

Standards and Criteria for Retention, Tenure, and Promotion

**Humboldt State University
Department of Physics and Astronomy**

7 December 2007

Revised 15 May 2009

Additional Revisions 20 May 2009

The tenure-track and tenured faculty members of the Department of Physics and Astronomy approved the following teaching, scholarly/creative, and service activities as applicable to the Retention, Tenure, and Promotion (RTP) process pursuant to Appendix J of the Faculty Handbook (effective AY 2008-2009).

TEACHING EFFECTIVENESS

Retention at the Rank of Assistant Professor during the Probationary Period

In the evaluation of the teaching effectiveness of faculty members with the rank of Assistant Professor for Retention in the RTP process

Appendix J

IX. Areas of Performance for RTP

B. Assessment of the Areas of Performance for RTP

1. Effectiveness

a) *Teaching effectiveness*

shall be followed.

- Faculty members with the rank of Assistant Professor being evaluated for Retention during their Probationary Period will be expected to exhibit the promise of excellence in teaching effectiveness as evidenced by Student Evaluations of Teaching, Peer Evaluations of teaching effectiveness, and other indicators, as appropriate, during their first probationary year.
- In subsequent probationary years, evidence of improvement (when necessary) and the attainment of excellence in teaching effectiveness as evidenced by Student Evaluations of Teaching, Peer Evaluations of teaching effectiveness, and other indicators, as appropriate, will be expected.
- In each Probationary Year, it is expected that, barring unforeseen circumstances beyond the probationary faculty member's control, all courses taught will be evaluated through the Student Evaluations of Teaching.

Tenure and Promotion to the Rank of Associate Professor

In the evaluation of the teaching effectiveness of faculty members with the rank of Assistant Professor for Tenure and Promotion in the RTP process

Appendix J

IX. Areas of Performance for RTP

B. Assessment of the Areas of Performance for RTP

1. Effectiveness

a) *Teaching effectiveness*

shall be followed.

Promotion to the Rank of Professor

In the evaluation of the teaching effectiveness of faculty members with the rank of Associate Professor in the promotion process

Appendix J

IX. Areas of Performance for RTP

B. Assessment of the Areas of Performance for RTP

1. Effectiveness

a) *Teaching effectiveness*

shall be followed, with the exception that in subsection (a)(1), the phrase “throughout the probationary period” is eliminated, as these faculty members are no longer in their probationary period.

SCHOLARLY/CREATIVE ACTIVITIES

Activities to be Assessed

The order in which the activities are listed does not indicate a preference of one activity over another. Further, documented examples of scholarly/creative activities to be assessed are not limited to those listed. There is no expectation that faculty members will have contributions in each of the five dimensions of scholarship, and there is no expectation that faculty members will have examples of each of the activities listed below.

Scholarship of discovery activities include:

- Peer-reviewed books, journal articles, monographs, proceedings, presentations or other similar peer-reviewed activities
- Non-peer-reviewed books, journal articles, monographs, proceedings, presentations, or other similar non-peer-reviewed activities
- Funded and submitted external (to HSU) grant or contract proposals
- Funded and submitted internal (to HSU) grant or contract proposals
- Evidence of involvement of undergraduate students in scholarship of discovery activities
- Evidence of collaboration with other individuals in scholarship of discovery activities
- Student and/or faculty oral or poster presentations based on student/faculty research and presented at regional/national meetings with collegial evaluations
- Other documented and explained scholarship of discovery activities

Scholarship of integration activities include:

- Writing textbooks
- Developing educational media
- Writing for non-specialists
- Sponsoring colloquia and forums
- Shaping a core curriculum
- Preparing computer software
- Integration of professional experiences in classrooms
- Writing critical review articles
- Editing books
- Writing reviews of books, monographs, software or other discipline-specific items
- Other documented and explained scholarship of integration activities

Scholarship of application activities include:

- Conducting applied research and evaluation
- Consultation with and/or providing technical assistance to the community and/or organizations
- Developing new products, practices, clinical procedures and/or new artistic works
- Performing clinical service
- Promoting experiential learning and professional development
- Other documented and explained scholarship of application activities

Scholarship of teaching activities include:

- Designing new courses
- Writing textbooks
- Publishing research in teaching and learning
- Creation of course software
- Creation of technology-mediated instruction
- Shaping a core curriculum
- Developing innovative pedagogy
- Other documented and explained scholarship of teaching activities

Scholarship of community engagement activities include:

- Documented and explained connections between scholarship of discovery, scholarship of integration, scholarship of application and/or scholarship of teaching activities to the understanding of or the solution of pressing societal, environmental, civic, and/or ethical problems

Levels of Accomplishment in Scholarly/Creative Activities Necessary for Retention at the Rank of Assistant Professor during the Probationary Period

First Probationary Year

Minimum Essential

- Promise of undergraduate student involvement in research projects
- Promise of on-going scholarly/creative activity
- During the First Probationary Year, meeting the Minimum Essential Level of Accomplishment in Scholarly/Creative Activities shall be considered sufficient for Retention at the Rank of Assistant Professor

Second and Subsequent Probationary Years

Minimum Essential (each year)

- Evidence of increasing undergraduate student involvement in research projects (involvement should be significant by the Fourth Probationary Year)
- Evidence of on-going scholarly/creative activity
- Positive critical collegial (internal departmental) review of the candidate's efforts in the area of scholarship/creative activity
- During the Second and Subsequent Probationary Years, meeting the Minimum Essential Level of Accomplishment in Scholarly/Creative Activities shall be considered sufficient for Retention at the Rank of Assistant Professor

Levels of Accomplishment in Scholarly/Creative Activities Necessary for Promotion and Tenure

Minimum Essential

- Evidence of undergraduate student involvement in research projects
- Evidence of on-going scholarly/creative activity

Good

- One peer-reviewed publication or equivalent activity *or*
- One project or activity that significantly advances the mission and goals of the Department of Physics and Astronomy. (Evidence supporting the quality and impact of the project or activity shall be provided by sources outside of the department whenever appropriate, and the department will judge which activities may be included in this category.)

In addition:

- Evidence of undergraduate student involvement in research projects
- Evidence of on-going scholarly/creative activity
- Submission of one internal or external grant proposal or equivalent activity
- Positive critical collegial (internal departmental) review of the candidate's efforts in the area of scholarship/creative activity
- Other activities equivalent to the above from the areas of scholarship of discovery, integration, application, teaching, or community engagement

Excellent

Successfully achieving two of the following four categories (both may come from the same category, with appropriate justification):

- One peer-reviewed publication or equivalent activity (publication in a high impact or highly regarded journal may be awarded additional points at the discretion of the department), and/or
- One project or activity that significantly advances the mission and goals of the Department of Physics and Astronomy (evidence supporting the quality and impact of the project or activity shall be provided by sources outside of the department whenever appropriate, and the department will judge which activities may be included in this category), and/or
- One funded internal or external grant proposal or equivalent activity, and/or
- Other activities equivalent to the above from the areas of scholarship of discovery, integration, application, teaching, or community engagement will be considered in lieu of one or more of the above three categories at the discretion of the department.

In addition:

- Evidence of undergraduate student involvement in research projects
- Evidence of on-going scholarly/creative activity
- Positive critical collegial (internal departmental) review of the candidate's efforts in the area of scholarship/creative activity

Rationale

- The criteria and standards listed above are to be met by the end of the Probationary Period.
- The Department of Physics and Astronomy is a small department that currently has limited research resources. The small size of our department requires that a faculty member devote most of their time to the fundamental teaching needs of the curriculum,

and may not have sufficient time to devote to a mainstream research project in order to make a significant contribution. The time demands for teaching strongly argue for maintaining a definition of scholarship and creative activities that is broad enough encompass projects (in addition to mainstream research projects) that significantly advance the mission and goals of the department, such as high school outreach, K-12 curriculum development, and training and mentoring of students for national competitions.

- The criteria and standards have been explicitly designed to be flexible so as to allow the department and the faculty member to respond to the challenges of a small department with limited resources.

SERVICE

Activities to be Assessed

The order in which the activities are listed does not indicate a preference of one activity over another. Further, documented examples of service activities to be assessed are not limited to those listed. There is no expectation that faculty members will have examples of each of the activities listed below.

- Service to the university, profession, and/or the community
- Serving as a reviewer for professional publications
- Participation on department/school, college, and/or university committees, including shared governance activities
- Working collaboratively and productively with colleagues
- Mentoring colleagues
- Participation in traditional academic functions such as convocation and commencement, student outreach activities, and other related functions
- Participation in group projects directed toward accomplishing department/school, college, and university goals such as outcomes assessment development and implementation, strategic planning, accreditation activities, and other related activities
- Contributions to the community-at-large such as organizational leadership and presentations and other relevant participation in groups serving the public interest

Levels of Accomplishment in Service Necessary for Retention at the Rank of Assistant Professor during the Probationary Period

First and Second Probationary Years

Minimum Essential (each year)

- Participation in commencement and other convocations
- Service on departmental standing committees
- Working in a collaborative and collegial manner with colleagues

- During the First and Second Probationary Years, meeting the Minimum Essential Level of Accomplishment in Service shall be considered sufficient for Retention at the Rank of Assistant Professor

Third and Subsequent Probationary Years

Minimum Essential (each year)

- Participation in commencement and other convocations
- Service on departmental standing committees
- Working in a collaborative and collegial manner with colleagues
- *Either* volunteering to serve on one appointive committee position *or* volunteering to run for one elective committee position, *or* service on one appointive committee *or* service on one elective committee
- During the Third and Subsequent Probationary Years, meeting the Minimum Essential Level of Accomplishment in Scholarly/Creative Activities shall be considered sufficient for Retention at the Rank of Assistant Professor

Levels of Accomplishment in Service Activities Necessary for Promotion and Tenure

Minimum Essential

- Participation in commencement and other convocations
- Service on departmental standing committees
- Working in a collaborative and collegial manner with colleagues

Good

- Participation in commencement and other convocations
- Service on departmental standing committees
- Working in a collaborative and collegial manner with colleagues
- Volunteering to serve on two appointive committees at the college or university level, or ten hours of active community service, such as public lectures and/or presentations, or other professional activities serving the public interest
- Volunteering to run for one elective committee at the college or university level, or ten hours of active community service, such as public lectures and/or presentations, or other professional activities serving the public interest
- Other activities judged to be equivalent to the above service activities by the Department of Physics and Astronomy Personnel Committee

Excellent

- Attainment of Minimum Essential and Good levels of accomplishment
- Service on one elective and one appointive committee at the college or university level or demonstrated active professional leadership in community service activities serving the public interest
- Other activities judged to be equivalent to the above service activities by the Department of Physics and Astronomy Personnel Committee