



DEPARTMENT OF PHYSICS

GUIDELINES FOR TENURE AND PROMOTION

Eligibility criteria:

Tenure and Promotion from Assistant Professor to Associate Professor:

- PhD in physics from a regionally accredited institution of higher education.
- 6 years of service as a full-time assistant professor. If credit for prior service is granted by the provost – up to a maximum of 3 years – a copy of the appointment letter detailing the commitment must be included with the candidate's application. The candidate will apply in the fall of the sixth year of full-time tenure track service **(counting any credit received for prior service)**.

Promotion to Professor:

- PhD in physics from a regionally accredited institution of higher education.
- Candidates applying early must disclose that fact, and include a justification based upon national/international stature in the discipline.

The tenure and promotion will be assessed based upon achievements in the following 3 areas:

- **Teaching**
- **Research and Scholarship**
- **Service**

The candidates are encouraged to seek guidance from senior faculty members regarding the content of this document.

TEACHING

There are four basic aspects to good quality teaching:

- (a) Clear, accurate, and appropriately paced presentation of the material.
- (b) Fair grading and evaluation of student performance.
- (c) Mentoring and helping students inside and outside of the classroom.
- (d) Covering the required curriculum.

These aspects may be assessed in various ways: class visitation by the department chair; student evaluations; grades distribution and drop rates; regularly maintaining office hours; providing help to students, etc. It is at the discretion of the candidate to invite other tenured faculty members to visit their class and provide feedback.

Additional teaching activities that support good quality teaching may include: appropriate use of technology to enhance student learning; developing new courses or labs, performing demonstrations inside classroom, or inventing new demonstrations that get published in a peer-reviewed journal; teaching certificates and awards.

Tenure and Promotion to Associate Professor:

- Demonstrate proficiency in teaching, based on all aspects listed above.

Promotion to Professor:

- All aspects above, plus demonstrated ability to teach across the curriculum, and superior teaching effectiveness.

The TEACHING documentation must include (see COAS Table of Contents):

- (1) A summary of all courses and labs taught (or developed) during the evaluation period, including relevant accomplishments for each course/lab.
- (2) Samples of syllabi, exams, quizzes, or other relevant materials developed for all courses and labs taught during the evaluation period.
- (3) Official student evaluations, e.g., student comments and bar graphs for all courses and labs taught during the evaluation period.
- (4) Any other teaching evaluations from peers.
- (5) Teaching certificates, awards, and other forms of recognition.
- (6) Participation to teaching workshops and trainings, or any other evidence of curriculum and professional development.

RESEARCH and SCHOLARSHIP

Research is a primary mission of the university, and a mandatory requirement for tenure and/or promotion, that complements the goal of providing high quality undergraduate education. The assessment of research and scholarship is based upon achievements in the following areas:

(1) PUBLICATIONS:

(a) Peer-reviewed journal publications:

Requirements:

- * Specify if publication is peer-reviewed.
- * Specify if journal is international, national, regional, or local.
- * Provide the impact factor (IF) of the journal.

* **Specify your role if there are multiple authors.**

* Specify if students are included as co-authors, and their role on the project. Student involvement is highly encouraged.

* The Productivity Index defined as: $PI = \sum_{i=1}^N \frac{(IF)_i}{N_i}$ where N is the number of publications and N_i is the number of authors per publication (excluding undergraduate students), will be used as quality indicator of the research performed. $(IF)_i$ is the average impact factor of the journal over the last 5 years.

Tenure and Promotion to Associate Professor:

- At least 4 publications in journals listed in the Web of Science, during the probationary period. If the Productivity Index is high (PI = 4, or greater), 3 publications may be acceptable. Only articles published while at Lamar will count unless otherwise noted in the Letter of Offer.

Promotion to Professor:

- At least 5 publications in journals listed in the Web of Science, preferably in the last 6 years prior to promotion application. If the Productivity Index is high (PI = 5, or greater), 4 publications may be acceptable. Only articles published since promotion to associate professor count for promotion to professor.

(b) Book chapters (as author, co-author).

(c) Books (as editor, co-editor, guest editor).

(d) Encyclopedia entries

(2) GRANTS:

Tenure and Promotion to Associate Professor:

- At least 4 external grant applications need to be submitted during the probationary period, either as a PI or co-PI. Internal funding is a plus, but the emphasis is on obtaining external funding.

Promotion to Professor:

- The candidate is highly expected to apply for and obtain external grant funding either as a PI or co-PI. Internal funding is a plus, but the emphasis is on external funding. Collaborations on external grants are highly recommended. In the absence of successful external funding, the requirement for peer-reviewed publications increases to at least 6 publications in journals listed in the Web of Science, preferably in the last 6 years prior to application for promotion.

(3) CONFERENCE PARTICIPATIONS:

- (a) Invited conference talks.
- (b) Contributed talks to conferences and workshops.
- (c) Other on-campus or off-campus presentations.

Tenure and Promotion to Associate Professor:

Items (b) and (c) are expected.

Promotion to Professor:

All items (a) through (c) are expected.

- * Specify if conference is peer-reviewed.
- * Specify if conference is international, national, regional, or local.
- * Specify your role if there are multiple authors.
- * Specify if students are included as co-authors, and their role on the project. Student involvement is highly encouraged.

The RESEARCH documentation must include (see COAS Table of Contents):

- (1) Copies of all journal publications.
- (2) Acceptance letters of forthcoming publications.
- (3) Copies of book covers, plus first page of authored/co-authored book chapters.
- (4) Copies of book covers if the candidate is editor or co-editor.
- (5) Article and book citations from a reputable database, such as the Web of Science.
- (6) Acceptance letter of funded grant proposals, along with copies of proposals.
- (7) List of non-funded grant applications.
- (8) Copies of abstracts accepted and presented at conferences, workshops, invited talks, colloquia, etc.
- (9) Research/presentation awards, or other forms of recognition.
- (10) External review letters from peers.
- (11) Evidence of involving and mentoring students in research.

SERVICE:

Service is a primary mission of the university. Service to the department, college, and university, as well as service to the profession and the community, are mandatory at any level of promotion.

Service to the **department, college, and university** may include, but is not limited to:

- Committee service
- Advising and mentoring
- Participate in discussions/decisions affecting the department/college/university.

- Participation/leadership in assessment or accreditation efforts
- Participating in department, college, or university recruiting efforts
- Participation in curriculum development
- Involvement in department, college, and university events, etc.

Service to the **profession** may include:

- Journal reviewer work
- Professional committee work
- Membership and involvement in various professional organizations
- Conference and workshop organizer or co-organizer
- Participation in outreach events, etc.

Service to the **community** may include:

- Engaging in community outreach efforts
- Participating in public service or community development activities
- Acting as a board member in community-based, corporate, or governmental organizations
- Giving presentations in the area of expertise to the public, etc.

Demonstrated performance as a leader is highly recommended for promotion to Professor, and encouraged for tenure and promotion applications. Leadership may be demonstrated by serving in an elected or appointed position, such as:

- chairing departmental, college or university committees
- leading, organizing, or supervising various service activities or assignments within the department, college, or university
- chairing board or council of professional organizations
- chairing conferences, workshops, or other events
- chairing community service board or council.

The **SERVICE** documentation may include evidence of the following (see **COAS Table of Contents**):

- (1) Departmental service.
- (2) College service.
- (3) University service.
- (4) Professional service.
- (5) Community service.
- (6) Leadership.
- (7) Student relationships