



TENURE UNIT STANDARD ROUTING SHEET

In support of the following academic policy statements, tenure unit performance standards will be maintained and made publicly available by the Office of the Provost's Faculty Records Team. Per policy, each of these sets of standards will be reviewed every five (5) years, submitted to the Office of the Provost using this routing form for all signatures.

- APS [900417](#), Faculty Reappointment, Tenure, and Promotion of Tenured and Tenure-Track Faculty
- APS [980204](#), Performance Evaluation of Tenured Faculty (Post-Tenure Review)
- APS [820317](#), The Faculty Evaluation System of Tenured and Tenure-Track Faculty

Please note the following:

- Use a separate routing sheet for each set of tenure unit standards.
- Submit files in portable document format (PDF) only.
- Ensure the set of standards being submitted ***have been approved*** by the tenure unit ***and*** college dean.

Tenure Unit: Department of Physics and Astronomy

College/Unit:

- | | | | | |
|-------------------------------|-------------------------------|-------------------------------|---|------------------------------|
| <input type="checkbox"/> CAM | <input type="checkbox"/> COCJ | <input type="checkbox"/> CHSS | <input type="checkbox"/> COM | <input type="checkbox"/> NGL |
| <input type="checkbox"/> COBA | <input type="checkbox"/> COE | <input type="checkbox"/> COHS | <input checked="" type="checkbox"/> COSET | |

Standard:

- Promotion and Tenure Post-Tenure Review Faculty Evaluation System (FES)

Contact:

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Approved By:



 Department Chair



 College Dean

 Provost & Sr. VP for Academic Affairs

Department of Physics and Astronomy

Post-Tenure Review Policy

The Department of Physics and Astronomy recognizes that a faculty member's obligations to the university fall within three broad categories: teaching, research, and service. A post-tenure review should show evidence that the faculty member is contributing in each of these areas, although a satisfactory performance may vary widely in extent and division of effort from one faculty member to the next. For full details of what is expected of tenured faculty, please refer to [Academic Policy Statement 980204](#) (Performance Evaluation of Tenured Faculty).

Every tenured faculty member with less than a 0.5 FTE administrative appointment shall be given a comprehensive performance evaluation every fifth year after receiving tenure, a promotion, returning to a faculty position following an administrative assignment, or after a previous comprehensive performance evaluation.

Due Dates and Deadlines

- | | |
|---------------|---|
| October 1 | Written notification by the chair that the faculty member shall be reviewed. |
| October 1 | Faculty member requests early evaluation (before 5 years), if desired. |
| March 15 | Faculty member submits individual professional evaluation for review. |
| March 16 – 30 | DPTAC meet to evaluate performance of faculty member(s) under review. |
| April 1 | Faculty members under review are informed of results of faculty peer evaluation |

1) Teaching

Acceptable standards include, but is not limited to, the following:

- a) All classes assigned are met in a punctual manner for each class period in which school is in session, excepting absences due to illness, professional travel or exceptional circumstances. In these latter situations, a substitute lecturer or proctor is arranged by the faculty member.
- b) Class materials are appropriate in content for the course being taught and delivered in such a way that is respectful of students' needs.
- c) Course syllabi clearly state the course content, expectations, grading and absence policies, and other pertinent information.
- d) Office hours are kept which allow students a reasonable opportunity to meet the faculty member outside of class time. Special appointments, email, course web pages, and other means may be used to augment office hours.
- e) Exams and assignments are graded and returned in a timely manner.

2) Research

Faculty show evidence of research and scholarly activity by one or more of the following:

- a) Receiving or applying for grants/contracts/fellowships
- b) Presenting research results at conferences or in professional colloquia
- c) Publishing research results as reports or papers in professional journals
- d) Attending professional conferences in areas which will enhance one's teaching and/or research expertise
- e) Serving as a graduate/undergraduate student's research advisor and/or mentoring students outside of the classroom
- f) Assuming a greater teaching load or other service duties within and/or outside the department in order provide other faculty greater time for research
- g) Attending departmental research colloquia
- h) Serving on M. S. thesis committees
- i) Acting as a consultant in a professionally related area
- j) Curriculum development

3) Service:

Faculty should show evidence of service activity by one or more of the following:

- a) Committee membership
- b) Recruitment
- c) Facilities/equipment development or acquisition
- d) Officer in a professional association (AAPT, APS, Sigma Xi, etc.)
- e) Faculty sponsor of a student organization
- f) Community educational services (science fair judging, classroom demonstrations, etc.)