

Department of Physics

TENURE AND PROMOTION

Standards & Guidelines for Evaluation of Faculty

Introduction

The Standards & Guidelines documents will form the basis of all faculty evaluations in the Physics Department. Annual evaluations, cumulative progress evaluations, tenure recommendations, promotion recommendations, merit-based salary raise recommendations, and other review processes will be based on this document.

Basic Assumptions

1. As a Ph.D. granting department, faculty holding Assistant, Associate, and Professor ranks are expected to have a significant assignment in research and will be judged accordingly.
2. Performance should be consistent with annual assignments given by the chair of the Department. A faculty member with a higher teaching (research) assignment will be expected to produce more in teaching (research) compared to a faculty member having a lesser teaching (research) assignment.
3. Review of performance will emphasize “quality” rather than “quantity”.

This document is used by the tenured faculty of the Physics Department in preparing its recommendation the Department chair. The document has two parts: Part I provides the guidelines for achieving a positive tenure recommendation and lists the evaluation standards topics, classified as major or minor, for meritorious performance. Part II provides the guidelines for obtaining a positive promotion recommendation in the Physics Department and lists the evaluation standards topics, classified as major or minor, for meritorious performance.

The Department of Physics follows the rules set by the BOT/UFF collective bargaining agreements and the guidelines set by the College of Sciences. As a further supplement the Department of Physics establishes the following guidelines to help faculty in understanding what is required for promotion and for achieving tenure.

Part I. TENURE

A. TENURE GUIDELINES

Tenure is awarded to a faculty member who has demonstrated, during the tenure-earning years, strong performance in teaching, research, and service. The teaching and research record must be such that the potential of continued professional growth is clearly demonstrated. In what follows, guidelines are provided for the benefit of tenure-earning faculty as they proceed towards tenure. Outside reviewers' comments serve as an important component of the tenure evaluation procedure. Outside reviewers will be selected according to the University guidelines. Cumulative progress evaluations will be based upon these guidelines and the evaluation standards specified in Part II of this document.

I. Teaching

High quality teaching is expected of each faculty member. Thus, the granting of tenure presupposes that the faculty member has demonstrated his/her dedication and effectiveness as a teacher. A measure of teaching effectiveness may be demonstrated, but is not exclusively determined by such mechanisms as evaluations provided by students and peers, accessibility outside of the classroom structure and success of graduate and undergraduate students. Although quality of classroom performance is the primary criterion for the determination of the effectiveness of teaching, using the norms listed above will also be considered. Faculty members are expected to maintain high standards in the courses.

II. Research

A record of significant scholarly achievement is essential for the earning of tenure. As a Ph.D.-granting department, the department's mission is to excel in research and scholarly activities that compare with those in other Ph.D.-granting universities. All members of the Physics faculty are expected to develop independent research programs of high quality. By the time the tenure decision is made for a faculty member hired as tenure track assistant professor, the faculty member should have:

(i) Several publications as a tenure-earning faculty member at UCF in journals listed in the ISI Web of Science. The publications should demonstrate that the faculty has played a major role in the research and the research is developed beyond the post-doctoral stage.

(ii) Success in establishing a viable research program as demonstrated primarily by success in obtaining external research funding.

(iii) Started guiding doctoral students.

III. Service

All members of the faculty will routinely be assigned committee work in the department. Sometimes faculty members will also be asked to serve on College and University committees. It is expected that faculty seeking tenure will discharge these duties diligently. Professional service, such as refereeing of journal articles, reviewing proposals for funding agencies, and other professional service will be recognized, as will exceptional service to the department.

B. TENURE EVALUATION STANDARDS

I. Teaching

A. Classroom Instruction --- MAJOR

- a) Syllabi and course material (examinations, assignments and other material contained in the end-of-term course packs)
- b) Student Evaluations along with grade distributions
- c) Peer evaluation as per departmental guidelines.

B. Directing Graduate Students

- a) Advisor of Ph. D. students --- MAJOR
- b) Advisor of M. S. students --- MAJOR
- c) Graduate student research/independent study supervision --- MINOR
- d) Publications, awards, conference presentations of students under faculty supervision --- MAJOR

C. Directing Undergraduate Students

- a) Honors thesis supervision --- MAJOR
- b) Undergraduate student research/independent study supervision --- MINOR
- c) Publications, awards, conference presentations of students under faculty supervision --- MAJOR

D. Curriculum & Course Development --- MINOR

- a) Major course revisions including laboratory
- b) Introduction of innovative new courses
- c) Publication of pedagogic articles, textbooks, and laboratory manuals
- d) Developing web-based courses and material

E. Grants & Contracts Supporting Teaching

- a) Successful proposals --- MAJOR
- b) Proposal submissions --- MINOR

F. Supplemental Instruction --- MINOR

- a) Student advising
- b) Conducting help sessions for students
- c) Teaching outside a structured course
- d) Memberships of thesis/dissertation committees
- e) Coordinators of multi-section classes and laboratories

G. Other --- MINOR

Reviewer of articles and books, presentations in conferences, organization of conferences/ workshops, participation in conferences/workshops

II. Research

A. Scholarly Work

- a) Acceptance of publications in journals listed in ISI Web of Science --- MAJOR
- b) Publishing scholarly books or chapters --- MAJOR

- c) Other publications --- MINOR
- d) Recognition of research by Citation Indices ---MAJOR
- e) Submission of research articles to refereed journals --- MINOR
- f) Presentations in national/international conferences/workshops ---
MINOR
- g) Invited conference presentations --- MAJOR
- h) Invited seminars at other research institutions --- MAJOR
- i) Award of patents --- MAJOR
- j) Submission of patent filing --- MINOR

B. Research Grants & Contracts

- a) Award of grants or contracts as P.I. or co-P.I. --- MAJOR
- b) Submission of proposals --- MINOR
- c) Award of internal funds as P.I. or co-P.I. ---- MINOR
- d) Participate in external grants & contracts as non-P.I. and
non-co-P.I. --- MINOR

III. Service

A. Service to the department --- MAJOR

- a) Leadership and contributions in departmental committees
- b) Oversight of major departmental facilities
- c) Other non-assigned activities such as recruitment, advising, and
departmental governance

B. Service on College and University committees, involvement in interdisciplinary and interdepartmental activities --- MAJOR

C. Service to the Profession---MAJOR

Examples --- Editor or reviewer for scholarly publications or conference proceedings; serving as officer or committee member for professional organizations; serving on review panels; chairing conference sessions; organizing conferences, workshops, and technical sessions.

D. Service to elementary and secondary schools --- MINOR

E. Service to the Central Florida community ---MINOR

Part II. PROMOTION

A. PROMOTION GUIDELINES

Departmental expectations for promotion are the demonstration of excellence in teaching, research, and service. Normally, promotion to the rank of Associate Professor will take place at the same time as the granting of tenure. Promotion to the rank of Professor will be judged on performance since the time at which tenure and promotion to the rank of Associate Professor was achieved. In preparing the documentation, a faculty member will be asked to clearly indicate work done since the last promotion. Promotion to the rank of Professor requires the clear demonstration that a faculty has obtained a measure of international peer recognition. Such recognition can be judged by the faculty being awarded continued research grants, be called upon to be referee of journals and funding agencies, be invited to give presentations in national/ international conferences, and be invited to give seminars and colloquia.

I. Teaching

A faculty member must have a clearly demonstrated reputation for being a dedicated and effective teacher in order to obtain a positive recommendation for promotion to the rank of Professor. The faculty member is expected to have taught a number of graduate and undergraduate courses at all levels. In addition, a faculty member must have been the advisor of at least one Ph.D. recipient. Excellence in undergraduate research supervision and success in student career placement will also be recognized.

II. Research

For promotion to the rank of Professor the faculty member must have established and maintained a research program including externally funded research, supervision of graduate students, which has led to that faculty member being recognized as a major contributor to the field. The faculty member is expected to have a number of important research publications, invitations to present contributions in national/

international conferences, and be invited to present seminars and colloquia in other universities.

III. Service

Promotion to the rank of Professor requires that a faculty member provides valuable service that benefits the Department. Service to the College, the University, and the physics community is also of significant importance. Recognition will also be given for service to the community at the local, state, national, and the international level.

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