**College of Liberal Arts & Sciences**

**Criteria for Promotion of Fixed-Term Faculty & Academic Professionals**

**Department of Physics**

Approved by the dean on January 29, 2019

Approved by the faculty assembly of the school on January 22, 2019

**Policies and Procedures for Fixed-Term Faculty and Academic Professionals**

**in the Department of Physics**

**Criteria for Promotion of Fixed-Term Faculty: Research Professors, Clinical Professors and Lecturers**

Non-tenure eligible, fixed-term faculty titles in the Department of Physics may include the following promotion-eligible titles (listed from entry to full rank):

* Assistant Research Professor, Associate Research Professor, and Research Professor
* Assistant Clinical Professor, Associate Clinical Professor, and Clinical Professor
* Lecturer, Lecturer Senior, and Principal Lecturer

Promotion policies for all three categories follow in this document. Promotion of non-tenure eligible faculty is warranted only when achievements are tangibly demonstrated. Thus, promotion is based neither on promise nor longevity, but on demonstrated excellence. It is natural for candidates to vary in the time required to attain the appropriate level of achievement. Promotion cases are considered on an annual basis according to a schedule determined annually by the provost and dean.

**Promotion of Research Professors**

Candidates seeking promotion to **Associate Research Professor** must have at least five years’ experience in rank with a majority of that service at ASU. Candidates may count the year of application toward this eligibility requirement. A case for promotion must be linked to excellence and will demonstrate how the candidate has significantly and substantially enhanced the research mission of the unit, as evidenced by at least three of the following over the period in rank:

1. Authorship of a significant number of refereed publications in appropriate journals.
2. Significant contribution to the preparation of peer-reviewed grant proposals.
3. Presentations at important meetings/conferences relevant to the candidate’s field.
4. Awards of United States patents, if appropriate.
5. Evidence of excellent mentorship, teaching, laboratory instruction, or supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise.

Candidates seeking promotion to **(Full)** **Research Professor** must document a substantial and sustained record of excellence since the previous promotion, per criteria given below, with the majority of that service being at ASU. A case for promotion must be linked to excellence and will demonstrate how the candidate’s *leadership* has enhanced the research mission of the unit in a substantial way. Excellence may be demonstrated by at least three from among the following over the period in rank:

1. A sustained record of authorship of refereed publications, particularly in high-impact journals in the field.
2. Authorship or co-authorship of successful peer-reviewed grant proposals.
3. Demonstrated proficiency in the management of a research laboratory or related facility.
4. A sustained record of presentations at national or international scientific meetings.
5. Sustained, demonstrable excellence in mentorship, teaching, laboratory instruction, or supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise.

**Criteria for Promotion of Clinical Professors**

Candidates seeking promotion to **Associate Clinical Professor** must have at least five years’ experience in rank with a majority of that service at ASU. Candidates may count the year of application toward this eligibility requirement. A case for promotion must be linked to excellence and will demonstrate how the candidate has significantly enhanced the instruction of students and/or advanced the goals of the unit in a substantial way as evidenced by at least three from among the following over the period in rank:

1. A record of significant contributions to teaching, not only through superior performance in the laboratory or classroom, but also through the broader support of the University’s teaching mission
2. Contributions in the form of student internships or other practical components of a degree program.
3. Contributions to the design, development, and/or oversight of curriculum in specific courses
4. Significant involvement in the coordination of curricula in different courses
5. Demonstrated breadth and versatility of teaching in a range of courses
6. Involvement in professional development activities that reflect substantial awareness of the evolution of knowledge and/or curriculum in the discipline

Candidates seeking promotion to **(Full) Clinical Professor** must have a substantial and sustained record of excellent performance since the previous promotion, per criteria given below, with the majority of that service being at ASU. A case for promotion must be linked to excellence and demonstrate the candidate’s *leadership* in the enhancement of the instruction of students and/or advancement of the goals of the unit in a substantial way, as demonstrated by at least three examples from among the following over the period in rank:

1. Significant leadership contributions to teaching, not only through superior performance in the laboratory or classroom, but also through the broader support of the University’s teaching mission
2. Leadership in program of student internships or other practical components of a degree program.
3. Leadership contributions to the design, development, and/or oversight of curriculum in specific courses
4. Significant leadership in the coordination of curricula in different courses
5. Sustained breadth and versatility of teaching in a range of courses
6. Facilitation or leadership involvement in professional development activities that reflect substantial awareness of the evolution of knowledge and curriculum in the discipline

**Procedure for Promotion of Research Professors and Clinical Professors**

The unit Personnel Committee reviews the candidate’s portfolio, evaluates the case and prepares a letter of recommendation for the Unit Chair. The Unit Chair prepares an independent letter evaluating the case. Both letters are included in the promotion portfolio and provided to the Dean of the College.

**Procedure for Promotion of Lecturers**

The Unit Chair may appoint a lecturer, at or above the rank of the candidate, to serve ad-hoc on the unit Personnel Committee to participate in the evaluation of lecturer promotion cases. The unit Personnel Committee reviews the candidate’s portfolio, evaluates the case and prepares a letter of recommendation for the Unit Chair. The Unit Chair prepares an independent letter evaluating the case. Both letters are included in the promotion portfolio and provided to the Dean of the College.

**Promotion of Academic Professionals (APs)**

A full list of AP titles is listed in ACD 505-03. AP categories commonly employed in the Physics Department include Instructional Professional, Research Scientist and Research Professional. These appointments are rank eligible with promotion levels: Assistant, Associate and (Full), with the term “full” not usually stated explicitly. APs may hold continuing, probationary, or fixed-term appointments. An AP with a fixed-term appointment may have a year-to-year, multi-year, or rolling multi-year appointment. Promotion of academic professionals is warranted only when achievements are tangibly demonstrated. Thus, promotion is based neither on promise nor longevity, but on demonstrated excellence.

Promotion criteria for academic professionals depend on the AP’s assigned job responsibilities, which can vary considerably across and within each category, according to the programmatic needs of the department. Each individual must have a detailed description of their job responsibilities on file with the department. Guidelines for significant accomplishment in broad categories are outlined below. The process guides for promotion of fixed-term APs is different from the process guide for promotion of APs with probationary or continuing appointments. The candidate should consult with the Unit office to determine the appropriate promotion process guide to follow.

The three areas considered in evaluation of all academic professionals seeking promotion are excellence through position effectiveness, professional contributions, and institutional, professional, and community service.

**Promotion of Academic Professionals from Assistant to Associate Rank**

Candidates for promotion to the Associate rank must have at least five years’ experience in rank with a majority of service occurring at ASU. Candidates may count the year of application towards this eligibility requirement. Academic Professional candidates seeking promotion from Assistant to Associate rank must demonstrate excellence in position effectiveness, continued professional contributions, and growth and involvement in institutional, professional, and community service. Specific criteria are outlined in the categories listed below and should be considered commensurate with the candidate’s job description and workload.

1. If **instruction** is a significant component of the job description, candidate should demonstrate excellence in multiple examples from among of the following:
   1. A record of significant contributions to teaching, not only through superior performance in the laboratory or classroom, but also through the broader support of the University’s teaching mission
   2. Contributions to the design, development, and/or oversight of curriculum in specific courses
   3. Significant involvement in the coordination of curricula in different courses
   4. Demonstrated breadth and versatility of teaching in a range of courses
   5. Involvement in professional development activities that reflect substantial awareness of the evolution of knowledge and/or curriculum in the discipline
2. If **research** is a significant component of the job description, candidate should demonstrate excellence in multiple examples from among the following:
   1. A record of significant contributions to research and scholarship, either through wide dissemination of results in publications or presentations at appropriate research conferences.
   2. Significant contributions to the preparation of successful grant proposals and refereed scholarly manuscripts, where relevant.
   3. Development of laboratory hardware or software essential to the research enterprise.
   4. Demonstrated development of expertise which advances the unit’s research agenda in the assigned area.
   5. Evidence of effective mentorship, laboratory instruction, or supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise
3. If **service** is a significant component of the job description, candidate should demonstrate excellence in multiple examples from among the following may serve to demonstrate excellence:
   1. Significant involvement in institutional, professional and community service work as appropriate.
   2. A record of effective management of facilities used in support of the university’s instructional or research missions
   3. Evidence of extensive collaboration with faculty in their research activities
   4. Evidence of effective outreach to K-12 schools or the general public
   5. Demonstrated superior management of instrumentation or equipment facilities that support the research, instructional or outreach missions of the institution

**Promotion of Academic Professionals from Associate to Full rank**

Candidates for promotion to the full rank must demonstrate a sustained and substantial record of excellence in position effectiveness, continued growth in professional contributions, and involvement in institutional, professional, and community service activities during the period in rank. Examples are outlined in the categories listed below.

1. If **teaching** is a significant component of the job description, candidate must demonstrate excellence in multiple examples from among the following:
   1. A sustained record of excellence and versatility in the classroom as well as leadership in the design, development, and oversight of curriculum in the discipline
   2. Demonstrated proficiency in the management of specific courses
   3. Documented participation in national or international discourse on evolving knowledge in the field, curricular developments, and teaching techniques
   4. Participation in the solicitation or administration of external funding to support teaching initiatives
   5. Sustained effectiveness in the mentorship of other teachers, including graduate assistants, other academic professionals, faculty members, or other instructional staff
   6. Substantive involvement in interdisciplinary teaching efforts or other forms of collaboration or articulation, especially those involving other university departments, community colleges, or high schools
2. If **research** is a significant component of the job description, candidates must demonstrate excellence in multiple examples from among the following:
   1. A sustained record of scholarly initiative and recognized contributions to their fields
   2. Demonstrated proficiency in the management of a research laboratory or related facility
   3. Leadership role in development of laboratory hardware or software.
   4. Distinctive contributions to nationally or internationally recognized scholarship or evidence of nationally or internationally recognized expertise
   5. Significant role in the preparation of successful grant proposals and refereed manuscripts
   6. Significant contributions to national or international scientific meetings
   7. Sustained, demonstrable effectiveness in mentorship, teaching, laboratory instruction, and supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise
3. If **service** is a significant component of the job description, candidate must demonstrate excellence in multiple examples from among the following:
   1. Sustained involvement in institutional, professional, and community service work as appropriate.
   2. A sustained record of leadership in management of facilities used in support of the university’s instructional or research missions
   3. Evidence of a leadership role in at least some aspects of their collaborations with faculty in their research activities
   4. Evidence of organizational leadership in outreach efforts for K-12 schools or the general public
   5. Demonstration of leadership roles in professional societies, such as chairing or organizing sessions at national symposia, memberships on national committees, holding offices in professional societies, appointments to important review bodies for governmental agencies
   6. Demonstrated leadership in management of instrumentation or equipment facilities that support the research, instructional or outreach missions of the institution

**Procedure for Promotion of Academic Professionals**

The Director may appoint an Academic Professional, at or above the rank of the candidate, to serve on the Personnel Committee for the purpose of evaluating Academic Personnel promotion cases. The Academic Professional will not participate in Personnel Committee actions outside of AP promotion cases. The Personnel Committee reviews the candidate’s portfolio, evaluates the case and prepares a letter of recommendation for the Unit Director. The Unit Director prepares an independent letter evaluating the case. Both letters are included in the promotion portfolio and provided to the Dean of the College.

**Changes to the Department of Physics Policies and Procedures Guide**

This document should be updated on a regular basis to reflect the most current structure of faculty appointments at ASU. Changes mandated by University policy become effective immediately. Changes motivated by the faculty, bylaws committee or Director will be managed in the same way as for changes to the bylaws. Should a portion of this document become invalid, the rest of the document remains in effect.

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