improvements.

- e. Evidence of effective student advisement. This can include but is not limited to: demonstrated knowledge of the APSU general core and departmental program requirements, assisting students with class scheduling, assisting students in identifying summer research/internship opportunities, assisting students in identifying graduate school/career opportunities, recommendation letters, etc..
 - f. Work effectively with colleagues on academic issues, research activities and any other issues associated with the operation of the department.
2. Non-teaching assignments (if applicable) – Same as required for retention years 1-3, I(A)2 above.
- B. Research/Scholarship/Creative Activities
1. Publications and Grants
 - a. A peer-reviewed publication while a member of the APSU faculty. A portion of the work presented or involved in said publication must have been carried out while a member of the APSU faculty. The publication hosting the work (or the work itself if it stands alone) should be recognized nationally or internationally. The work should be published by an impartial third party external to APSU. Self publishing does not qualify, **OR**
 - b. An awarded, peer-reviewed research or educational grant routed through the APSU Office of Research and Sponsored Programs or while a member of the APSU faculty. The award must be obtained from an external source (i.e. funding internal to APSU does not satisfy this requirement), **OR**
 - c. A patent pending or granted for a novel invention or process while a member of the APSU faculty. The candidate should provide external documentation of the importance of the work.
- AND**
2. Presentations – At least one presentation at regional, national or international conference. An additional item under II(B)1 can substitute for this requirement.
- C. Professional Contributions and Activities
Same as required for retention years 1-3, IC above.

III. Tenure

- A. Effectiveness in Academic Assignment
1. Teaching effectiveness – Same as required for retention years 4-5, II(A)1 above.
 2. Non-teaching assignments (if applicable) – Evidence of administrative effectiveness in supervisory duties as chair, director, program coordinator, or other special activities for which reassigned time is given.
- B. Research/Scholarship/Creative Activities
1. Publications and Grants – any combination of at least two items from the sublist below:
 - a. A peer-reviewed publication while a member of the APSU faculty. A portion of the work presented or involved in said publication must have been carried out while a member of the APSU faculty. The publication hosting the work (or the work itself if it stands alone) should be recognized nationally or internationally.

The work should be published by an impartial third party external to APSU. Self publishing does not qualify.

- b. An awarded, reviewed research or educational grant routed through the APSU Office of Research and Sponsored Programs or while a member of the APSU faculty. The award must be obtained from an external source (i.e. funding internal to APSU does not satisfy this requirement).
- c. A patent pending or granted for a novel invention or process while a member of the APSU faculty. The candidate should provide external documentation of the importance of the work.

AND

- 2. Presentations – At least one presentation at a regional, national, or international conference. An additional item under III(B)1 can substitute for this requirement.
- C. Professional Contributions and Activities – Same as required for retention years 1-3, IC above.

IV. Promotion to Associate Professor

A. Effectiveness in Academic Assignment

- 1. Teaching effectiveness
 - a. Student evaluations of faculty that are aligned with the expectations of the department for promotion.
 - b. Favorable peer evaluations. One peer evaluation by the department chair or his/her designee is required during each personnel action. Additional peer evaluations may be submitted.
 - c. The direction or encouragement of undergraduate student research. This can be of the form of in-class projects, helping students obtain summer research appointments or one of many other methods of encouragement.
 - d. Course and curricular development or improvements.
 - e. Evidence of effective student advisement. This can include but is not limited to: demonstrated knowledge of the APSU general core and departmental program requirements, assisting students with class scheduling, assisting students in identifying summer research/internship opportunities, assisting students in identifying graduate school/career opportunities, recommendation letters, etc.
 - f. Work effectively with colleagues on academic issues, research activities and any other issues associated with the operation of the department.
- 2. Non-teaching assignments (if applicable) – Evidence of administrative effectiveness in supervisory duties as chair, director, program coordinator, or other special activities for which reassigned time is given.

B. Research/Scholarship/Creative Activities

- 1. Publications and Grants – any combination of at least two items from the sublist below:
 - a. A peer-reviewed publication while a member of the APSU faculty. A portion of the work presented or involved in said publication must have been carried out while a member of the APSU faculty. The publication hosting the work (or the

work itself if it stands alone) should be recognized nationally or internationally. The work should be published by an impartial third party external to APSU. Self publishing does not qualify.

- b. An awarded, reviewed research or educational grant routed through the APSU Office of Research and Sponsored Programs or while a member of the APSU faculty. The award must be obtained from an external source (i.e. funding internal to APSU does not satisfy this requirement).
- c. A patent pending or granted for a novel invention or process while a member of the APSU faculty. The candidate should provide external documentation of the importance of the work.

AND

2. Presentations – At least two presentations at regional, national, or international conferences. An additional item under IV(B)1 can substitute for this requirement.
- C. Professional Contributions and Activities – Same as required for retention years 1-3, IC above.

V. Promotion to Full Professor

A. Effectiveness in Academic Assignment

1. Teaching effectiveness
 - a. Student evaluation of faculty that are aligned with the expectations of the department for promotion for the five years prior to applying for Full Professor.
 - b. Peer evaluations of instruction within the five years prior to applying for Full Professor that reflect a mastery of teaching methods appropriate for physics and astronomy. One peer evaluation by the department chair or his/her designee is required during each personnel action. Additional peer evaluations may be submitted.
 - c. Evidence of the encouragement of undergraduate student research within the five years prior to applying for Full Professor. This can be of the form of in-class projects, helping students obtain summer research appointments or one of many other methods of encouragement. There should be clear evidence that this has led to one or more physics graduates' success in their career.
 - d. Evidence of effective student advisement within the five years prior to applying for Full Professor. This can include but is not limited to: demonstrated knowledge of the APSU general core and departmental program requirements, assisting students with class scheduling, assisting students in identifying summer research/internship opportunities, assisting students in identifying graduate school/career opportunities, recommendation letters etc.
 - e. Course and curricular development or improvements within the five years prior to applying for Full Professor that helps to strengthen an area of emphasis within the physics or astronomy program or the program as a whole.
2. Non-teaching assignments – Evidence of administrative effectiveness in supervisory duties as dean, department chair, director, program coordinator, or other special activities for which reassigned time is given.

B. Research/Scholarship/Creative Activities

1. Publications and Grants – any combination of at least two items from the sublist below within the five years prior to applying for Full Professor:
 - a. A peer-reviewed publication while a member of the APSU faculty. A portion of the work presented or involved in said publication must have been carried out while a member of the APSU faculty. The publication hosting the work (or the work itself if it stands alone) should be recognized nationally or internationally. The work should be published by an impartial third party external to APSU. Self publishing does not qualify.
 - b. An awarded, reviewed research or educational grant routed through the APSU Office of Research and Sponsored Programs or while a member of the APSU faculty. The award must be obtained from an external source (i.e. funding internal to APSU does not satisfy this requirement).
 - c. A patent pending or granted for a novel invention or process while a member of the APSU faculty. The candidate should provide external documentation of the importance of the work. A patent pending considered in a prior promotion action is not eligible for consideration when it is granted.

AND
 2. Presentations – Two presentations at regional, national or international conferences within the five years prior to applying for Full Professor. (An additional item under V(B)1 can substitute for this requirement.)

AND
 3. Direction of student research that leads to peer-reviewed publication (with the student as an included author) or a student presentation at a regional, national or international conference within the five years prior to applying for Full Professor
- C. Professional Contributions and Activities – Same as required for retention years 1-3, IC above.