

Criteria and Procedures for Promotion and Tenure

Department of Physics

I. Introduction

This document is intended to be consistent with the academic handbook of Purdue University, and with Fort Wayne Senate Documents 88-13 and 94-3. Thus, the philosophy of promotion and tenure and similar general statements are not repeated here. The intent of this document is to show how the Department implements and interprets School and University guidelines and to serve as a guide for Department faculty.

II. The Department Promotion/Tenure Committee

The Department Promotion/Tenure Committee, referred to hereafter as the Primary Committee, shall consist of all tenured departmental faculty (excepting the candidates for promotion or tenure) willing to serve. The Primary Committee shall be chaired by the department chairperson except when the Committee is considering that person's candidacy for tenure or promotion, in which case the Committee shall elect one of its number as a voting chair for consideration of that case. The voting members of the Primary Committee shall normally consist of all members possessing the same or higher rank or status as that to which the candidate aspires, with the exception of the department chairperson, who shall not vote. If the above criteria produce fewer than three voting members of the Primary Committee, all Committee members (excepting the department chairperson) will be allowed to vote. If the latter measure also fails to produce at least three voting faculty members, the department shall submit to the Dean the names of faculty members from other departments whom it deems suitable to serve on the Primary Committee. From this list, the Dean shall appoint enough Faculty members to bring the number of voting members to between three and five, inclusive.

A candidate's case shall be distributed to all tenured and tenure-track members of the department faculty. Before the Primary Committee has concluded its consideration of a case, the tenured and tenure-track faculty not serving on the Committee, with the exception of the candidate, shall be invited to a special meeting. At the special meeting, the opinions of the invited faculty concerning the case shall be heard. Each invited faculty member is free to decline the invitation, to submit a written opinion, or to submit no opinion. All faculty members in possession of the tenure-promotion case are bound by the same rules of confidentiality as Committee members.

Operation of the Committee shall conform to provisions set forth in Section 10.3 of the Arts and Sciences Governance Document.

III. Case Preparation

The case shall be prepared in accordance with the format specified in the Office of Academic Affairs Memorandum No. 99-1, or the current version thereof.

At least three months prior to the submission of the case to the Department, the candidate will submit to the chair a list of three to five names of potential references with biographical sketches. The chair will then create a separate list of three to five potential referees and consult with the candidate in arriving at a final list of four to six external referees. At least four of the referees should hold rank at or above the level to which the candidate aspires. The chair will send a letter to each referee, asking them to respond and including a copy of the Department's Promotion and Tenure document, workloads, and the candidate's resume, including a set of reprints of published work and any relevant additional supporting materials. The referees will be told that the confidentiality of their responses, though not legally guaranteed, has been maintained in past practice.

IV. Teaching, Scholarly Activity, and Service

The following are lists of typical items which exemplify productivity in teaching, scholarly activity, and service. In documenting and evaluating these items for competence and excellence, the candidate is encouraged to utilize appropriate examples from OAA Memoranda 03-2, 04-2, and 05-6.

A. List of items for competence or excellence in teaching

1. Student evaluations
2. Peer evaluations
3. Publication of textbooks, manuals, or journal articles
4. Development of innovative teaching materials
5. Development of lecture and laboratory courses, including computer components
6. Demonstration of high student achievement
7. Presentations at pedagogical conferences or meetings
8. Conducting pedagogical workshops
9. Awards for teaching
10. Pedagogical consulting
11. Participating in pedagogical conferences, meetings, and/or workshops
12. Presentations to improve scientific literacy of the public
13. Contributions to Continuing Education

B. List of items for competence or excellence in scholarly activity

1. Publications
2. External grants
3. Refereed conference proceedings
4. Conference presentations
5. Awards, fellowships
6. Patents
7. Applied and/or industrial research, consulting related to research activity

C. List of items for competence or excellence in service:

1. Service on Committees: University, School, Department, and professionally-related external committees
2. Contributions to assessment at department, school, or university level
3. Public engagement: presentations, judging, shadowing
4. Reviewing papers and grant applications, editing, consulting
5. Holding office in professional organizations
6. Organizing conferences, workshops, and camps

V. Promotion to Associate Professor with Tenure

Consistent with past procedure in the Department of Physics, promotion to Associate Professor carries with it the granting of tenure. The following is a set of minimum criteria for establishing competence or excellence in the areas of teaching, scholarly activity, and service.

A. Teaching

1. Criteria for competence in teaching for promotion to Associate Professor with tenure

The candidate shall demonstrate a commitment to high-quality teaching and the potential for continued professional growth in teaching. Multiple measures of teaching effectiveness are required. Student evaluations are to be compared to the Department norms taking standard deviations into account. Student and peer evaluations (Items 1 and 2 in IV.A. “List of items for competence or excellence in teaching”) are required within the Department’s existing mentoring system, and peer evaluations from outside the Department would be helpful. Student and peer evaluations should show reasonably continuous improvement of introductory, General Education, and advanced courses taught on a regular basis, resulting in evaluations at least comparable to Department norms, and reasonably constant maintenance of the latter norms, once achieved. Evidence may also include, but is not limited to, any subset of Items 3 through 13.

2. Criteria for excellence in teaching for promotion to Associate Professor with tenure

Excellence in teaching requires a candidate to demonstrate outstanding teaching both in and beyond the classroom. In addition to the criteria for competence stated above, Item 3 in the “List of items for competence or excellence in teaching” is required. Under Item 3 the candidate should have, dependent on quality, at least two peer-reviewed articles in the area of physics pedagogy and/or physics education research which have appeared or have been accepted for publication since coming to IPFW, one fewer if the candidate has two or more significant external grants for pedagogical research and/or curriculum development. In addition to Item 3, evidence from a selection of at least two of Items 4 through 9 is a requirement. Evidence from Items 4 and 5, if either or both are selected to fulfill the latter requirement, should demonstrate significant development and/or updating. Under Item 7, if selected to fulfill the latter requirement, the candidate should have attended and presented a paper in the area of physics pedagogy and/or physics education research at a minimum of one professional meeting. Under Item 9, if selected to fulfill the latter requirement, the award or awards should be at least at the state or

national level. Other evidence in support of the case may include but is not limited to any subset of items in the “List of items for competence or excellence in teaching.”

B. Scholarly Activity

1. Any specific departmental expectations or objectives for a candidate’s scholarly activity should have been communicated to that candidate prior to hiring. It is expected that during the probationary period the candidate will have concentrated his or her scholarly activity in the field agreed upon at the time of hiring. Under unusual circumstances changes in the field of scholarly activity may be made during the probationary period with the approvals of the department chair and the candidate’s mentoring committee.
2. Criteria for competence in scholarly activity for Promotion to Associate Professor with Tenure

Competence in scholarly activity requires a candidate to demonstrate a continued commitment to advancing the state of knowledge in his or her research field.

Dependent on quality, the candidate should have at least two peer-reviewed articles which have appeared or have been accepted for publication since coming to IPFW, one fewer if the candidate has two or more significant external grants. The candidate should be able to demonstrate an independent component of his or her research program; for example by having at least one publication either single-authored or co-authored with a student or students. In addition, the candidate should have attended and presented a paper at a minimum of one professional meeting.

3. Criteria for excellence in scholarly activity for promotion to Associate Professor with Tenure

Excellence in scholarly activity is demonstrated by a sustained and coherent research program pursued throughout the candidate’s probationary appointment at IPFW. The activity should demonstrate the potential for future professional development. External letters from professional peers solicited according to the Department’s procedures must be used to provide evidence of peer recognition.

Dependent on quality, the candidate should have at least four peer-reviewed articles which have appeared or have been accepted for publication since coming to IPFW, one fewer if the candidate has one or more significant external grants. The candidate should be able to demonstrate an independent component of his or her research program; for example, by having at least one paper either single-authored or co-authored with a student or students. In addition, the candidate should have attended and presented a paper at a minimum of one professional meeting.

C. Service

1. Criteria for competence in service for Promotion to Associate Professor with Tenure

The candidate is expected to be an active participant in department-level decisions involving issues such as curriculum, recruitment of faculty, and department procedures and policies. It should be noted here that in considering such issues the Department of Physics normally functions as a “committee of the whole.”

As a guideline, the candidate should in addition serve on at least one committee above the Department level per academic year.

2. Criteria for excellence in service for Promotion to Associate Professor with Tenure

While excellence in service is not excluded for Promotion to Associate Professor with Tenure, it is extremely unlikely to be a basis for a successful case. The service must represent one or more unique achievements of special value to the campus, community, or profession.

VI. Promotion to Professor

A. Teaching

1. Criteria for competence in teaching for promotion to Professor

The candidate shall demonstrate a continued commitment to high-quality teaching. Multiple measures of teaching effectiveness are required. Student evaluations (Item 1 in “List of items for competence or excellence in teaching”) are to be compared to the Department norms taking standard deviations into account. Student evaluations are required. Peer evaluations (Item 2) are encouraged, with evaluations from outside the Department being helpful. Student and peer evaluations should show reasonably constant maintenance of Department norms for introductory, General Education, and advanced courses taught on a regular basis since the candidate’s last promotion. Evidence may also include, but is not limited to, any subset of Items 3 through 13, providing that the evidence corresponds to performance since the candidate’s last promotion.

2. Criteria for excellence in teaching for promotion to Professor

Excellence in teaching requires a candidate to demonstrate outstanding teaching both in and beyond the classroom. In addition to the “Criteria for competence in teaching for promotion to Professor” stated above, evidence from Item 3 in the “List of items for competence or excellence in teaching” is required. Under Item 3 the candidate should have, dependent on quality, at least two peer-reviewed articles in the area of physics pedagogy and/or physics education research which have appeared since his or her last promotion, one fewer if the candidate has two or more significant external grants for pedagogical research and/or curriculum development. In addition to Item 3, the candidate must provide evidence of activity since his or her last promotion in at least three of Items 4 through 9. Under Item 7, if selected to fulfill the latter requirement, the candidate should have attended and presented a paper in the area of physics pedagogy and/or physics education research at a minimum of one professional meeting. Under

Item 9, if selected to fulfill the latter requirement, the award or awards should be at least at the state or national level. The candidate must demonstrate the achievement or maintenance of a national and/or international reputation in physics pedagogy and/or physics education research. Other evidence in support of the case may include but is not limited to any subset of items in the “List of items for competence or excellence in teaching,” providing that the evidence corresponds to performance since the candidate’s last promotion.

B. Scholarly Activity

1. Criteria for competence in scholarly activity for promotion to Professor

The criteria are the same as in the section “Criteria for competence in scholarly activity for Promotion to Associate Professor with Tenure”, with the additional conditions that the evidence presented must correspond to activity since the candidate’s previous promotion, and that the candidate must demonstrate a record of activity which has been reasonably regular by the standards of the field. Allowance for temporal gaps in the activity record may be made for unusual circumstances.

2. Criteria for excellence in scholarly activity for promotion to Professor

The criteria are the same as in the section “Criteria for excellence in scholarly activity for promotion to Associate Professor with Tenure,” with the additional conditions that the candidate should have achieved or maintained a national and/or international reputation in his or her area of research, that the evidence presented must correspond to activity since the candidate’s previous promotion, and that the candidate must demonstrate a record of activity which has been reasonably regular by the standards of the field. Allowance for temporal gaps in the activity record may be made for unusual circumstances.

C. Service

1. Criteria for competence in service for Promotion to Professor

Competence in service should involve professionally–related activity on the national and/or international level, as well as activity at the school and campus levels.

2. Criteria for excellence in service for promotion to Professor

The candidate should have demonstrated exemplary service of special value to the campus, community, or profession.