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Faculty members must consult the College of Arts and Sciences Promotion and Tenure Manual. In the event of a conflict between the two documents, the college manual takes precedence.

All materials, discussions, conclusions, and letters that are part of the review process will be held in strictest confidence, and no party to the process, other than the candidate, may divulge any information about it to anyone not directly involved.
INTRODUCTION

The Department of Physics and Astronomy has formulated these promotion and tenure guidelines in conformity with the minimum general requirements set forth by the Board of Regents of the University System of Georgia and with the policies outlined in the current promotion and tenure manuals of Georgia State University and its College of Arts and Sciences. Before a candidate for promotion and/or tenure in the Department of Physics and Astronomy can be nominated by the appropriate Department Promotion and Tenure Committee and the Department of Physics and Astronomy Chair for consideration by the college area promotion and tenure committee, he/she must be judged to have met the standards and criteria given in the current promotion and tenure manual of the College of Arts and Sciences and the supplemental criteria listed in this document. Any faculty member who might be considered for promotion and/or tenure should study carefully the criteria, requirements, and procedures that are outlined in both documents and in the university manual.

The goal of this document is to describe the criteria for promotion and tenure in the Department of Physics and Astronomy at Georgia State University. To that end, this document is intended to be entirely consistent with university and college policies on promotion and tenure. In the event of conflict, the university and college policies shall take precedence. In many instances, wording in this document mirrors that in the University and College policies. Candidates are directed to both the Georgia State University Promotion and Tenure Manual for Tenured and Tenure-Track Professors and the College of Arts and Sciences Promotion and Tenure Manual for Tenured and Tenure-Track Professors and Tenure-Track Professors and Tenure-Track Professors and for details on the university and college expectations. The candidate is responsible for providing necessary evidence and justification that their record of accomplishment meets the criteria set forth in this document.

OVERVIEW

As an academic department in a research university, the Department of Physics and Astronomy has the twin responsibilities of scholarship and teaching. In meeting these responsibilities, the department’s overall goals are excellence in creating and disseminating new knowledge, in teaching at all levels, and in service to the profession, the University, and the community. The general responsibility of scholarship at a research university and the specific responsibility of effective graduate training require that faculty be engaged in research that is competitive at national and international levels. Thus, the department believes that the “teacher-scholar” is the most appropriate model for faculty in a university setting, and the promotion criteria in the areas of professional development and teaching are designed to be on a level with those at major research universities around the country. Service contributions that promote the common goals and general welfare of the department are important and expected. However, while a sound record in service is necessary for promotion or tenure, service contributions are considered to be less important to our discipline than professional development or teaching, especially at the junior level.

As described in the university and college manuals, all candidates for promotion and/or tenure will be evaluated in three areas: Professional Development, Teaching, and Service. Professional Development includes academic achievement in research, other forms of scholarship, creative activity, and some types of professional service. Teaching includes classroom teaching and mentoring students inside and outside the classroom. Service includes departmental, college, university, some types of professional service, and some types of public service that involve professional expertise. As described later in this document, the Department values all of these areas highly and has established specific expectations for performance by its members in each one.
During yearly, pre-tenure, and post-tenure evaluations of faculty candidates’ credentials, 49 faculty will be rated according to six levels of performance: outstanding, excellent, very good, good, fair, poor. For promotion and/or tenure, candidates will be evaluated as to whether or not they have met the expectations established by the college manual. Thus, each candidate will be evaluated relative to the standard of excellent in both Professional Development and Teaching and the standards of good and very good in Service appropriate for his/her rank. Note that the same activity cannot be counted in more than one category (professional development, teaching, service) for any faculty member irrespective of specialty. Candidates for promotion and/or tenure can use the annual review guidelines in the second part of this manual for examples of relevant activities in each category in addition to those given below.

Candidates for promotion and/or tenure must submit documentation of professional development, teaching, and service organized according to the categories listed in the college manual (sections V.E. – V.G.).

EVALUATION AND ASSESSMENT FOR PROMOTION AND TENURE

Promotion to and/or Tenure at the Rank of Associate Professor

The Department of Physics and Astronomy Promotion and Tenure Committee and the Chair of the Department will independently evaluate the credentials of all candidates in the Fall Semester with all deliberations to be completed according to the College calendar.

Professional Development: To be recommended for promotion to and/or tenure at the rank of associate professor, a successful candidate must be deemed excellent in professional development and thus will have developed a substantial body of work that has contributed to the advancement of their discipline within the broad field of physics and/or astronomy as determined by the Promotion and Tenure Committee and the outside reviewers. Furthermore, as stated in the university manual, there should be evidence for an upward trajectory of continued accomplishments throughout the faculty member’s career. In particular, the candidate is expected to have:

1. Developed an independent research program of national reputation as indicated, for example, in letters from external reviewers. At a minimum, the successful candidate is expected to have published (or have in press) several publications in major peer-reviewed journals based on research conducted while at Georgia State University or during time at another institution for which the candidate has received probationary credit.
2. Established a record of significant external funding to GSU at a level comparable to that of other junior faculty members in the same field at peer institutions.
3. While viewed favorably, internal grants from Georgia State University are by themselves generally not sufficient to earn promotion to the rank of Associate Professor. In the case where there is a clear upward trajectory and a candidate’s research program is highly competitive, smaller external grants and/or indication of efforts to secure funding may be considered.

Teaching: To be recommended for promotion to and/or tenure at the rank of associate professor, a successful candidate must be evaluated as excellent in the category of teaching and therefore should:

1. Provide evidence indicating that his/her performance in teaching is highly effective. Student perceptions, grade distributions, and learning outcomes will be used to assess teaching effectiveness. Course materials must show impressive preparation and the
successful candidate must demonstrate a high level of involvement in mentoring students.

2. Show excellence in mentoring student research projects. It is expected that the candidate will have mentored undergraduate and/or graduate students. Effectiveness can be indicated by student accomplishments, for example. Post-doctoral mentorship will also be considered.

3. Be effective in non-course related training/mentorship such as being a chair or member on student exam, thesis, and/or dissertation committees. This can include students at other institutions.

Data to be reviewed by the Promotion and Tenure Committee include syllabi, examinations, and student evaluations. Selected classroom materials may be included as evidence of creativity or effectiveness in the classroom. Numbers and accomplishments (e.g., student publications, meeting presentations) of students directed in independent studies should be provided. Formal course numbers should be given for students registered in independent studies. Information about graduate students who have successfully completed their degrees, as well as those who show successful progress toward a degree by passing their qualifying exams and/or writing an approved thesis or dissertation proposal, will also be reviewed. The accomplishments of the students under the candidate’s mentorship will be given more weight than the number of students.

Service: To be recommended for promotion to and/or tenure at the rank of associate professor, a successful candidate must have demonstrated effective service to the Department of Physics and Astronomy and thus rated as good or better in this category. Types of service that qualify include participation in departmental committees and assistance with departmental activities or functions. Service at the college or university levels is commendable but not required.

Promotion to and/or Tenure at the Rank of Professor

Promotion to the rank of professor is a recognition awarded to candidates who have distinguished records of achievement and standing in both their professions and at Georgia State University.

Professional Development: To be recommended for promotion to and/or tenure at the rank of professor, a successful candidate must be deemed excellent in professional development. Furthermore, as stated in the university manual, there should be evidence for an upward trajectory of continued accomplishments throughout the faculty member’s career. In particular, there should be:

1. Evidence of international recognition of his/her research program as indicated, for example, in letters from external reviewers. Expected accomplishments must include the establishment and maintenance at Georgia State University of an independent research program that has consistently received external funds from state, national and/or international agencies, industries, or foundations.

2. Significant recognition of the research program as evidenced by a history of publication in high quality, peer-reviewed international and/or national journals. Other evidence of achievement includes membership on editorial boards of significant international/national scientific journals, service as a referee for those journals, service on review boards for funding agencies, and invited presentations at national and international scientific meetings.

Teaching: To be recommended for promotion to and/or tenure at the rank of professor, a successful candidate must be evaluated as excellent in the category of teaching and therefore should:
1. Provide evidence indicating that his/her performance in teaching is highly effective. Student perceptions, grade distributions and learning outcomes will be used to assess teaching effectiveness. Course materials must show impressive preparation and the successful candidate must demonstrate a high level of involvement in mentoring students.

2. Show excellence in mentoring student research projects. It is expected that the candidate will have mentored graduate students. Effectiveness can be indicated by student accomplishments. Post-doctoral and undergraduate mentorship will also be considered.

3. Be effective in non-course related training/mentorship such as being a chair or member on student exam, thesis, and/or dissertation committees. This can include students at other institutions.

**Service:** To be recommended for promotion to and/or tenure at the rank of professor, a successful candidate must be evaluated as _very good_ or better in the category of service, having demonstrated:

1. Effective service at the department and college level as well as in fields related to physics or astronomy. Service to the University is helpful but not required. Types of service that could be included are: oversight or training of staff at the department, college, or university; oversight of department, college, or university facilities and equipment; or substantial participation and planning of department, college, or university events.

2. A history of professional service that supports local, state, national or international professional organizations. Organization of scientific programs at conferences, membership on committees of professional organizations, and offices held in professional organizations are all considered examples of effective service to the field. Scholarly activities that result in research findings and/or teaching publications will count as Professional Development and not as Service.

**REVIEW FOR TENURE AND PROMOTION**

The timing of the review for tenure and promotion, as well as the details of the documentation, will follow those outlined in the University and College manuals. The review will assess the candidate's Professional Development, Teaching, and Service as defined above.

**Department of Physics and Astronomy Promotion and Tenure Committee**

For promotion and/or tenure at the rank of Professor, the Department Promotion and Tenure Committee shall be composed of tenured Professors in the Department excluding the Chair and the faculty member(s) representing the area committee on Promotion and Tenure in the College. For promotion and/or tenure at the rank of Assistant or Associate Professor, the Department Promotion and Tenure Committee shall be composed of all tenured Associate Professors and Professors in the Department excluding the Chair and the faculty member(s) representing the area committee on Promotion and Tenure in the College.

The Chair of the Department shall appoint one of the members of the Committee as Chair of the Committee. The Department Chair may appoint a subcommittee that includes the chair of the full committee for initial evaluation of the candidate. The full Committee shall review all credentials of the candidate and make a recommendation to the Chair of the Department using the promotion and tenure procedures adopted by the Department in accord with the Promotion and Tenure Manual of the College of Arts and Sciences. All actions of the Department Promotion and Tenure Committee shall be approved by majority vote. Minority reports are allowed as specified in the College Manual.
Duties of the Department Promotion and Tenure Committee include the following:

1. Ensure that all Departmental, College, and University required processes, procedures, and reports are properly executed.

2. Provide a list of outside reviewer names to the Chair of the Department.

3. Review and evaluate the record of each candidate using the promotion and tenure procedures adopted by the Department.

4. Provide written recommended evaluations and supporting analyses based on its review and evaluation of each candidate to the Chair.

5. By majority vote approve an overall recommendation for each candidate.

6. Provide appropriate analyses and justifications for its evaluations and recommendations.

7. The written statement of the evaluations and recommendation by the Committee that is provided to the Chair of the Department must be signed by the Chair of the Committee and by all members of the Committee who agree with the overall recommendation.

8. Committee members who do not sign the written statement are encouraged (but not required) to provide signed separate letters (minority reports) indicating their recommendations and the reasons for these recommendations.

9. The written statement and all separate letters from the Committee must be sent to the Chair of the Department and then to the College Area Committee as required by the Promotion and Tenure Manual of the College of Arts and Sciences.
APPENDIX I:
Ratings Guidelines for Pre-Tenure Review

A. Professional Development

Poor: The faculty member has no significant research program, with no publications\(^1\) or presentations.

Fair: The faculty member has a limited research program with only occasional publications or meeting presentations.

Good: The faculty member has a moderate research program with a few publications, meeting presentations, and one or more internal grants.

Very Good: The faculty member has a well-established research program with high quality papers in major peer reviewed journals, small external grants or evidence for submission of major grant proposals, and at least some professional service.

Excellent: The faculty member has an emerging nationally recognized research program with several high quality refereed publications, significant external funding, and significant professional service. Impact factor and acceptance rates (indicative of journal quality) and citation rates or other factors supplied by the candidate will be used to determine if a publication is considered ‘high quality’. Grants from external sources should be comparable to those of other junior faculty members at peer institutions. Professional service considered under the Professional Development category includes peer review for scholarly journals, grant review for granting agencies, membership on evaluation panels, or service as critic, juror, and/or consultant for professional organizations.

Outstanding: The faculty member has an emerging internationally recognized research program with highly significant publications and funding, prestigious national or international invitations, and significant professional service. Prestigious invitations include those for invited speaker at major national or international conferences or important national or international professional workshops, or invited seminar speaker at other universities.

B. Teaching

Poor: The faculty member displays an unacceptable record of teaching as evidenced by low student evaluations and limited or ineffective individual teaching or mentoring. A pattern of complaints or evidence of unprofessional activity may also be considered.

Fair: The faculty member displays an ineffective record of teaching as evidenced by student evaluations that are well below average and/or ineffective teaching or mentoring of individual students.

\(^1\) Publications are defined throughout as high quality papers published through major peer reviewed journals, invited chapters, and/or books appropriate to physics and astronomy.
**Good:** The faculty member’s record shows evidence for adequate teaching in the classroom and mentorship of individual students based on the criteria listed for excellent.

**Very Good:** The faculty member’s record shows evidence for effective teaching in the classroom and in individual teaching and mentorship based on the criteria listed for excellent.

**Excellent:** The faculty member’s record shows evidence for highly effective teaching in the classroom and in individual teaching and mentorship, which includes: (a) strong, positive student perceptions and evidence of teaching effectiveness from student evaluations, grade distributions, course materials, and/or learning outcome assessments, (b) highly effective mentoring of students’ research and independent study projects at the graduate and/or undergraduate level as evidenced by student accomplishments, and (c) effective non-course related training/mentoring including serving on and/or chairing exam, thesis, or dissertation committees.

**Outstanding:** In addition to the criteria for excellent, the record shows additional evidence for exceptional teaching performance such as (a) development of new courses or educational programs, (b) teaching grants, (c) publications in teaching journals, (d) strong evidence of teaching creativity supported by material in the teaching portfolio, or (e) honors or special recognitions for teaching.

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**C. Service**

**Poor:** The faculty member does not meet Department of Physics and Astronomy obligations.

**Fair:** The faculty member meets Department obligations and requests, but not in a timely manner.

**Good:** The faculty member meets Department obligations and requests effectively. Types of service that qualify include participation in departmental committees and assistance with other departmental activities or functions.

**Very Good:** In addition to meeting Department obligations and requests effectively, the faculty member has a major effective role in the Department, or in a professional organization. The former includes taking a major role in department committees, oversight or training of staff, oversight of department facilities or equipment, substantial participation and planning of department events, or heavy involvement in student recruitment efforts. The latter includes memberships on advisory boards or service as a consultant, organization of scientific programs at conferences, membership on committees of professional organizations, convening symposia/workshops, or public outreach.

**Excellent:** In addition to meeting Department obligations and requests effectively, the faculty member has a major effective role in the Department, and in the College or University or in a professional organization. The former includes membership in college or university committees, oversight or training of department, college, or university staff, oversight of department, college, or university facilities and equipment, substantial participation and planning of department, college, or university events, or heavy involvement in student recruitment efforts. The latter includes memberships on advisory boards or service as a consultant, organization of scientific programs at conferences, membership on committees of professional organizations, convening symposia/workshops, and public outreach.
outreach.

Outstanding: In addition to meeting Department obligations and requests effectively, the faculty member has a major effective role in the Department, and in the College or University and/or in a professional organization. In addition, the faculty member has a leading effective role in one of the above as evidenced, for example, by exceptional service as a graduate or undergraduate director, or as a scientific editor for a major peer-reviewed journal.
Ratings Guidelines for Post-Tenure Review

A. Professional Development

**Poor:** The faculty member has no significant research program, with no publications\(^2\) or presentations.

**Fair:** The faculty member has a limited research program with only occasional publications or meeting presentations.

**Good:** The faculty member has a moderate research program with a few publications, meeting presentations, and one or more internal grants.

**Very Good:** The faculty member may have high quality papers in major peer reviewed journals, small external grants, and significant professional service, but lacks significant external funding.

**Excellent:** The faculty member has continued to maintain and advance a nationally recognized research program with several high quality refereed publications, a sustained level of significant external funding, and significant professional service. Impact factor and acceptance rates (indicative of journal quality) and citation rates or other factors supplied by the candidate will be used to determine if a publication is considered ‘high quality’. Expected accomplishments include the establishment and maintenance of an independent research program that has consistently received external funds from state, national and/or international agencies, industries, or foundations. Professional service considered under the Professional Development category includes peer review for scholarly journals, grant review for granting agencies, membership on evaluation panels, or service as critic, juror, and/or consultant for professional organizations.

**Outstanding:** The faculty member has achieved an internationally recognized research program with highly significant publications and funding, prestigious national or international invitations, and very significant professional service. Prestigious invitations include those for invited speaker at major national or international conferences or important national or international professional workshops, or invited seminar speaker at other universities.

B. Teaching

**Poor:** The faculty member displays an unacceptable record of teaching as evidenced by low student evaluations and limited or ineffective individual teaching or mentoring. A pattern of complaints or evidence of unprofessional activity may also be considered.

**Fair:** The faculty member displays an ineffective record of teaching as evidenced by student evaluations that are well below average and/or ineffective teaching or mentoring of individual students.

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\(^2\) Publications are defined throughout as high quality papers published through major peer reviewed journals, invited chapters, and/or books appropriate to physics and astronomy.
Good: The faculty member’s record shows evidence for adequate teaching in the classroom and mentorship of individual students based on the criteria listed for excellent.

Very Good: The faculty member’s record shows evidence for effective teaching in the classroom and in individual teaching and mentorship based on the criteria listed for excellent.

Excellent: The faculty member’s record shows evidence for highly effective teaching in the classroom and in individual teaching and mentorship, which includes: (a) strong, positive student perceptions and evidence of teaching effectiveness from student evaluations, grade distributions, course materials, and/or learning outcome assessments, (b) highly effective mentoring of students’ research and independent study projects at the graduate and/or undergraduate level as evidenced by student accomplishments, and (c) highly effective non-course related training/mentoring including serving on and/or chairing exam, thesis, or dissertation committees.

Outstanding: In addition to the criteria for excellent, the record shows additional evidence for exceptional teaching performance such as (a) development of new courses or educational programs, (b) teaching grants, (c) publications in teaching journals, (d) strong evidence of teaching creativity supported by material in the teaching portfolio, or (e) honors or special recognitions for teaching.

C. Service

Poor: The faculty member does not meet Department of Physics and Astronomy obligations.

Fair: The faculty member meets Department obligations and requests, but not in a timely manner.

Good: The faculty member meets Department obligations and requests effectively. Types of service that qualify include participation in departmental committees and assistance with other departmental activities or functions.

Very Good: In addition to meeting Department obligations and requests effectively, the faculty member has a major effective role in the Department and in a professional organization. The former includes taking a major role in department committees, oversight or training of staff, oversight of department facilities or equipment, substantial participation and planning of department events, or heavy involvement in student recruitment efforts. The latter includes memberships on advisory boards or service as a consultant, organization of scientific programs at conferences, membership on committees of professional organizations, convening symposia/workshops, or public outreach.

Excellent: In addition to meeting Department obligations and requests effectively, the faculty member has a major effective role in the Department, and in the College or University or in a professional organization. The former includes membership in college or university committees, oversight or training of department, college, or university staff, oversight of department, college, or university facilities and equipment, substantial participation and planning of department, college, or university events, or heavy involvement in student recruitment efforts. The latter includes memberships on advisory boards or service as a consultant, organization of scientific programs at conferences, membership on committees of professional organizations, convening symposia/workshops; and public
 Outstanding: In addition to meeting Department obligations and requests effectively, the faculty member has a major effective role in the Department, and in the College or University and/or in a professional organization. In addition, the faculty member has a leading effective role in one of the above as evidenced, for example, by exceptional service as a graduate or undergraduate director, or as a scientific editor for a major peer-reviewed journal.