Physics: Appointment, Promotion, and Tenure Documentation

The College at Brockport
The Department of Physics aspires for excellence in teaching, scholarship and service. We understand that excellence is a goal to be achieved over the course of an entire career. Therefore in the Appointment, Promotion and Tenure document that follows, we establish achievable professional goals that culminate in the excellence to which we aspire.

With respect to procedural requirements, we adopt those that appear in the “Faculty Guide to Academic Policies and Procedures.”

Insofar as Annual Reports, which include the observations of the chair and signatures of the faculty member and chair, provide valuable information about the progress of the individual through the ranks and the constructive criticism that they have been provided along the way, we expect Annual Reports to be included in the submission of applicants for personnel decisions. In addition, we expect a candidate to summarize his or her file in a brief (no more than two pages) letter to the APT Committee. The letter would provide highlights of teaching, scholarship and service from the perspective of the candidate.

In keeping with College policy:

a. “The normal expectation is a 3/3 course load or its equivalent for faculty demonstrating an active program of scholarship…and/or with major or multiple service responsibilities.” In practice, only unusually demanding “service responsibilities” will meet this expectation in the absence of an active program of scholarship.

b. “Faculty who do not demonstrate an active program of scholarship [should], contribute more in the areas of teaching and/or service.” In practice, this alternative contribution will generally be in the area of teaching.

c. “All systems [for evaluation of faculty] must conform to the following formula: Teaching > Scholarship > Service where Teaching ≥ 50%”.

The following guidelines are necessary but not sufficient criteria. These criteria will be applied by the Departmental APT Committee, which shall be a committee of the whole tenured faculty. If there are fewer than three tenured faculty, aside from the chair, the APT Committee will be comprised of the tenured faculty of the department and other tenured, natural science faculty who will be appointed in accordance with College Policy. The APT Committee’s recommendation first goes to the candidate, who can choose to go forward or not. If the candidate goes forward, the chair makes a
recommendation, which then goes to the candidate who can choose to go forward or not. If the candidate goes forward, the tenure-track members of the department vote; the vote is tallied. If the candidate chooses to go forward, all materials, recommendations and the vote go to the Dean.

**APPOINTMENT**

Faculty will typically be appointed at the rank of Assistant Professor. To merit that rank, a new faculty member must have a terminal degree (Ph.D.) in Physics or a related discipline. On rare occasions, an appointment may be made to someone with less than a terminal degree. That appointment would be made at the rank of instructor.

The faculty’s recommendation will take into consideration the record the candidate has produced in teaching and scholarship. In teaching, the candidate must, at least, demonstrate the potential to be a good teacher. In scholarship, the candidate must, at least, be preparing one paper for submission to a peer-reviewed journal.

**REAPPOINTMENT**

Tenure-track faculty are initially hired on a three-year appointment, being reviewed in the second year. The second appointment is for another three years with a review in the fifth year. Tenure review takes place in the sixth year.

**First Reappointment (2nd year)**

The department anticipates that faculty will make regular progress toward the requirements for tenure and promotion to Associate Professor as they move through the review periods. However, we appreciate the fact that during the first contractual period, the candidate will be absorbed with preparing new classes and setting up his/her research laboratory. Publications, therefore, may be clustered toward the end of the second contractual period. Nevertheless, during the first contractual period, we would expect to see progress toward publication by observing, for example, the evolution of a research laboratory, an attempt at a research or instrumentation grant, or paper presentations. Service will be centered in and around the department. For example, faculty will be expected to advise students, participate in SOAR sessions, attend College Open Houses, participate in faculty meetings, and support the Physics Club.

**Second Reappointment (5th year)**

During the second contractual period, we would expect to see competent instruction in the full range of courses that have been taught and at least one publication, resulting from work done at Brockport, and clear evidence that future publications are imminent. The service requirements will remain largely centered in and around the department, although the candidate will be encouraged to participate in College activities, such as the College Senate and professional associations that will give him/her greater professional visibility and begin to create the network of national
and international colleagues with similar research and teaching interests.

**TENURE AND PROMOTION TO ASSOCIATE PROFESSOR**

Typically, tenure and promotion to Associate Professor will occur at the same time. Therefore the requirements for each will be treated as identical in the statement below.

**Teaching:**

We expect a candidate to have demonstrated competent teaching at all course levels in the department. That is, the candidate will have taught successfully in both lower and upper division courses. Upper division courses will include those in and outside his/her specialty area. Candidates will be expected to produce a teaching portfolio that begins with a statement of their teaching philosophy and includes in addition at least the following:

1) A comprehensive list of courses taught, syllabi, first day handouts, sample exams, and other teaching materials and aids;
2) Laboratory handouts for students and a statement of how these labs support lecture material;
3) A summary of IAS scores and such other questions as the candidate may feel best captures the goals that he/she established for the courses taught;
4) The results of peer observations;
5) The results of student interviews (past and present); and
6) A summary of the involvement in Scholars Day, McNair, C-Step, NCUR, Rochester Symposium for Physics Students, Honors Program, Delta College, and other activities that have facilitated student research under the direction of the faculty member.
7) Grade distributions and explanations.

Because we believe that advising is an important part of the teaching effort, the teaching portfolio will include at least the following additional items:

8) The number of office hours regularly maintained;
9) Other efforts to connect with students: e-mail, listservs, web sites, chat rooms and other technological means.
10) An approximate number of students advised or a reasonable average per semester.
11) A statement by students of the quality of the advising offered.

The teaching portfolio will be evaluated by the APT Committee and the Department chair. Recognizing that many of the items above do not lend themselves to a precise, ratio-scale metric, it is possible, nevertheless, to rank candidates based on the experience and judgment of the APT Committee members and the department chair. In such cases, the standard for promotion and tenure is that the candidate be rated at least
good to very good. We expect commensurate performance on the IAS form.

**Scholarship**

We will use three criteria to evaluate scholarship: (1) the number and quality of publications (including those accepted for publication), (2) the involvement of students in the scholarly activity; and (3) external grants.

In evaluating a candidate for promotion and tenure, we will recognize publications from the dissertation, which emanated from graduate or post-doctoral work. However, we will insist upon other publications having been authored while in residence at Brockport. Therefore, we would expect the typical candidate to have at least four publications, at least two of which were completed while in residence at SUNY Brockport. We further expect that the candidate will have been the sole or senior author on at least one of these publications.

We expect a candidate to have involved students regularly in research and to have recognized their contributions as either co-authors or in acknowledgments, as appropriate.

The candidate should have submitted at least one external grant application.

**Service**

In addition to the service required for reappointment, we expect a candidate anticipating promotion to Associate Professor and tenure to have expanded his/her service to the college community to include School or College based or Faculty Senate committees, or service as a faculty senator, or the like.

**PROMOTION TO PROFESSOR**

**Teaching**

We expect a candidate to have demonstrated mastery in teaching at all course levels in the department. That is, the candidate will have achieved a level of success in both lower and upper division courses, beyond that required of Associate Professors. Upper division courses will include those in and outside his/her specialty area. Candidates will be expected to produce a teaching portfolio that begins with a statement of their teaching philosophy and includes in addition to the materials required of those seeking promotion to Associate Professor, the following:

1) Curricular innovations,
2) Demonstrated respect from students,
3) Very good to exceptional scores on the IAS questions, and
4) Evidence of collegial interaction with other faculty to improve teaching in the department, the School or the College.
The teaching portfolio will be evaluated by the APT Committee and the Department chair.

**Scholarship**

We will use three criteria to evaluate scholarship: (1) the number and quality of publications (including those accepted for publication), (2) the involvement of students in the scholarly activity; and (3) external grants.

We would expect the typical candidate to have at least five publications beyond what was required for promotion to Associate Professor. Moreover, we would expect that the candidate would be the sole or senior author on at least three of these.

We expect a candidate to have involved students regularly in his/her research and to have recognized their contributions as either co-authors or in acknowledgments, as appropriate.

The candidate for Professor should have submitted, at least, one external grant.

**Service**

In addition to the service required for promotion to Associate Professor, we expect a candidate anticipating promotion to Professor and tenure to have contributed to the Physics profession in some of the following ways:

1) as a manuscript or grant reviewer,
2) as an officer in a state or national professional organization,
3) as a committee member in a state or national professional committee,
4) as an academic consultant (e.g., for departmental reviews or accreditation, etc.)
5) Editor or Editorial Board Member of a professional journal, monograph series or the like,
   or
6) similar service in the judgment of the APT Committee.

**Expectations of Tenured Faculty**

Tenured faculty, are expected to maintain the level of excellence attained in service, teaching and scholarship. It is essential that tenured faculty maintain teaching excellence as stipulated in the tenure and promotion section. Tenured faculty must stay current in both methods and substance in their teaching of physics. Service to the Department and College is expected. Active service outside the College is encouraged. The candidate must have served the profession in some of the ways listed for promotion
to professor, however, sustaining those efforts is not essential.

Scholarship is what we do. We expect tenured faculty to produce a peer-reviewed publication at the rate of two every five years.

**PROGRAM OF RESEARCH**

It is expected that all physics faculty, tenured or on tenure-track, pursue scholarly activity, and generate publications. These publications may be experimental, theoretical, computational or a combination of these. It is expected the one-quarter of a faculty person’s time be spent on research. Expectations of faculty who are overloaded (more than nine hours related to teaching) are not as high as those with normal loads.

All faculty should encourage student participation in their research.

The Program of Research will vary from faculty to faculty but, in general, an “active program” should be aimed at peer reviewed products and would include:

1. Established tools so that research can be performed. Examples are: a working laboratory, computer programs and databases.
2. Access to the scientific literature, which relates to the particular area of research.
3. Objectives of the research.
4. Communication of results and progress of research through discussions with faculty and students, presentations at professional conferences and refereed publications.

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