

DEPARTMENT OF PHYSICS
College of Arts and Sciences
Saint Louis University
Rank and Tenure Criteria and Procedures
May 25, 2016

This document is subordinate to the current versions of *The Faculty Manual of Saint Louis University* and the *College of Arts & Sciences Policy Manual*; it summarizes and interprets the criteria and procedures stated therein as they apply to the Department of Physics. Faculty members applying for promotion and/or tenure should be familiar with relevant sections of *The Faculty Manual* and the *Rank and Tenure Procedures and Criteria: College Level*.

The Department of Physics requires that a tenure-track faculty member have an earned doctoral degree in physics or a closely related field.

PART I. CRITERIA FOR TENURE AND PROMOTION

Departmental Criteria for Tenure and Promotion to the Rank of Associate Professor

Normally, a candidate is considered for tenure and promotion after completing five years as an Assistant Professor. Materials should be submitted for external reviewers by the end of the fifth academic year, and the Department will vote during the fall semester of the sixth year. See the *Rank and Tenure Procedures and Criteria: College Level* for the handling of special cases, such as the case of a candidate seeking early consideration of his or her application.

Teaching

An assistant professor must prove to be an able and effective teacher. Classroom teaching effectiveness will be measured by a) colleague evaluation supervised by the chair including a review of syllabi, tests, lab manuals, and other course materials, b) classroom visits, and c) student course evaluations. The chairperson will refer to the evaluation of course materials and classroom visits in his or her letter. In conformity with the College of Arts and Sciences procedures, the dossier will include a summary of the course evaluations that contains the course name, the semester taught, the number of students in the section, the number of students responding, the questions being asked, and a report of student responses (Sec. 3.1). The chair will seek names of students who could provide the two student recommendations required by the College. Approximately half the names are selected by the candidate, and half by the chair. Other evidence of teaching effectiveness includes, but is not limited to, writing a textbook for a peer-reviewed publisher, publishing articles on physics teaching in professionally refereed journals, and seeking external funding for teaching activities.

The candidate should also be prepared and able to direct student research, which the department considers an important form of teaching. Evidence for this may include (a) proposals for research projects involving undergraduates, (b) ongoing research work with students, (c) assistance to students engaged in research work with other members of the department or college, and (d) internal reports and presentations, conference presentations, and publications by or with students on research work carried out under the candidate's supervision.

Advising and Mentoring

A candidate for tenure or promotion must be active in student advising, which may include formal academic advising, mentoring of students engaged in research, helping students identify and reach career goals, assisting students in obtaining scholarships and internships, helping students select and gain admission to graduate school, and serving as

faculty moderator for a student organization. The department encourages faculty to acquire expertise regarding career, internship, and graduate school opportunities and to make themselves readily available for consultation with students.

Research and Scholarly Activity

Candidates for tenure and promotion must demonstrate an ongoing productive and significant research effort that includes publication in well recognized refereed journals of work done while serving as assistant professor in the department. To aid in the evaluation of significance, the chair will seek names of established scientists in the candidate's field outside of Saint Louis University to evaluate the candidate's research and professional reputation. Approximately half the names are selected by the candidate, and half by the chair. Three or more letters from this pool are sought from outside evaluators, in accordance with the College R&T Procedures and Criteria. Evaluators should not be mentors or collaborators of the candidate.

Publication in peer-reviewed journals is the primary measure of research productivity. At least five research papers in peer-reviewed journals published while holding the rank of assistant professor at SLU is a reasonable expectation. At least three of these publications should be based on work done in rank at SLU, as judged by the departmental rank and tenure committee. The departmental committee should be satisfied that the candidate has shown the capability of initiating and sustaining an independent research program, as demonstrated by the principal role played by the candidate in his/her publications. There are other considerations that caution against rigid counting of publications. For example, one long publication in a high quality journal may be more difficult to achieve than several short reports. A publication which, irrespective of length, shows promise to make a major contribution to the field may also be more difficult to achieve.

Books, research monographs, patents, and instrumentation or software development can furnish additional evidence of research. In addition, research presentations and invited talks can provide further evidence of ongoing research activity.

Another important measure of research productivity is external funding or support. Candidates are expected to pursue actively external support for their research. Generally, the candidate should secure sufficient external support to maintain his or her research program.

Due to the important role of student research in the mission of the department, the candidate's research effort involving student participation should be recognized. Projects supervised, proposals, collaborations with other colleagues and their students, and especially, student publications and conference presentations can supply evidence for this.

Service

A candidate for tenure or promotion must show evidence of service to the department, the college, and the university community. Such service may include, but is not limited to, active membership on committees and other deliberative bodies, participation in the 1818 Advanced College Credit Program as the department representative, work in recruiting students, and arranging for colloquium speakers.

Service to the community and to the profession of physics is encouraged. Examples of professional service include, but are not limited to, organizing conferences, chairing sessions at meetings, refereeing papers and grant proposals, editing a journal, delivering public lectures, and working in professional organizations as an officer or a member of a committee.

Knowledge of Field

The candidate must be recognized as possessing the comprehensive knowledge of physics appropriate to a permanent member of the Physics Department. Such knowledge may be demonstrated through seminars and through participation in the intellectual life of the department.

Collegiality

The Physics Department requires that every member of its faculty will work effectively with the others as a team, will readily and eagerly do his or her share of the business and activities of the department, and when necessary will subordinate his or her own interests to the department's well-being. Faculty members are expected to be present in the department and to contribute to its intellectual life. This spirit of collegiality, as judged by the members of the department from their experiences with the candidate, is a significant factor in considering an assistant professor for tenure.

Departmental Criteria for Advancement to the Rank of Professor

Normally, a faculty member will remain in the rank of associate professor for at least five academic years before making application to the rank of professor. The Physics Department expects the candidate to have performed satisfactorily in all six categories--teaching, advising, research and scholarship, service, knowledge of field, and collegiality--for at least four consecutive years prior to his or her application for promotion.

All of the criteria and other considerations that pertain to the granting of tenure and promotion to the rank of associate professor also apply to advancement to the rank of professor. The candidate must provide evidence of sustained performance in teaching, advising, and service.

The candidate must display accomplishments in research sufficient to be considered noteworthy by established scientists in the candidate's field of study, including a record of physics research publications in refereed journals while holding the rank of associate professor. Alternatively, the candidate must show accomplishments in activities related to improving the teaching of physics if such efforts became the candidate's main work outside of the classroom and have made national or international impact in this endeavor. Evidence for such efforts would include papers in peer-reviewed publications as well as software and other products useful to instructors and reviewed by national or international experts in the field. Publication of a textbook of substance comparable to current textbooks could also be listed as evidence. The record of publications and publications in press since promotion to associate professor should be at least as substantial as that required for tenure. Research activities could also include seeking grants and other external support, directing student research; papers presented by students or by the candidate at regional or national scientific meetings can furnish also strong evidence for research and scholarship.

Promotion of Non-Tenure-Track Faculty

Criteria for the promotion of a non-tenure-track faculty member must be specified for each individual, based on the job description of the position he or she holds. In accordance with the *College of Arts and Sciences Procedures on Criteria*, these criteria are to be established within the first year of service and submitted to the Dean for approval (sec. 6). Any changes in the criteria need to be documented in writing and submitted to the Dean.

When considering the promotion of non-tenure-track faculty, the Physics Department will follow the same procedures as for tenure-track faculty.

PART II. PROCEDURES FOR TENURE AND PROMOTION

The candidate should notify the Chair in writing of intent to apply for tenure and/or promotion by **January 15** preceding submission of the application. The candidate should submit materials related to scholarship and research by **April 1** at the latest, in order for the Chair to be able to send the materials to the outside reviewers in sufficient time for the preparation of the evaluation letters. Early in the year he or she wishes to be considered for tenure and/or promotion, no later than **September 1**, the candidate submits the complete dossier to the chair.

To apply for advancement, the candidate must submit the following documents to the Chair of the Department of Physics:

1. The Promotion and Tenure Cover Sheet available at the Faculty Affairs website, specifying whether the application is for promotion only, or for tenure and promotion (**due September 1**),
2. The Candidate's part of the Dossier, including the items and following the format described in the *Rank and Tenure Procedures and Criteria: College Level* Sections 3.1-3.6 (**due September 1**),
3. A statement by the candidate describing his or her two most significant scholarly publications (papers and/or books), with a discussion of their contribution to knowledge--all limited to about two pages (**due April 1** so that it can be sent to the external reviewers),
4. A list of past or present students of Saint Louis University to be contacted regarding the two student letters of recommendation required by the College for the candidate's dossier (**due September 1**),
5. A list of faculty members, who are tenured at Saint Louis University to be contacted for the two colleague letters required by the College for peer evaluations of the candidate's teaching, research, or other professional activities (**due September 1**),
6. A list of qualified professionals from outside Saint Louis University to be contacted for the evaluation of the quality of the candidate's research and scholarship (**due April 1**). This list will be supplemented by the names of professionals chosen by the department chair.
7. Any other documentation in support of the application, for example, copies of no more than five significant scholarly publications, chapters of a published book, portfolios of teaching related items, and any other documentation supporting the candidate's teaching, advising, research, and service activities may be included in Appendices of the Candidate's part of the Dossier (**due September 1**). Refer to the *Rank and Tenure Procedures and Criteria: College Level* for explicit details on supporting documentation.

The department chair shall organize a committee of faculty members from the department to discuss the candidate's qualifications and take a vote on the application. The committee membership shall be determined by the nature of the application: in the case of an application for tenure and promotion to the rank of associate professor, the committee shall ordinarily consist of all tenured members of the department at higher rank than the candidate; in the case of application for promotion to the rank of professor, the committee shall ordinarily consist of all tenured faculty in the department at the rank of professor. The department chair will be the secretary of the committee and will not vote.

The discussion and vote must be held in the strictest confidence by the committee members. Following the discussion and vote, the chair will prepare a letter, subject to the committee's approval, which summarizes the results of the

committee meeting. In addition, the chair will prepare a letter stating his or her own recommendation. These letters are included in the dossier submitted by the chair. If the chair is the candidate, then the Dean of the College of Arts and Sciences or a committee member designated by the dean will serve in this role.

The chair will meet with and verbally inform the candidate of the committee's recommendations. At or following this meeting, the candidate will indicate whether the application should be forwarded to the College of Arts and Sciences Committee on Rank and Tenure or withdrawn from further consideration.

Under no circumstances should the applicant attempt to discuss the committee's deliberations with any members of the committee other than the chair, who will act as the spokesperson for the committee.

Evaluation of Faculty and the Third Year Review

Each year, at the time of the chair's annual review of the faculty, the chair will assess the progress of each untenured, tenure-track assistant professor in the department toward tenure and promotion to the rank of associate professor. The chair will also assess the progress of each associate professor in the department toward promotion to the rank of professor. These assessments will be in writing as a part of the annual review documents.

Every untenured, tenure-track faculty member will be evaluated, based on information submitted by the candidate, in his or her third academic year. The evaluation is to be carried out by a departmental committee consisting of all tenured faculty members in the department holding a rank higher than that of the faculty member. The purpose of the evaluation will be to determine the progress of the faculty member toward tenure and promotion. A written copy of this evaluation and accompanying suggestions will be given to the faculty member and the dean.