

Department of Physics, USF Tenure-and-Promotion Criteria

The Department of Physics is a research-intensive, nationally-ranked department. Our success will be judged by our research results and by the preparation of the students we graduate. These criteria for tenure and promotion reflect the responsibility of each faculty member to contribute toward the productivity and international visibility of the department.

General Criteria and Procedures

1. The procedures for voting on tenure and promotion to the rank of associate or to full professor are specified in the department's Governance Document.
2. Evaluation criteria regarding tenure and promotion are based on perceived standards for physics faculty excellence in the top tier of Ph.D.-granting departments in the country.
3. Tenure-track faculty are given annual feedback regarding their progress toward tenure and promotion by the Faculty Advisory Committee and by the chair. During tenure and promotion deliberations, the chair and the relevant committees will carefully consider these annual evaluations, but they are not bound by them.
4. In accordance with university and college requirements, candidates for tenure and promotion are expected to demonstrate excellence in research, excellence in teaching, and substantive service. It is recognized that due to the diverse research areas of faculty, the specific criteria for evaluation could differ, and each case must be assessed individually. It is the candidate's responsibility to provide convincing evidence of quality in each portion of the tenure-and-promotion portfolio.
5. Tenure-track faculty are required to submit a portfolio for the Mid-Tenure Review. This review is normally completed during the third year and is similar to the tenure review and uses similar forms. The main differences are that external letters are not requested, and the timeline is different, with the application made in early January of the third academic year with a final recommendation in late spring. CAS holds mid-tenure review workshops early in the Fall semester and publishes the timeline, requirements, and forms. The purpose of the mid-tenure review is to determine if the faculty member is making adequate progress toward tenure in terms of teaching, research and service. The Physics T&P Committee and the Chair recommend to the Dean whether the faculty member should be continued or non-renewed. If non-renewed, the faculty member may complete another year before leaving Physics.
6. Candidates should also familiarize themselves with the University Tenure and Promotion Guidelines, the College of Arts and Sciences Tenure and Promotion Procedures, and the relevant sections of Collective Bargaining Agreement.
7. Faculty are encouraged to meet with the Chair and with the Associate Dean for Faculty Affairs before starting the process of applying for tenure or promotion.

Departmental Tenure and Promotion Timeline and Process

1. Spring of the year prior to tenure evaluation
 - a. The candidate should attend a CAS tenure and promotion workshop and obtain the current schedule for the tenure review process. They should review the process, the schedule and read both CAS and Physics tenure guideline documents.
 - b. The candidate confers with the Chair regarding the application. This is especially important if there is time-toward tenure, a question of eligibility,

- or if the likely success of the application seems uncertain.
- c. The candidate submits a list of 8-10 potential external reviewers according to the guidelines above. This list should include the name, rank, institution, contact information and sufficient biographical information for the Chair and Associate Dean to assess their qualifications for the review. The list must be approved by the Dean's office and by the Physics Chair. The candidate may not contact potential reviewers immediately prior to the application or during the evaluation process.
 - d. Candidate submits an extended cv to the Chair in May along with 3 pdf reprints of significant research publications. These materials are to send to external reviewers who will evaluate the candidate's research program. The publication and grant listings should be annotated to be clear about who did the work, where it was done, and in the case of grants, the status of the candidate (e.g. co-PI or PI), the total amount of the grant, and what share of the grant funding (direct + indirect costs) is expected to come to the candidate. There should be a general description of the research program and projects in the candidate's laboratory.
2. The Chair of Physics sends requests to potential external reviewers beginning in May.
 3. In early August (date set by the current year tenure evaluation schedule), the completed full tenure applications are brought to the Physics Chair (uploaded to Archivum), who reviews them and forwards them to the CAS Dean's office. Note that a table should be completed by the candidate (and verified by the Physics Chair) that lists all journals in the publication list (with author position), journal impact factor, journal rank within field, and citation counts. This table should be included on a separate page at the end of the publication list in the tenure application.
 4. Verified T&P files come back from CAS Dean's Office.
 - a. T&P committee consist of all eligible faculty (committee of the whole) as specified in the Physics Governance document. For promotion to Associate Professor it includes all Associate and Full Professors. For promotion to Full Professor it includes all Full Professors. The Physics Chair does not participate in the T&P committee. The committee elects chair according to the Physics governance document. The chair's responsibility is to schedule the review of the applicant's files and meetings needed to discuss each case. The chair of the T&P committee should ensure that the review is completed on time.
 - b. T&P committee meeting:
 - I. Applications are discussed with regard to research, teaching, service
 - i. Committee provides a letter summarize the discussion at the meeting in the areas of research, teaching, and service.
 - iii. T&P committee votes on granting tenure/promotion by secret ballot.
 - c. T&P Committee chair is responsible for inserting evaluations and vote counts in application package prior to submission deadline to CAS Dean's Office for the Physics Chair's review.
 5. The Chair then completes the evaluation by providing his/her written review of the applicant. The completed application goes to the CAS office. With this, the Departmental input is complete.

Research Criteria for Tenure

The overall mission of the department is to conduct high-quality research recognized at the national and international levels. The candidate can provide evidence that she/he can meet these expectations at the level appropriate to the faculty's rank through the following:

1. Research products include (but are not limited to)
 - a) publications in peer-reviewed journals
 - b) articles in peer-reviewed conference proceedings
 - c) invited reviews in peer-reviewed journals

- d) books, book chapters, and monographs
- e) presentations at national and international conferences
- f) invited seminars and talks
- g) patents for research-related inventions
- h) scientific software, large-scale codes, or databases

2. Research productivity should be in accordance with expectations of the relevant sub-field of physics at peer institutions. A guideline for research excellence might include an average of 2-3 reputable, peer-reviewed research articles per year during the tenure-earning years.

3. A candidate needs to establish an independent research effort. While collaborations are encouraged, it is expected that a substantial number of publications over the tenure-earning years would result from principal authorship, defined as being either first author or the driver of the work (often communicating or last author). It is expected that a candidate will publish most of his or her papers in the tenure-earning period with a USF address and with his or her students and postdocs as co-authors. A predominance of works published in collaboration with the tenure candidate's graduate or postdoctoral supervisor is not advisable as it will not help to establish a record of independent research.

4. A candidate should submit evidence of the relevance and importance of published work in the form of citation data, journal impact factors, or highlights in the popular press.

5. The letters of external reviewers provide independent judgements of the quality and importance of a candidate's research and will be carefully considered.

6. A candidate should secure extramural funding at a level sufficient to sustain the candidate's research. Generally, a minimum of one multi-year grant is expected during the tenure-earning years. Such grants should typically generate overhead, as do those awarded by federal agencies such as NSF, NIH, DoD, DOE, etc.

7. A candidate for tenure should provide evidence of a sustained effort to secure funding through submission of grant proposals.

8. Active dissemination of research results through regular presentations at national and international professional meetings as well as in smaller workshops is encouraged.

9. Invited talks at major conferences and prizes from professional societies bring prestige to the institution as well as to the faculty member and will be viewed positively.

Teaching Criteria for Tenure

The goal of teaching in the department is to promote students' learning, intellectual development, and career preparation. Towards this goal, candidates for tenure and promotion are expected to achieve excellence in teaching as evidenced by a successful track record of classroom teaching, mentoring of undergraduate and graduate students, and active participation in curricular development.

1. **Classroom teaching.** All faculty are expected to demonstrate their proficiency in teaching. Materials evaluated may include

- a) course syllabi and samples of instructional materials, such as tests, lecture notes etc.
- b) numerical student evaluations and narrative of students' comments
- c) evidence of student learning outcomes
- d) peer evaluations
- e) teaching awards and other recognitions of teaching
- f) documentation of innovative teaching methods

Generally, a candidate should have taught a diverse set of courses during the tenure-earning years, including at least one with large enrollment (such as General Physics).

2. Supervision of students.

- a) It is expected that a substantial portion of a candidate's work published during the tenure-earning period will include her/his students as co-authors.
- b) During the tenure-earning period, the candidate as major professor should have graduated at least one student with a master's degree or advanced one doctoral student to the stage of candidacy.
- c) Supervision of undergraduate research projects is encouraged.
- d) Faculty may also supervise independent studies, journal clubs, or informal summer courses.
- e) Faculty should participate in student thesis and dissertation committees.

3. Other teaching activities. Examples may include

- a) textbooks published
- b) new courses developed
- c) teaching-related grants
- d) activities in collaboration with schools or science museums
- e) scholarly papers published on teaching

Service Criteria for Tenure

The Service portion of a successful tenure packet should be commensurate with the current rank of the candidate. In general it will contain

- a) active participation in departmental, college, or university committees
- b) regular reviews of manuscripts for journals and grant proposals for funding agencies

In addition, some high-visibility external activities are encouraged, such as

- a) participation in conference-organization committees
- b) community outreach
- c) service to professional societies

Promotion to the Rank of Full Professor

For promotion to the rank of Professor, a candidate must provide compelling evidence of significant recognition among peers in the discipline or professional field at the national and international levels. A record of excellence in teaching and research/creative activity/scholarship is expected, as well as a record of substantial contributions in service to the university and/or profession. This record of excellence

should predict continuing high productivity throughout the individual's career.

Research: Excellence in research and scholarship is expressed by a track record of continued research funding through peer-reviewed grant proposals (e.g. NSF, DOE, DoD, NIH, etc.), a significant list of invited presentations at conferences/workshops/research institutions, and a strong record of peer-reviewed publications. Patent licensing will be considered positively. Recognition of the applicant by his/her peers may be demonstrated through appropriate citations of his/her publications, invited presentations at scientific meetings and/or research laboratories, continued funding of peer reviewed proposals, election as a fellow of national and international professional societies, and frequent invitations to serve as a scientific reviewer on panels or mail-in reviews for proposals and publications.

Teaching: Important measures for teaching excellence are the learning outcomes in classroom teaching as well as excellence in mentoring of graduate students. Involvement of undergraduate students in research or development of creative learning experiences are viewed positively.

Service: The candidate should show initiative to serve his/her professional community and/or the university beyond assigned duties. These initiatives may be demonstrated through, for example, volunteering to committee assignments and substantial involvement in committees beyond what is considered regular faculty participation; taking leadership roles at the department, college, or university; taking a larger than usual share in the peer review of papers and proposals; taking the role of an Editor and/or Guest Editor in respected scientific journals; organizing meetings and workshops; standing for election in committees in scientific organizations; etc. In exceptional cases, community engagement may also be considered.

This document may be amended by the procedures codified in the department's governance document.

Approved by faculty vote September 25, 2015
Approved by Dean's Office, October 9, 2015

Amended on April 23, 2020:

Following considerations will be made when considering T&P decisions for branch campus faculty.

1. Consider the resources and assignments of branch faculty had prior to consolidation.
2. Regional Chancellor evaluates branch campus faculty for T&P and submits recommendations to the College Dean.
3. Grandfather clause:
Branch campus faculty with three years of tenure-earning credit on July 1, 2019 will be considered for tenure under their old regional campus guidelines unless they elect to use the new consolidated guidelines in writing 30 days prior to the beginning of tenure consideration. This is required in Article 15.4.B of the USF UFF Collective Bargaining Agreement. If a candidate chooses to use the older regional guidelines, their new consolidated academic unit's T&P committee and administration will still be responsible to carry out the process.

Approved by Dean's office on May 1, 2020.
Approved by Provost's office on May 1, 2020.