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# Physics: Appointment, Promotion, and Tenure Documentation

The College at Brockport

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# APPOINTMENT, PROMOTION AND TENURE GUIDELINES

## Department of Physics The College at Brockport

(Revised Spring 2013)

The Department of Physics aspires to 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 (APT) document that follows, we establish achievable professional goals that culminate in the excellence to which we aspire.

### PROCEDURAL REQUIREMENTS

We adopt the procedural requirements that appear in the “Faculty Guide to Academic Policies and Procedures,” and we note the following statement taken from the College’s “Guidelines for Continuing Appointment” section of that document:

*While the guidelines contained in departmental APT documents provide useful information about departmental expectations and a framework or guide for evaluation, nominal (and/or apparent) attainment of these guidelines does not ensure a favorable recommendation for the candidate. APT committees, department chairs, deans, the Provost, and the President have the responsibility to interpret a candidate’s performance relative to departmental, College, and SUNY guidelines. Furthermore, decisions on continuing appointment must also consider the candidate’s potential for the future as well as the present and future programmatic needs of the department or the College.*

### ANNUAL REPORTS

We expect that Annual reports, including the observations of the Chairman and (electronic) signatures of the faculty member and Chairman, to be included in an applicant’s submission for personnel decisions. Annual reports provide valuable information about the progress of the individual through the ranks, and the constructive criticism that has been provided along the way. 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 should provide highlights of teaching, scholarship, and service from the perspective of the candidate.

### EXPECTATIONS AND RESPONSIBILITIES

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%”.*

Further, the expectation for Physics faculty is that the nominal levels of activity in the three areas of evaluation will be: Teaching  $\geq 50\%$ , Scholarship  $\geq 25\%$ , and Service  $\geq 10\%$ .

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 Chairman, 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 chooses whether or not to go forward. If the candidate goes forward, the Chairman makes a recommendation, which then goes to the candidate who again decides whether or not to go forward. If the candidate opts to go forward, all faculty members of the department vote and the vote is recorded. The candidate again decides whether or not to go forward. If the candidate chooses to go forward, all materials, recommendations, and the record of the faculty vote are forwarded to the Dean.

### APPOINTMENT

Tenure-track 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 (typically ABD), in which case the appointment would be made at the rank of Instructor. Promotion to the tenure-track rank of Assistant Professor may follow upon completion of the Ph.D.

The faculty's recommendation will take into consideration the record the candidate has produced in teaching and scholarship. At a minimum, the candidate must demonstrate the potential to be a good teacher. Also, the minimum requirement in scholarship is that the candidate must be preparing one paper for submission to a peer-reviewed journal.

### REAPPOINTMENT

Tenure-track faculty are initially hired on a three-year appointment, and are reviewed at the beginning of 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.

The department anticipates that tenure-track 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, developing his/her program of research, and (possibly) setting up a research laboratory. Publications, therefore, may be clustered toward the end of the second contractual period.

**Throughout this process, we expect a candidate to involve students regularly in research and to recognize their contributions, either as co-authors or in acknowledgments, as appropriate.**

### **First Reappointment (2<sup>nd</sup> year)**

The review for the First Reappointment typically occurs early in the Fall semester of the second year, leaving only the first year and the summer as a basis for evaluation of the candidate's performance. During the first year, the candidate's primary responsibilities will be the teaching of new courses, and the organization of a research program or laboratory, and the involvement of students in research. The candidate will be expected to begin developing the Teaching Portfolio described in the "Tenure and Promotion to Associate Professor" section below. The candidate should also become familiar with the Physics curriculum and the General Education requirements to prepare for the duties of advising. Service activities may include supporting the Open Houses, faculty meetings, and participation in Physics Club activities.

During the remainder of the first contractual period, we would expect to see progress toward (1) publication of research results, (2) an attempt at a research or instrumentation grant, or (3) paper presentations at external professional meetings. Service will continue to be centered in and around the department.

### **Second Reappointment (5<sup>th</sup> year)**

During the second contractual period, we would expect to see competent instruction in the full range of courses that have been taught. We expect that the candidate will further develop and refine his/her Teaching Portfolio.

We would expect to see at least one peer-reviewed publication resulting from work done at Brockport, and clear evidence that future publications are imminent. We would also expect to see active participation in the candidate's research community as demonstrated by, for example, attendance and presentations at professional meetings.

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 lead to 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 (6<sup>th</sup> year)**

Typically, review for 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 the candidate to have demonstrated competent teaching at all course levels in the department. That is, the candidate will have successfully taught both lower and upper division courses. Upper division courses will include those in and outside his/her specialty area. The candidate will be expected to provide a Teaching Portfolio that includes:

- 1) A Statement of Teaching Philosophy;
- 2) A comprehensive list of courses taught;
- 3) Materials that demonstrate academic rigor, including but not limited to syllabuses, sample homework sets, sample exams, and course handouts;
- 4) Laboratory handouts and a statement of how these labs support lecture material;
- 5) Grade distributions and commentary;
- 6) The results of peer observations;
- 7) The results of assessment of the Department of Physics Student Learning Outcomes for Programmatic and General Education evaluations;
- 8) A summary of the first four IAS scores and accompanying commentary, as well as any other IAS scores that capture the goals the candidate established for the courses taught;
- 9) A summary of activities in which students have pursued and/or presented candidate-directed research;
- 10) Evidence of professional development of teaching skills, through attendance at CELT programs, or workshops sponsored by professional societies;
- 11) Letters of support from students, or the results of student (past and present) interviews;
- 12) A statement by students of the quality of the advising offered.

The teaching portfolio will be evaluated by the APT Committee and the Department Chairman. We recognize that many of the items above do not lend themselves to a precise metric. It is possible, nevertheless, to evaluate candidates based on the experience and judgment of the APT Committee members and the department Chairman. The standard for promotion and tenure is that the candidate be rated at least good to very good. Using that standard, we expect IAS evaluations to be in the 'good' to 'very good' range as well.

## **Scholarship**

All Physics faculty are expected to pursue scholarly activity and generate peer-reviewed publications, including external grant submissions. It is expected that at least one-quarter of a faculty person's time will 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.

The program of research may be experimental, theoretical, computational, pedagogical, or a combination of these. As noted above, faculty should encourage student participation in their research. An "active program" of scholarship would include:

- 1) A guiding statement of the objectives of the research;
- 2) Established tools so that research can be performed. Examples are: a working laboratory, computer programs, or databases;
- 3) The communication of the progress of research and results presentations at professional conferences and peer-reviewed publications.

When evaluating a candidate for promotion and tenure, we will use two criteria to evaluate scholarship: (1) the number of peer-reviewed publications (including those accepted for publication, but not yet in print); and (2) the submission of external grant proposals.

#### 1) Publications

The typical candidate should have at least four peer-reviewed publications, and will have been the primary or lead author (“first-author”) on at least one of these. We will recognize peer-reviewed publications based on graduate or post-doctoral work, including those published no more than five years prior to coming to Brockport. However, we will require at least two of the (minimum) four publications, including a first-author publication, to be based on work done while in residence at Brockport.

For the purposes outlined here, peer-reviewed publications arising from physics teaching pedagogy and successful grant proposals may be counted in the four “publications.” However, at most one of any of either of these may be used to satisfy the requirements stated above.

#### 2) External Grants

The candidate must have submitted at least one external grant application while in residence at Brockport. As noted above, any such proposal submission that results in an award may be treated as a publication.

### **Service**

In addition to the service required for reappointment, we expect a candidate anticipating promotion to Associate Professor and tenure to have expanded his or her service to the college community to include active participation on College, School, or College 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 or her specialty area. Candidates will be expected to produce a teaching portfolio that begins with a statement of their teaching philosophy. In addition to the materials required of those seeking promotion to Associate Professor, the portfolio should

include:

- 1) Curricular innovations; and
- 2) 'Very good' to 'Excellent' scores on the IAS questions.

The teaching portfolio will be evaluated by the APT Committee and the Department Chairman.

### **Scholarship**

We will use three criteria to evaluate scholarship: (1) the number of publications (including those accepted for publication, but not yet in print); (2) the submission of external grant proposals; and (3) the review of the candidate's work by external faculty.

#### 1) Publications

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

For the purposes outlined here, peer-reviewed publications arising from physics teaching pedagogy and successful grant proposals may be counted in the five "publications." However, at most one of either of these may be used to satisfy the requirements stated above.

#### 2) External Grants

The candidate should have submitted at least one external grant application beyond what was required for promotion to Associate Professor. As noted above, any such proposal submission that results in an award may be treated as a publication.

#### (3) External Review of Scholarship

We will solicit up to five letters from external faculty who can provide knowledgeable review of the candidate's body of research. The candidate may suggest external reviewers; otherwise reviews will be primarily solicited from faculty at other SUNY campuses, or others who are familiar with the typical workload a SUNY comprehensive college. Two positive endorsements will be required for a candidate wishing to go forward with his/her promotion package.

### **Service**

In addition to the service required for promotion to Associate Professor, we expect a candidate anticipating promotion to Professor to have contributed to the Physics profession and/or the College in a significant and substantive way. Examples of such service include:

- 1) an officer or committee member in a state or national professional organization;
- 2) a reviewer for manuscripts or grants;

- 3) an academic consultant (e.g., for departmental reviews or accreditation, etc.);
- 4) a sustained effort of outreach to local schools and organizations;
- 5) an Editor or Editorial Board Member of a professional journal;
- 6) an officer or committee member in a significant College organization or committee, or;
- 7) 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 teaching, scholarship, and service.

- 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.
- Scholarship is what we do. We expect tenured faculty to produce a peer-reviewed publication at the rate of two every five years. This minimum may include one successful external grant proposal. Further, we expect to see evidence of a continuing program of scholarship such as: presentations at conferences (talks or posters), internal and external research grant proposals, etc.
- 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.

