

Statement on Tenure and Promotion
Department of Physics and Astronomy – Washington State University

The mission of the Department of Physics and Astronomy at Washington State University is (1) to provide instruction in physics and astronomy for both non-science students and for science and engineering students, at both the undergraduate and graduate levels, (2) to conduct research at the forefront of current knowledge in order to advance the discipline and to provide necessary research experience for advanced degree candidates (3) to provide service to the University and to the physics community. Of these, instruction and research are of paramount importance although as responsible members of the University and of the physics community we recognize our obligation to contribute actively to external affairs. This document is intended to supplement the statements on tenure and promotion of the University, as stated in the Faculty Manual, and the supplementary statement of the College of Sciences. Its purpose is primarily to clarify the expectations of the department rather than to add additional requirements. Nothing in this document should be construed to be in conflict with the broader statements of the College of Sciences or of the University.

The statements added are:

(1) Time in Rank

Under usual circumstances it is expected that promotion to Full Professor will not be granted before the sixth year in rank as Associate Professor. Earlier promotion may be granted in cases of exceptional performance, or where through other experience the candidate has gained the stature and maturity to represent the University with distinction. There should be no expectation that longer time in rank is sufficient for promotion.

(2) Publications

The candidate's publication record shall show a history of steady productivity. Numbers of publications are not necessarily relevant. Quality is the paramount consideration, and shall be judged primarily by responses of external reviewers.

(3) Research Effectiveness

High quality research or scholarly programs are expected. Where external support is necessary for the conduct of the research program, including support for graduate students, continuing effort to attract extramural funding is also expected.

(4) Graduate Students

The candidate for Full Professor must have demonstrated the capability for training graduate research students by having supervised the thesis research of one or more students.

(5) Teaching Effectiveness

The effectiveness of classroom teaching as well as of individual instruction shall be assessed in part by letters solicited from former students. At least three such letters shall be solicited by the department chair and shall be treated in the same manner as are the letters of recommendation from experts in the candidate's field of expertise.

(6) Departmental Affairs

The rank of Associate to Full Professor carries with it the obligation to actively participate in the development and governance of the department. Each member is expected to contribute positively to a collegial atmosphere that facilitates cooperation.

(7) Recognition

Wide recognition in the physics and/or astronomy community is expected for promotion to Full Professor. It will be assessed by a variety of means including, for example, honors bestowed by professional organizations, invited lectures or election to editorial boards.

**Promotion Guidelines for Teaching Professor
Department of Physics and Astronomy
College of Arts and Sciences at Washington State University**

The Faculty Manual of Washington State University states the official criteria and procedures for advancement to promotion in rank for all faculty. The current Faculty Manual is found on the web at <https://facsen.wsu.edu>. Expectations for promotion in rank in the College of Arts and Sciences (CAS) are provided by the College's tenure and promotion document dated September 4, 2013, revised June, 2018 and April 2020, at <http://cas.wsu.edu/faculty-staff/policies.html>. The following text supplements the guidelines of the Faculty Manual and CAS and explains their application in the Department of Physics and Astronomy (DPA) for teaching faculty. Nothing in this document should be construed to be in conflict with the broader statements of CAS, university rules or the Faculty Manual pertaining to tenure and promotion. In case of apparent conflict, the CAS and Faculty Manual take precedence.

Appointment

Faculty at the rank of Teaching Assistant Professor have contract lengths of 1-3 years contingent upon College/Department needs and may be reappointed upon satisfactory evaluation as measured by annual performance review.

The main responsibility of faculty in teaching ranks is teaching undergraduate or laboratory courses.

A Teaching Assistant Professor may be promoted to Teaching Associate Professor and then to Teaching Professor. To warrant promotion the candidate must have performed in an exceptional way that can be documented in the promotional file. The exact nature of this exceptional performance will vary according to the candidate's position description.

Promotion to Teaching Associate Professor or Teaching Professor is initiated by the Chair, after consultation with faculty eligible to make a recommendation. All individuals to be considered for promotion are required to develop and maintain a teaching portfolio in the same way as tenure-track or tenured faculty. This review will take place on the same timeline as the tenure-track faculty tenure and promotion review.

Typically, a candidate will be considered for promotion to Teaching Associate Professor after completing five years at the level of Teaching Assistant Professor. However, under exceptional circumstances this promotion may be made before the completion of five years at the Assistant rank. An early consideration must be approved by the Dean and the Provost. If promotion to Teaching Associate Professor is not pursued or is not granted, faculty may remain at the rank of Teaching Assistant Professor provided satisfactory performance continues. There is no limit on the number of times promotion to Teaching Associate Professor may be sought. Faculty members promoted to the rank of Teaching Associate

Professor will be granted a fixed term appointment of up to five-year or continuous contracts.

Faculty members may be considered for promotion to Teaching Professor after five years as a Teaching Associate Professor. However, exceptional circumstances may alter this time period. The early promotion must be approved by the Dean and Provost. If promotion to Teaching Professor is not pursued or is not granted, faculty may remain at the rank of Teaching Associate Professor provided satisfactory performance continues. There is no limit on the number of times promotion to Teaching Professor may be sought. Faculty members promoted to the rank of Teaching Professor will be granted a fixed term appointment of up to five-year or continuous contracts.

Criteria

It should be noted that time in rank is not sufficient by itself to be considered for promotion to either the Teaching Associate Professor rank or the Teaching Professor rank.

The primary area of evaluation in considering eligibility for promotion of teaching faculty is excellence in teaching. Secondary criteria include excellence in mentoring and advising scholarship, and service. Evidence for the teaching performance can include, among others: annual reviews; audits from colleagues; student ratings from course evaluations (qualitative and quantitative); the teaching portfolio; course syllabi; lesson plans (including goals, methods of delivery, modes of evaluation); samples of evaluation media including tests, assignments, essays, projects; pre- and post-test results showing measurable gains in student competency; incorporation of new technologies; online course materials; advising student organizations (e.g., physics club); professional certifications (including certificates, courses, short courses, and degrees earned); internal and external teaching awards.

Evidence for mentoring and advising performance is valued as well and can include, among others: peer evaluations; student evaluations; evaluations from advising exit polls; samples of assigned projects and student work (e.g., student presentations/posters); professional certifications; awards.

Secondary criteria include excellence in scholarship as evidenced by: publications in pedagogical/advising journals; evidence based on feedback that informs teaching (e.g., use of concept inventories, other standardized instruments); peer advising/mentoring; workshops lead; workshops attended; invited talks; public education and outreach activities (e.g., departmental open houses, library programs, amateur groups); promotion of scholarship (e.g., via journal clubs, committee work, peer mentoring); grant proposals; publishing of textbooks or other guides.

Also, any service component (such as committee work, curriculum development, development of new courses, evaluation/adaptation of new texts) and the ability to interact effectively with colleagues, students and staff will be given significant consideration. Evidence for collegiality can include, among others: annual reviews; committee work;

service to professional organizations (e.g., American Association of Physics Teachers—AAPT, American Physics Society—APS); contributions to teaching outside of the instructor's own courses (e.g., team-produced texts); diversity initiatives; special events or programs (e.g., Mom's Weekend programming); work with student organizations, residence hall affiliation, and other activities that increase extracurricular student-faculty interaction and enhance student social life.

For promotion to Teaching Professor, some external recognition of distinction is recommended, but not required.

Procedure

The department conducts a comprehensive tenure-style review. Candidates will be asked to provide a current vita, a signed teaching portfolio (5 pages maximum), teaching evaluations, and supplemental material related to scholarship or creative activity to support the case.

All other elements of a promotion file should be presented, including at least five supporting letters solicited by the Chair. Under no circumstances will a reviewer be paid or compensated in any way for reviewing the candidate's file or writing a letter. These may be internal or external to WSU, but external to the department. A few of the letters could include former students. Although letters external to WSU are optional, they are highly recommended. Also included are the Chair's summary, Dean's summary, vice chancellor's summary when appropriate, faculty recommendation forms, and the candidate's past annual reviews. As additional material, the Chair may request letters from former students and current faculty members of the DPA.

The following members of the faculty submit recommendations on promotion from Teaching Assistant Professor to Teaching Associate Professor: Teaching Associate Professors, Teaching Professors, Scholarly Associate Professors, Scholarly Professors, Associate Professors, and Professors. The following faculty submit recommendations on promotion to Teaching Professor: Teaching Professors, Scholarly Professors and Professors.

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Appointment

Faculty at the rank of Scholarly Assistant Professor have contract lengths of 1-3 years contingent upon College/Department needs and may be reappointed upon satisfactory evaluation as measured by annual performance review.

The main responsibility of faculty in scholarly ranks is teaching, mostly at the undergraduate level and at times at the graduate level. In addition, a Scholarly faculty member's responsibility will include a secondary component relating to student advising, research/scholarship/creative activity, outreach, practice, educational leadership, administration or academic service. The secondary area of responsibility could be pedagogical or discipline specific.

A Scholarly Assistant Professor may be promoted to Scholarly Associate Professor and then to Scholarly Professor. To warrant promotion the candidate must have performed in an exceptional way that can be documented in the promotional file. The exact nature of this exceptional performance will vary according to the candidate's position description.

Promotion to Scholarly Associate Professor or Scholarly Professor is initiated by the Chair, after consultation with faculty eligible to make a recommendation. All individuals to be considered for promotion are required to develop and maintain a teaching portfolio in the same way as tenure-track or tenured faculty. This review will take place on the same time line as the tenure-track faculty tenure and promotion review.

Typically, a candidate will be considered for promotion to Scholarly Associate Professor after completing five years at the level of Scholarly Assistant Professor. However, under

exceptional circumstances this promotion may be made before the completion of five years at the Assistant rank. An early consideration must be approved by the Dean and the Provost. If promotion to Scholarly Associate Professor is not pursued or is not granted, faculty may remain at the rank of Scholarly Assistant Professor provided satisfactory performance continues. There is no limit on the number of times promotion to Scholarly Associate Professor may be sought. Faculty members promoted to the rank of Scholarly Associate Professor will be granted a fixed term appointment of up to five-year or continuous contracts.

Faculty members may be considered for promotion to Scholarly Professor after five years as a Scholarly Associate Professor. However exceptional circumstances may alter this time period. As stated above, the early promotion must be approved by the Dean and Provost. If promotion to Scholarly Professor is not pursued or is not granted, faculty may remain at the rank of Scholarly Associate Professor provided satisfactory performance continues. There is no limit on the number of times promotion to Scholarly Professor may be sought. Faculty members promoted to the rank of Scholarly Professor will be granted a fixed term appointment of up to five-year or continuous contracts.

Criteria

It should be noted that time in rank is not sufficient by itself to be considered for promotion to either the Scholarly Associate Professor rank or the Scholarly Professor rank.

The primary areas of evaluation in considering eligibility for promotion of scholarly faculty are excellence in the areas of teaching and service along with intellectual leadership and a high level of professional achievement as described below. Evidence of collegiality in the past, the prospect of continuing collegiality and the contributions to a positive atmosphere in the department, college, university and/or wider community are further significant considerations. While the balance among the varieties of intellectual distinction prerequisites to promotion may vary from individual to individual, effective teaching or significant contribution to the community's well-being alone is not supposed to compensate for absence of scholarship or creative work.

Evidence for excellence in teaching can include, among others: the annual reviews; audits from colleagues; student ratings from course evaluations (qualitative and quantitative); the teaching portfolio; course syllabi; lesson plans (including goals, methods of delivery, modes of evaluation); samples of evaluation media including tests, assignments, essays, projects; pre- and post-test results showing measurable gains in student competency; incorporation of new technologies; online course materials; advising student organizations (e.g., physics club); professional certifications (including certificates, courses, short courses, and degrees earned); internal and external teaching awards.

Evidence for mentoring and advising performance is valued as well and can include, among others: peer evaluations; student evaluations; evaluations from advising exit polls; samples of assigned projects and student work (e.g., student presentations/posters); professional certifications; awards.

Examples for activities indicative of intellectual leadership include: lecturing, leading seminars and discussions, guiding laboratories, independent studies, tutorials, student research.

A high level of professional achievement is indicated by scientific excellence in the candidate's field with recognition from outside of WSU. Possible evidence include: Research articles, books, conference contributions; workshops attended; workshops lead; invited talks; grant proposals; professional certifications; awards.

Evidence for collegiality can include, among others: the annual reviews; committee work; service to professional organizations (e.g., American Association for Physics Teachers—AAPT, American Physics Society—APS); contributions to teaching outside of the candidate's own courses (e.g., team-produced texts); diversity initiatives; special events or programs (e.g., Mom's/Dad's Weekend programming); work with student organizations, residence hall affiliation, and other activities that increase extracurricular student-faculty interaction and enhance student social life.

For promotion to Scholarly Professor, some external recognition of distinction is recommended, but not required.

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The following members of the faculty submit recommendations on promotion from Scholarly Assistant Professor to Scholarly Associate Professor: Teaching Associate Professors, Teaching Professors, Scholarly Associate Professors, Scholarly Professors, Associate Professors, and Professors. The following faculty submit recommendations on promotion to Scholarly Professor: Teaching Professors, Scholarly Professors and Professors.