

Criteria for Personnel Actions
Department of Physics and Astronomy

I. Faculty Retention Years 1-5 (for faculty with the rank of Instructor)

A. Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)
 - a. Teaching evaluations within the normal range for faculty in the department.
 - b. Favorable peer evaluations. (Two peer evaluations are required during each personnel review through tenure, one by the department chair and one by another faculty member.)
 - c. The encouragement of undergraduate student research. This can be of the form of in-class projects, helping students obtain summer research appointments or one of many other methods of encouragement.
 - d. Course and curricular development or improvements.
 - e. Work effectively with colleagues on academic issues, research activities and any other issues associated with the operation of the department.
2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.) – Evidence of administrative effectiveness in supervisory duties as director, program coordinator, or other special activities for which reassigned time is given.

B. Professional Contributions and Activities (APSU Policy 5:060.IV.C)

1. Service to Campus – any combination of the following can satisfy this requirement.
 - a. Service on Faculty Senate or special task forces.
 - b. Other participation or leadership in the university's governing and policy-making processes
 - c. Advisor to student organizations
 - d. Active participation in $\nabla^2\Psi$, the physics student society.
 - e. Participation in outreach activities, astronomy observation nights, and/or recruitment activities.
 - f. Formal input from the physics student society ($\nabla^2\Psi$) will be sought for individuals that are at the borderline of retention.
2. Service to One's Discipline – any combination of the following can satisfy this requirement.
 - a. Memberships and leadership in professional organizations.
 - b. Professional service as session chair, discussant, paper reviewer, etc.
3. Service to the Community – any combination of the following can satisfy this requirement.
 - a. Discipline-related presentations to community groups.
 - b. Discipline-related advice and consultations to community groups.
 - c. Publication of popular-level materials (op-ed pieces, magazine articles, etc.)
 - d. Other discipline-related service to the local community or larger society.

II. Faculty Retention Years 1-3 (for faculty with professorial rank)

- A. Effectiveness in Academic Assignment
 - 1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)
 - a. Teaching evaluations within the normal range for faculty in the department.
 - b. Favorable peer evaluations. (Two peer evaluations are required during each personnel review through tenure, one by the department chair and one by another faculty member.)
 - c. The direction or encouragement of undergraduate student research. This can be of the form of in-class projects, helping students obtain summer research appointments or one of many other methods of encouragement.
 - d. Course and curricular development or improvements.
 - e. Evidence of effective student advisement. This can include but is not limited to: demonstrated knowledge of the APSU general core and departmental program requirements, assisting students with class scheduling, assisting students in identifying summer research/internship opportunities (recommendation letters etc.), assisting students in identifying graduate school/career opportunities (recommendation letters etc.).
 - f. Work effectively with colleagues on academic issues, research activities and any other issues associated with the operation of the department.
 - 2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.) – Evidence of administrative effectiveness in supervisory duties as director, program coordinator, or other special activities for which reassigned time is given.
- B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)
 - 1. Publications and Grants
 - a. Progress toward a refereed publication while in residence at APSU **OR**
 - b. Submission of a reviewed research or educational grant while in residence at APSU. Submission must be to an external source (i.e. funding internal to APSU does not satisfy this requirement) **OR**
 - c. Submission of a patent while in residence at APSU.
 - 2. Presentations – Submission of an abstract for presentation at a regional, national or international conference. (An additional item under II(B)1 can substitute for this requirement.)
- C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)
 - 1. Service to Campus – any combination of the following can satisfy this requirement.
 - a. Committee work or other administrative service.
 - b. Service on Faculty Senate or special task forces.
 - c. Other participation or leadership in the university’s governing and policy-making processes
 - d. Advisor to student organizations
 - e. Active participation in $\nabla^2\Psi$, the physics student society.
 - f. Participation in outreach activities, astronomy observation nights, and/or recruitment activities.

- g. Formal input from the physics student society ($\nabla^2\Psi$) will be sought for individuals that are at the borderline of retention.
 - 2. Service to One's Discipline – any combination of the following can satisfy this requirement.
 - a. Memberships and leadership in professional organizations.
 - b. Professional service as session chair, discussant, paper reviewer, etc.
 - 3. Service to the Community – any combination of the following can satisfy this requirement.
 - a. Discipline-related presentations to community groups.
 - b. Discipline-related advice and consultations to community groups.
 - c. Publication of popular-level materials (op-ed pieces, magazine articles, etc.)
 - d. Other discipline-related service to the local community or larger society.
- III. Faculty Retention Years 4-5 (for faculty with professorial rank unless being reviewed for tenure)
- A. Effectiveness in Academic Assignment
 - 1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.) – Same as required for retention years 1-3, II(A)1 above.
 - 2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.) – Same as required for retention years 1-3, II(A)2 above.
 - B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)
 - 1. Publications and Grants
 - a. A refereed publication while in residence at APSU, **OR**
 - b. A funded, reviewed research or educational grant while in residence at APSU. Funding must be obtained from an external source. (i.e. funding internal to APSU does not satisfy this requirement), **OR**
 - c. A patent pending or awarded while in residence at APSU.
 - AND**
 - 2. Presentations – At least one presentation at regional, national or international conference. (An additional item under III(B)1 can substitute for this requirement.)
 - C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)
 - 1. Service to Campus – Same as required for retention years 1-3, II(C)1 above.
 - 2. Service to One's Discipline – Same as required for retention years 1-3, II(C)2 above.
 - 3. Service to the Community – Same as required for retention years 1-3, II(C)3 above.
- IV. Tenure (for faculty with the rank of Instructor)
- A. Effectiveness in Academic Assignment
 - 1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)
 - a. Teaching effectiveness (APSU Policy 5:060.IV.A.1.) – Same as required for retention years 1-5, I(A)1 above.
 - 2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.) – Same as required for retention years 1-5, I(A)2 above.

- B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)
 - 1. Publications and Grants
 - a. A refereed publication while in residence at APSU (this publication may be pedagogical in nature), **OR**
 - b. A funded educational or research grant while in residence at APSU. Submission must be to an external source (i.e. funding internal to APSU does not satisfy this requirement).
 - OR**
 - 2. Presentations – At least two presentations (these may be of a pedagogical nature) at regional, national or international conferences.
 - C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)
 - 1. Service to Campus – Same as required for retention years 1-5, I(B)1 above.
 - 2. Service to One’s Discipline – Same as required for retention years 1-5, I(B)2 above.
 - 3. Service to the Community – Same as required for retention years 1-5, I(B)3 above.
- V. Tenure (for faculty with professorial rank)
- A. Effectiveness in Academic Assignment
 - 1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.) – Same as required for retention years 1-3, II(A)1 above.
 - 2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.) – Evidence of administrative effectiveness in supervisory duties as chair, director, program coordinator, or other special activities for which reassigned time is given..
 - B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)
 - 1. Publications and Grants – any combination of at least two items from the list below:
 - a. A refereed publication while in residence at APSU.
 - b. A funded, reviewed research or educational grant while in residence at APSU. Funding must be obtained from an external source. (i.e. funding internal to APSU does not satisfy this requirement.)
 - c. A patent pending or granted while in residence at APSU.
 - AND**
 - 2. Presentations – At least one presentation at a regional, national, or international conference. (An additional item under V(B)1 can substitute for this requirement.)
 - C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)
 - 1. Service to Campus – Same as required for retention years 1-3, II(C)1 above.
 - 2. Service to One’s Discipline – Same as required for retention years 1-3, II(C)2 above.
 - 3. Service to the Community – Same as required for retention years 1-3, II(C)3 above.
- VI. Promotion to Associate Professor (for faculty with professorial rank)
- A. Effectiveness in Academic Assignment
 - 1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)

- a. Student evaluations of faculty that are average to above average for the department.
 - b. Favorable peer evaluations. (Two peer evaluations are required during each personnel review through tenure, one by the department chair and one by another faculty member.)
 - c. The direction or encouragement of undergraduate student research. This can be of the form of in-class projects, helping students obtain summer research appointments or one of many other methods of encouragement.
 - d. Course and curricular development or improvements.
 - e. Evidence of effective student advisement. This can include but is not limited to: demonstrated knowledge of the APSU general core and departmental program requirements, assisting students with class scheduling, assisting students in identifying summer research/internship opportunities (recommendation letters etc.), assisting students in identifying graduate school/career opportunities (recommendation letters etc.).
 - f. Work effectively with colleagues on academic issues, research activities and any other issues associated with the operation of the department.
2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.) – Evidence of administrative effectiveness in supervisory duties as chair, director, program coordinator, or other special activities for which reassigned time is given..
- B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)
1. Publications and Grants – any combination of at least two items from the list below:
 - a. A refereed publication while in residence at APSU.
 - b. A funded, reviewed research or educational grant while in residence at APSU. Funding must be obtained from an external source. (i.e. funding internal to APSU does not satisfy this requirement.)
 - c. A patent pending or granted while in residence at APSU.
- AND**
2. Presentations – At least two presentations at regional, national, or international conferences. (An additional item under VI(B)1 can substitute for this requirement.)
- C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)
1. Service to Campus – Same as required for retention years 1-3, II(C)1 above.
 2. Service to One’s Discipline – Same as required for retention years 1-3, II(C)2 above.
 3. Service to the Community – Same as required for retention years 1-3, II(C)3 above.

VII. Promotion to Full Professor (for faculty with professorial rank)

- A. Effectiveness in Academic Assignment
1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)
 - a. Student evaluation of faculty that are average to above average for the department for the five years prior to applying for Full Professor.
 - b. Peer evaluations of instruction within the five years prior to applying for Full Professor that reflect a mastery of teaching methods appropriate for physics and astronomy.

- c. Evidence of the encouragement of undergraduate student research within the five years prior to applying for Full Professor. This can be of the form of in-class projects, helping students obtain summer research appointments or one of many other methods of encouragement. There should be clear evidence that this has led to one or more physics graduates' success in their career. (i.e. acceptance to their graduate school of choice, etc.)
 - d. Evidence of effective student advisement within the five years prior to applying for Full Professor. This can include but is not limited to: demonstrated knowledge of the APSU general core and departmental program requirements, assisting students with class scheduling, assisting students in identifying summer research/internship opportunities (recommendation letters etc.), assisting students in identifying graduate school/career opportunities (recommendation letters etc.).
 - e. Course and curricular development or improvements within the five years prior to applying for Full Professor that helps to strengthen an area of emphasis within the physics or astronomy program or the program as a whole.
2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.) – Evidence of administrative effectiveness in supervisory duties as department dean, chair, director, program coordinator, or other special activities for which reassigned time is given.
- B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)
- 1. Publications and Grants – any combination of at least two items from the list below within the five years prior to applying for Full Professor:
 - a. A refereed publication while in residence at APSU.
 - b. A funded, reviewed research or educational grant while in residence at APSU. Funding must be obtained from an external source. (i.e. funding internal to APSU does not satisfy this requirement.)
 - c. A patent pending or granted while in residence at APSU.
 - 2. Presentations – Two presentations at regional, national or international conferences within the five years prior to applying for Full Professor. (An additional item under VII(B)1 can substitute for this requirement.)
 - 3. Direction of student research that leads to peer-reviewed publication (with the student as an included author) or a student presentation at a regional, national or international conference within the five years prior to applying for Full Professor
- C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)
- 1. Service to Campus – Same as required for retention years 1-3, II(C)1 above.
 - 2. Service to One's Discipline – Same as required for retention years 1-3, II(C)2 above.
 - 3. Service to the Community – Same as required for retention years 1-3, II(C)3 above.
- VIII. Expectations for tenured faculty not being reviewed for promotion (this section applies to all tenured faculty including Full Professors) – Continue to meet or exceed the criteria set for promotion to their acquired rank.