

OKLAHOMA STATE UNIVERSITY

DEPARTMENT OF PHYSICS

**PROCEDURES AND CRITERIA
FOR REAPPOINTMENT, PROMOTION,
TENURE, AND CUMULATIVE REVIEW**

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INTRODUCTION

The Physics Department's research programs are expected to be of at least national significance and the teaching programs at least comparable to those at equivalent high-quality state universities. A member of the physics faculty is expected to perform so as to maintain this level of performance and evaluations are conducted with reference to these goals and standards.

In addition to his/her teaching and research activities, a faculty member's contribution to the running of the department, college and university under the general heading of service is also taken into account. Any extension activities are considered under teaching and/or service. Detailed job descriptions, against which evaluations are made, are given below. If a person is hired who is not expected to perform relative to these usual criteria, a special job description will be developed at the time of his/her initial appointment and subsequent evaluations will be performed in relation to it.

All reviews will conform to established university procedures as set forth in the Policy and Procedures Manual of Oklahoma State University.

Academic need will be considered in selecting candidates for initial appointment to the department. Only in extraordinary and well-documented circumstances will academic need be used as a criterion for promotion and tenure.

THE PERSONNEL AND CUMULATIVE REVIEW COMMITTEES

The Personnel Committee acts in an advisory capacity to the Department Head. The Personnel Committee will be elected by the faculty after advisement of the probable agenda for the forthcoming year and consist of no less than four tenure-track faculty. Whenever possible the committee will have at least one member from the academic ranks of Professor, Associate Professor and Assistant Professor and will seek to include female and minority members. The Chairman will usually be a full Professor and will change each year. The Cumulative Review Committee will consist of the tenured faculty members of the Personnel Committee. No one can serve for more than two consecutive years at a time, and having served no one can be re-elected to a second consecutive time. Using these guidelines, the Department Head each spring will nominate faculty members to serve the following academic year. The committee must be approved prior to service by a majority of the voting tenure-track faculty on a secret ballot. If the committee fails to obtain a majority, the Department Head will propose another slate. A person must exempt himself/herself from the committee when he/she is under consideration for tenure, promotion or cumulative review.

In the event that the Department Head is a candidate for promotion, all tenure track faculty (with the exception of the head) acting as a committee-of-the-whole shall constitute the personnel committee. In the event that the Department Head is undergoing cumulative review, all tenured faculty (with the exception of the head) acting as a committee-of-the-whole shall constitute the cumulative review committee. There will then be no recommendation from the Department Head. The department will elect a chairman of this committee and nominate him/her to the Dean to serve in the position of Acting Head for this purpose only. The recommendation of the committee-of-the-whole will be determined by secret ballot. The elected chairman of this committee will prepare

a letter to the Dean stating the actual vote and both majority and minority options. The letter will be signed by all committee members.

THE PROCEDURE

All discussions of the Personnel Committee shall be confidential to the extent permitted by law.

In cases where university policy requires action, the Department Head will notify the Chairman of the Personnel Committee. A faculty member may also be considered for promotion and/or tenure at his/her own request or at the request of the Personnel Committee. In all cases the Department Head will request the required documents and information from the individual concerned.

Prior service at another institution may be considered as “time-in-rank” if the individual concerned was performing in an environment and at an academic level similar to that at Oklahoma State University. The Personnel Committee will require evidence of this service.

The Personnel Committee will review the documents provided by the Department Head and any other evidence deemed relevant and, then, make a written recommendation to the Department Head. This document must include dissenting opinions, if any, along with the number of dissenting votes, and be signed by all members of the Personnel Committee. The Department Head will, then, review the documents provided by the individual concerned and/or the Personnel Committee and any other information he/she considers relevant and make written recommendations. These will be given to the individual under consideration and he/she will be given the opportunity to respond to them.

The Department Head will forward to the dean the following documents:

- 1) The Recommendation for Promotion and Reappointment form with required documentation (see attachment)
- 2) A copy of the written recommendation from the Personnel Committee to the Department Head.
- 3) The written recommendation from the Department Head to the Dean.
- 4) At least three letters of recommendation from people outside of the University. A list of possible external reviewers will be chosen from lists provided by the candidate, Personnel Committee, and the Head. These letters should be solicited by the Department Head and should not be shown to the faculty member when they have waived their right to access. At least one letter should be obtained from someone not suggested by the faculty member. Letters from the candidate’s former thesis advisors are not acceptable for the purpose of external review. Likewise, letters from the candidate’s former thesis advisees are not acceptable, except as an indicator of teaching quality.
- 5) A copy of the curriculum vitae for the individual concerned and any other evidence which will significantly support the recommendations of the Department Head and/or the Personnel Committee.
- 6) Waiver or Non-Waiver of right to review the peer review letters.
- 7) Evidence of teaching effectiveness, such as course evaluations, syllabi, and exams.
- 8) Evidence of service activity, both internally and externally.

- 9) Any unsolicited material submitted by the candidate. These should be marked “unsolicited”.

THE CRITERIA

Reappointment and Promotion

The criterion for reappointment at the Assistant Professor level is that the individual has demonstrated that he/she is likely to meet the requirements for promotion to Associate Professor at the end of the reappointment period.

The criterion for promotion to Associate Professor is that the individual concerned is already performing at the level of Associate Professor.

The criteria for reappointment at the Associate Professor level are that the individual concerned is performing adequately as an Associate Professor and has demonstrated that he/she is likely to meet the requirements for promotion to Professor within a reasonable time.

The criterion for promotion to Professor is that the individual concerned is already performing at the level of Professor.

It will usually be expected that a person who is recommended by the Department Head for reappointment and/or promotion will have received high level evaluations by the Department Head during the previous few years annual evaluation and development procedures.

Cumulative Review

A Cumulative Review shall take place for each and every tenured faculty member every five (5) years. A promotion review, including a review for Regents Professor, may be substituted for a cumulative review. The cumulative review may be rescheduled due to a leave of absence, sabbatical, administrative assignment outside the academic unit, or other extenuating circumstances as determined by the unit. The unit may waive the cumulative review for faculty who have given formal notice of their retirement or resignation. The Cumulative Review Committee will follow the University Policy and Procedures # 2-0109.

Performance expectations in teaching include both performance in regular classroom courses and advising and research mentoring of graduate and undergraduate students.

Teaching effectiveness in the classroom setting is monitored using student evaluations. If substantial recurring problems are noted by the department head in either the student evaluations or other aspects of teaching, the department head will normally discuss these problems with the faculty member during the annual review. Effectiveness in research advising will normally be assessed by the successful completion of students in the masters and doctoral programs.

Performance standards in research quality and productivity reflect the many interrelated aspects of research in a major research university. Factors to be considered in cumulative review of faculty may include:

Scholarly Activity: Normally every tenured faculty will be expected to maintain an active research program, with publication of results from this program in refereed journals with

international distribution. Patents submitted as well as other published works will also be considered as components of overall research productivity. The number, type and average length of each publication expected for a productive faculty member can vary with each sub-discipline of physics.

Outside funding of research: Every tenured faculty member is expected to seek external research funding in an amount sufficient to cover the basic needs of his or her research program. At a minimum, every faculty member should document either external funding during the cumulative review period or one or more proposals submitted to external funding agencies at a level appropriate to the research program.

Student involvement in research: This factor is closely aligned with teaching expectations, and will normally be monitored by the advisement of graduate students. In addition, involvement of undergraduate students in research will be regarded as a strong positive factor by the cumulative review committee but is not a required expectation of faculty.

Professional and Service activities: External activities such as speaking at department colloquia, presentations at national and international meetings, publication of textbooks, reviewing papers and proposals, etc. are normal activities of physics faculty. These activities will be considered as part of overall productivity during cumulative reviews, but no specific performance expectations are established by the department.

THE DOCUMENTS

A person being considered for reappointment and/or promotion should provide the Department Head with a current curriculum vitae which should contain a complete list of publications, proposals funded, contributed and invited talks given, courses taught and graduate theses and dissertations supervised. Copies of funded proposals and copies of papers published in journals subject to peer review by external referees may be provided as evidence of recognition in the field.

As evidence of teaching performance the individual concerned may provide copies of student evaluations, course outlines, typical tests administered to his/her students, laboratory manuals developed and/or descriptions of innovative teaching techniques used, etc. If requested, the Personnel Committee will perform a peer review of the classroom effectiveness of the individual concerned and this review will form part of the overall evaluation.

If he/she wishes, the individual under consideration can provide additional material such as additional letters of recommendation, copies of unfunded proposals, etc. to support his/her case.

Documents and information used in the Cumulative Review of a tenured faculty member will include at a minimum:

- A current curriculum vitae;
- the annual appraisal and development documents for the period under review;

- a copy of the faculty member's last cumulative review report or promotion recommendation;
- an individual development plan stating the faculty member's professional goals and objectives for the next review period.

The faculty member under review is responsible for providing the documents and information to the Cumulative Review Committee. The faculty member or the committee may request an interview for the purpose of discussing and clarifying the documentation.

JOB DESCRIPTIONS

ASSISTANT PROFESSOR OF PHYSICS

Requirements

To be considered for appointment, an individual must have a doctor's degree in physics from an accredited university. In special cases, a doctor's degree in a related field with special professional experience will be acceptable. In addition, the individual must have strong recommendations establishing his/her potential for teaching and doing creative research in physics.

Responsibilities

The major responsibilities of an Assistant Professor of Physics are teaching and research. An individual in this position is expected to spend approximately equal time in each area, unless otherwise specified in writing by the Department Head. Assistant Professors should have the capabilities for teaching all basic physics courses at the undergraduate and graduate levels, and for supervising graduate assistants in laboratory or teaching assignments. It is imperative that an Assistant Professor of Physics develops an active research program and makes a strong effort to obtain outside support for his/her research. This research should be of the highest caliber, of sufficient interest to attract graduate students to dissertation topics, and lead to publications in journals subject to peer review. Scholarly activity in the area of educational developments in physics is also a research activity applicable to the criteria stated above. An Assistant Professor of Physics is also expected to act as student advisor, serve on graduate student committees (within the regulations established by the Graduate College), and/or serve on significant departmental, college and university faculty committees. In addition, an individual in this position is encouraged to participate in other activities involving teaching and research such as professional physics organizations, extension programs and honors courses.

Appointment and Review

The Assistant Professor of Physics is appointed initially for four years and may be re-appointed. The performance of an individual in this position will be reviewed annually by the Head of the Physics Department. The major criteria for evaluation and/or promotion and tenure will be based on teaching effectiveness, and research quality and

productivity. The latter factor will be based on evidence such as the quality of publications, outside funding obtained and student involvement in the research. Secondary factors to be considered in the evaluation include performance of other assigned duties (committees, etc.), performance on special projects (extension work, honors courses, etc.) and involvement in professional activities (colloquium speaker, textbook writing, participation in national and international meeting, etc.). In cases where large “start-up” costs are provided, and substantial opportunities exist for extramural funding, faculty being considered for tenure will be expected to have achieved substantial extramural funding, comparable to the amount of the “start-up” costs. Offer letters for faculty being provided with substantial “start-up” funding will identify the amount of “start-up” funding, and the expectation with regard to achieving extramural funding.

ASSOCIATE PROFESSOR OF PHYSICS

Requirements

To be considered for appointment, an individual must have a doctor’s degree in physics from an accredited university. In special cases a doctor’s degree in another related field with special professional experience will be acceptable. In addition, an Associate Professor of Physics shall have established a reputation of excellence in the scientific community at the national or international level. This shall be verified by a record of publications in journals subject to peer review and involvement in national and international physics meeting. Also, demonstrated skill or potential for skill in teaching is required. If a person has been involved in classroom teaching, this will be demonstrated by favorable evaluations by students, the Department Head and/or peers. If a person has not been formally involved with classroom teaching, strong recommendations establishing their potential in this area are required.

Responsibilities

The major responsibilities of an Associate Professor of Physics are teaching and research. An individual in this position is expected to spend approximately equal time in each area unless otherwise specified in writing by the Department Head. Associate Professors of Physics are responsible for conducting physics classes at both the undergraduate and graduate levels and may be given full responsibility for one or more of these courses. They may supervise the work of undergraduate or graduate assistants or instructors in laboratory or teaching assignments. In addition, they are expected to assist in curriculum and course development and in developing new and better techniques for presenting course material. An Associate Professor of Physics should have a proven record of research accomplishments and show definite promise of continuing to do creative work and to expand his/her efforts in this area. He/she should be involved in the supervision of research projects leading to graduate degrees and have demonstrated the ability to inspire and motivate students to be productive, scholarly workers in physics. An Associate Professor of Physics should actively seek outside funds to support his/her research. He/she should document his/her results by publications in journals subject to external peer review and should take an active part in national and international meetings in his/her field. Scholarly activity in the area of educational developments in physics is

also a research activity applicable to the other criteria stated above. The Associate Professor of Physics shall also assume major responsibilities within the department as assigned by the Department Head and provide active leadership on departmental, college and university committees. In addition, an individual in this position is encouraged to participate in related areas such as student advising, extension programs and honors courses.

Appointment and Review

The Associate Professor has tenure if promoted from Assistant Professor to that rank. If the initial appointment is as Associate Professor, the appointment is generally for **five** years unless credit for prior service at another institution is approved. In cases where large “start-up” costs are provided, and substantial opportunities exist for extramural funding, non-tenured Associate Professors being considered for reappointment will be expected to have achieved substantial extramural funding, comparable to the amount of the “start-up” costs. Offer letters for faculty being provided with substantial “start-up” funding will identify the amount of “start-up” funding, and the expectation with regard to achieving extramural funding. Following reappointment, tenure is conferred. The Associate Professor will be provided annually with a written appraisal by the Physics Department Head. The appraisal will be based on his/her performance and the major criteria for evaluation will be based on teaching effectiveness and research quality and productivity. The latter factor will be based on evidence such as the quality of publications, outside funding obtained and student involvement in research. Secondary factors to be considered in the evaluation include performance of other assigned duties (committee, etc.), performance on special projects (extension work, honors courses, etc.) and involvement in professional activities (colloquium speaker, textbook writing, participation in national and international meetings, etc.).

Every fifth year, the Associate Professor will undergo a cumulative review. See The Criteria for Cumulative Review.

PROFESSOR OF PHYSICS

Requirements

In addition to meeting the requirements for an Associate Professor, a Professor of Physics will have established a highly meritorious record in the area of teaching, and a national or international reputation in the area of research. The former will be demonstrated by a consistent record of high evaluations by students, the Department Head and peers. The latter will be demonstrated by a consistent record of publications in refereed journals, success in obtaining outside funding for research projects and active participation in national and international meetings. An individual in this position should also have established a meritorious record of supervising graduate students' research projects. If a person has not been formally involved with classroom teaching, strong recommendations establishing their potential in this area are required.

Responsibilities

In addition to the duties of an Associate Professor, a Professor of Physics is responsible for providing leadership in departmental, college and university matters. As an experienced teacher and a recognized professional in research, a Professor of Physics should be active in attracting students to Oklahoma State University, in developing high caliber instructional and research programs, and in making significant contributions to national professional organizations.

Appointment and Review

The Professorship is a tenured appointment. The Professor will be provided annually with a written appraisal by the Physics Department Head. The appraisal will be based on his/her performance and the major criteria for evaluation will be teaching effectiveness and research quality and productivity. The latter will be based on evidence such as quality of publications, outside funding obtained and student involvement in research. Secondary factors to be considered in the evaluation include performance of other assigned duties (committees, etc.), performance on special projects (extension work, honors courses, etc.) and involvement in professional activities (colloquium speaker, textbook writing, participation in national and international meetings, etc.).

Every fifth year, the Professor will undergo a cumulative review. See The Criteria for Cumulative Review.

RESEARCH FACULTY

The Policy on Research Faculty to be used by the Department of Physics will follow that of the OSU Faculty Handbook, Section 1.7 of Appendix D (Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty) with the following additional features:

Recruitment and Appointment Part D

Research faculty may be recruited from the outside market for existing or new positions, from the ranks of existing faculty or from soft money positions such as post doctoral faculty. Research faculty will be reviewed with all other faculty according to the existing A&D review process, understanding that a research faculty is responsible only for self supporting research. The research expectations of tenured faculty serve as the criterion for promotion of research faculty to assistant, associate and full professor.

Salary and Performance Evaluations Part B

Research faculty will be subjected to the same performance A&D evaluations as the tenured and tenure track faculty. Their performance is based primarily on their self supporting research. Faculty review serves as a guarantee of academic credibility. Given the highly specialized nature of research, promotion to higher rank requires outside letters of recommendation the same as for tenure track faculty.

Rights and Privileges Part B

Research faculty will in principle have voting rights on issues involving research but not on academic issues. It may not be possible to separate research from academics in some cases. In these situations the permanent faculty controlling academics has priority.

CLINICAL PROFESSOR

Requirements

Clinical Assistant Professor

To be considered for appointment, an individual must have a Ph.D. in physics, or a closely related area, and normally with a strong preference for additional experience and training in a specific technical area related to the clinical activities. The Clinical Assistant Professor of Physics will demonstrate high skill level in a range of skills involving the practical application of physics skills and concepts in the clinical area of activity.

Clinical Associate Professor

In addition to the requirements for Clinical Assistant Professor of Physics, a Clinical Associate Professor of Physics shall have established a reputation of excellence in the scientific community at the national or international level. This shall be verified by a record of publications in journals subject to peer review and involvement in national and international scientific meetings. Also, demonstrated skill or potential for skill in teaching in the clinical area of expertise is required. If a person has been involved in classroom teaching, this will be demonstrated by favorable evaluations by students, the Department Head and/or peers. If a person has not been formally involved with classroom teaching, strong recommendations establishing their potential in this area are required.

Clinical Full Professor

In addition to meeting the requirements for a Clinical Associate Professor, a Clinical Full Professor of Physics will have established a highly meritorious record in the area of teaching in the area of clinical expertise. These qualities should be demonstrated by a consistent record of high evaluations by students, the Department Head, and peers. The Clinical Professor should also have developed a national and international reputation in the general area of clinical expertise for research and/or clinical activities.

Responsibilities

The Clinical Professor position differs from the traditional tenure-track faculty positions in the Department in that it emphasizes the practical application of physics concepts and skills to professional activities outside the traditional research environment. Examples of such possible application areas would be physics education and medical physics. The Clinical Professor must interact with a variety of students, including graduate students, physics and engineering undergraduate students, and faculty. The work assignment will normally include teaching one or more academic courses per semester in the area of clinical expertise, along with related training and outreach activities. A description of work duties and expectations will be determined by the unit administrator in consultation with the Physics Faculty, and will be provided to the appointed Clinical Professor at the time of job offer. Clinical professors of all ranks are eligible to be appointed with voting rights to all Departmental committees except for the Personnel committee, or other

committees that confer voting privileges on matters involving the hiring, reappointment, promotion, and tenure of tenure-track faculty.

Appointment and Review

The Clinical Professor is a non-tenure track, term renewable faculty position with faculty rank and promotion based on experience and productivity. University Policy and Procedure #2-0903 provides additional information on this position, and takes precedence in any conflict with departmental policies expressed in this document or elsewhere. While the position is not tenured, it is understood that this is a long-term appointment and is expected to be renewed contingent on satisfactory performance and availability of funding. The funding for the position will be a combination of state funds, grants, contracts, and private sources, depending on the specific tasks to be accomplished. The appointment term for Clinical Professor would typically be from one to three years, and will be determined by the Department Head in consultation with the Personnel Committee. The Clinical Professor will be provided with a written evaluation of their performance annually by the Head of the Physics Department following standard university appraisal procedures. The renewal of this position at the end of each appointment term will be based on a positive recommendation of the Physics Faculty followed by the approval of the Department Head.

Reappointment and promotion to the next higher level of Clinical Professor uses the same general guidelines as the tenure-track positions. The criterion for promotion to Clinical Associate Professor is that the individual concerned is already performing at the level of Clinical Associate Professor. The criterion for promotion to Clinical Professor is that the individual concerned is already performing at the level of Clinical Professor. The procedures for promotion to higher rank as Clinical Professor are the same as outlined for the tenure-track positions.

RESEARCH ASSOCIATE, RESEARCH SCIENTIST AND POSTDOCTORAL FELLOWS

These three positions are temporary, full-time or part-time appointments, which are renewable. A doctoral degree in physics or a related field is required. An individual in these positions will work under the supervision of a permanent faculty member. The responsibilities will mainly involve research although some teaching duties may be assigned with the permission of the Department Head.

VISITING PROFESSOR, VISITING ASSOCIATE PROFESSOR OR VISITING ASSISTANT PROFESSOR OF PHYSICS

These visiting positions will be filled with persons having the same qualifications as those listed for permanent positions of equivalent rank. Visiting positions will be used to meet short-term needs and the appointments will generally be made for one year renewable for up to three years. Annual evaluations will not normally be performed unless the individual will be re-appointed and is subject to a salary increase.

REGENTS PROFESSOR

The qualifications for appointment to the special rank of Regents Professor in Physics are those prescribed by University Policy and Procedures # 2-0905.

ADDENDUM

Department Head Selection/Retention Policy

The Policy to be used by the Department of Physics will follow that of the College of Arts and Sciences with the following additional features:

1. The Department's recommendation to the Dean for the Unit Administrator will be made by the majority vote of the Department's tenured and tenure-track faculty using the procedure under section #4 of the College Document. If there are more than two finalists, and no single finalist wins majority votes, a run off will be held between the two leading finalists via a second secret ballot procedure. Each secret ballot is preceded by a meeting to discuss the issues related to the ballot as outlined in the College Document.
2. In cases where a second ballot is held the College Document rules regarding secret balloting will be amended to allow the Returning Officer to determine the deadline for balloting in a manner that allows absentee ballots to be submitted.
3. The initial period of appointment of the Unit Administrator is five years. At the end of each year, the faculty will meet as a whole to discuss the performance of the Unit Administrator, and will offer written advice and suggestions via the Procedure Committee.
4. In the next to last annual review meeting, should a majority vote of the faculty desire an open search for the position of Unit Administrator, the Procedure Committee will discuss with the Arts and Sciences Dean the feasibility of such a search. If an open search is conducted the person chosen must simultaneously be appointed as a tenured full professor of physics.
5. In the case of an internal search the reappointment procedure of the College Document will be modified. Six months before the Unit Administrator's term expires the Department will have a discussion with the Unit Administrator and the Dean as to the merits of reappointment or the initiation of a new internal search. If a new internal search is to be held, applicants would be sought from any tenured faculty member as well as the current unit administrator. The Department's recommendation will be made following the procedure of item #1. If the current Unit Administrator is re-elected and is re-appointed by the Dean, his or her second term will be limited to three years. If a new person is recommended by the faculty and appointed by the Dean for a first term, the period of appointment will be five years.

An associate Unit Administrator will be selected by the Unit Administrator after consultation with the faculty. The associate Unit Administrator will perform the duties of the Unit Administrator in his or her absence. He or she will also be the acting Unit Administrator in case the Unit Administrator *is otherwise unable to carry out the duties of the position, subject to approval by the Dean in accordance with University Policy and Procedures #1-1201.*