# ACADEMIC PROFESSIONALS

**CRITERIA FOR PROMOTION AND CONTINUING STATUS (June, 2008)**

1. Introduction

Academic Professionals within the Department of Physics are employed either as Research Professionals or as Research Scientists. Both categories of personnel may be employed either on a year-to-year appointment, or on an appointment that begins with a probationary period and may be awarded continuing status. Academic Professionals on a year-to-year appointment are not eligible for continuing status, but are eligible for promotion. The general criteria for promotion and for awarding continuing status are the same for both Research Professionals and for Research Scientists, and are described in the following section. These criteria supplement and further define those listed in ASU guidelines (ACD 507-07).

1. General Criteria for Promotion

Criteria for promotion between ranks will include sustained superior performance as well as the accumulation of the necessary experience and knowledge to fulfill the generic descriptions for each advanced rank. The job description of the individual position will be used to define the amount of expertise required to qualify for each rank.

Ranks of Appointment

**Assistant**: All academic professionals appointed at/promoted to this initial rank must meet the minimum criteria for appointment as defined by the unit. Ordinarily, academic professionals have earned an advanced degree or have acquired a high level of the particular skills needed for a position. As assistant academic professionals gain experience, they are expected to improve in position effectiveness, demonstrate growth and involvement in professional contributions, and establish a record of service.

**Associate**: Academic professionals appointed at/promoted to associate rank must exceed the criteria for initial appointment at assistant rank, and meet the criteria for appointment to the associate rank as defined by the unit. They must have attained considerable expertise in the areas of competence required of their positions. Associate academic professionals must demonstrate excellence in position effectiveness, continued professional contributions, and growth and involvement in university and community service.

**Full or Senior**: Academic professionals appointed at/promoted to full or senior rank must exceed the criteria for associate rank, have substantial professional experience, and meet the criteria for appointment to the full or senior rank as defined by the unit. Academic professionals at this rank must demonstrate a high level of effectiveness and should be considered experts in their chosen fields. At this rank, both professional contributions and service activities must involve sharing knowledge and experience with others by providing substantial guidance and leadership in areas of professional or academic interest.

Although there is no prescribed timeline for promotion from associate to full, it would be unusual for a person to accumulate the record of accomplishment expected for this rank without working for several years at the associate level.

1. University Guidelines for Review Criteria

**Position Effectiveness**: Each academic professional shall have a position description. This description depends upon the unit’s mission and goals. Excellence is achieved in the context of the unit in which the academic professional works. Standards for performance include:

* 1. effective and continuous accomplishments that relate to the missions of the unit and university
	2. effective accommodation of change in the position or environment in which the individual has worked during the time period under review
	3. contributions to organizational goals and objectives
	4. innovation and creativity in professional practices
	5. professional development, that is, continuing growth in one’s position and professional expertise
	6. knowledge and application of professional standards, practices, guidelines, and protocols.

**Professional Contributions**: Professional contributions comprise a wide range of endeavors that draw upon the academic professional’s expertise, talents, and interests and represent a commitment to the profession or to the discipline that extends beyond the scope of assigned responsibilities. Each position affords different opportunities, and each academic professional has different talents and means of contributing to the profession and enhancing his or her effectiveness in supporting the needs of the unit and the mission of the university. Examples of professional contributions include, but are not limited to:

1. active participation in appropriate professional or scholarly organizations
2. publication and dissemination
3. efforts to transfer techniques and practices resulting from creative activity at the university to other institutions
4. consultations and evaluations drawing on the academic professional’s expertise
5. fellowships or scholarly awards
6. grant proposals written or grants received
7. research, teaching, leadership, management, or administrative roles within the academic professional’s specialization beyond those stated in the position description for the individual.

The academic professional’s role in these activities is important in evaluating these contributions. The contributions should reflect an active, directed pursuit of goals that impact and advance the practice and/or scholarship within the academic professional’s field. Because many kinds of participation and contribution are possible, the academic professional should describe the nature and extent of the activities so that the level of significance is clear to reviewers.

**Institutional, Professional, and Community Service**: Academic professionals with continuing or probationary appointments are to actively serve the institution, the profession, and the community. Service of academic professionals is characterized by the application of subject knowledge and professional expertise beyond the scope of assigned responsibilities.

Service may include such activities as membership on unit search committees, roles in shared governance, contributions to campus committees, and/or similar activities within professional organizations. Service may also include community activities that draw upon professional expertise or subject knowledge and/or advance the university by meeting the needs of the greater public.