

## Department of Physics and Astronomy Promotions Procedures and Guidelines April 2022

### 1.1 Mentoring and Review

- a) An Individual Promotion Committee (IPC) will be identified by the Department Head in consultation with the candidate. The candidate can request changes to the IPC at any time. Each year the IPC will write a report on the candidate's progress toward tenure and promotion. The Chair of the IPC will ask the candidate to give written acknowledgement that they have received the IPC report. If the candidate disagrees with any aspect of the IPC report, they can write a rebuttal statement which will be attached to the IPC report.
- b) The candidate can also request a mentor of his/her choice and shall inform the Department Head of this choice.
- c) All promotable Assistant and Associate Professors shall submit to the Department Head an updated full Promotion Document each year in the spring semester in standard promotion format  
[https://sp2013.itap.purdue.edu/science/phys/inside\\_physics/Resources/Physics%20Faculty%20Promotion%20Document%20Information/CoSPromotionGuidelines2022.pdf](https://sp2013.itap.purdue.edu/science/phys/inside_physics/Resources/Physics%20Faculty%20Promotion%20Document%20Information/CoSPromotionGuidelines2022.pdf)
- d) The Head shall provide feedback on an annual basis to all promotable faculty based on their respective IPC reports.
- e) In the third year after the hire of an Assistant Professor, a detailed review shall be completed by the chair of the IPC. This review is presented by the chair of the IPC at the Spring Primary Committee meeting.
- f) When an Assistant or Associate Professor comes up for promotion, a detailed review shall be completed by the chair of the IPC. This review is presented by the chair of the IPC at the Fall Primary Committee meeting.
- g) As part of the detailed review, a teaching peer evaluation will be completed, and a written report will be provided by two faculty members appointed by the Department Head.
- h) If a faculty member is hired with a shortened tenure timeline, the Department Head will discuss with the candidate the timeline for tenure and promotion early in the process. The Department Head will maintain a timeline document that will specify when the various steps in the tenure and promotion process will occur. This will be shared with the faculty member no later than one semester after they are hired.

## 1.2 Requirements for Promotion

The general requirements for promotion as stated in the *University Promotion Policy* document (<https://www.purdue.edu/provost/faculty/promotion/index.html>) are:

### ”... Promotion to Associate Professor

Tenure is acquired on promotion to this rank, unless otherwise specified (see the Procedures for Granting Academic Tenure and Promotion). A successful candidate will have a significant record of accomplishment as a faculty member and show promise of continued professional growth and recognition...”

### ”... Promotion to Professor

Successful candidates are recognized as authorities in their fields of specialization by external colleagues – regional, national, and/or international as may be appropriate in their academic disciplines and campuses – and be valued for their intramural contributions as faculty members....”

## 1.3 General Guidelines for Tenure and Promotion from Assistant to Associate Professor

The overall general guideline is that a candidate has a significant record of accomplishment and has achieved excellence in one or more of the three categories, Research (Discovery), Education (Learning) and Service (Engagement). The general criteria in the important categories which are important for promotion are:

### a) Funding

It is generally expected that an Assistant Professor will receive initial external funding in the first two years and have a major source of funding in the third year. At the time of promotion, the candidate is expected to have demonstrated the ability to have sustainable funding to cover *all* costs associated with their research activities.

### b) Publications

The candidate is expected to have a consistent and continuous record of publication commensurate with the years in rank. The candidate is expected to demonstrate strong evidence of independent research and a record of accomplishment in research done at Purdue. It is understood that different sub-disciplines can have differing rates of publication.

### c) Collaborative Research

If the candidate is involved in collaborative research, it is required for review and promotion that the role of the candidate in all aspects of the research, including funding and publications, be clearly delineated.

### d) External Recognition

The candidate is expected to be recognized within their field of expertise and be an active participant in their research community. As part of the external recognition there is expected to be a record which includes invited talks, including both conference presentations and seminars/colloquia. Other activities such as organizing sessions at conferences or chairing sessions are also important.

**e) Student Education**

At the time of promotion, it is expected that the Assistant Professor will have graduate student(s) enrolled in PHYS 699 with her/him that are making progress in their research towards a thesis. In addition, having undergraduates involved in the research program is very positive.

**f) Teaching**

All candidates are expected to have strong teaching evaluations as judged by their peers and a demonstrated commitment to the delivery of high-quality instruction in both service and core courses. This commitment can be recognized in different ways including, but not limited to, student teaching evaluations, the receipt of teaching awards, participation in teaching workshops, and an improvement in teaching skills. Teaching at multiple levels is encouraged; teaching at least one undergraduate course is required. The department should not overburden the candidate with excessive teaching responsibilities e.g., coordination of large introductory undergraduate courses.

**g) Service**

All candidates are expected to serve on Departmental committees. All candidates are also expected to provide service to the physics community, such as reviewing grants or papers, and service to professional organizations.

## **1.4 General Guidelines for Promotion from Associate to Full Professor**

The overall general guideline is that a candidate has a significant record of accomplishment and has achieved excellence in one or more of the three categories, Research (Discovery), Education (Learning) and Service (Engagement). The general criteria in the important categories which are important for promotion are:

**a) Funding**

It is generally expected that an Associate Professor will have sustainable funding to cover costs associated with their research activities through multiple years with multiple or renewable grants.

**b) Publications**

The candidate is expected to have a consistent and continuous record of publication commensurate with the years in rank. It is understood that different sub-disciplines can have differing rates of publication.

**c) Collaborative Research**

If the candidate is involved in collaborative research, it is required for review and promotion that the candidate describe the role that they play with respect to funding and publications.

**d) External Recognition**

The candidate is expected to have *international* recognition within their field of expertise and be an active participant in their research community. As part of the external recognition there is expected to be a record which includes invited talks, including both conference presentations and seminars/colloquia. Other activities such as organizing sessions at conferences or chairing sessions are also important.

**e) Student Education**

At the time of promotion, it is expected that the Associate Professor will have graduated Ph.D. student(s). In addition, having undergraduates involved in the research program is valued.

**f) Teaching**

All candidates are expected to have strong teaching evaluations as judged by their peers and a demonstrated commitment to the delivery of high-quality instruction. This commitment can be recognized in different ways including, but not limited to, student teaching evaluations, the receipt of teaching awards, participation in teaching workshops, and an improvement in teaching skills. Teaching at multiple levels is encouraged.

**g) Service**

All candidates are expected to serve on Departmental committees. All candidates are also expected to provide service to the physics community, such as reviewing grants or papers, and service to professional organizations.

\*There is a specific format for the promotions document which requires publications to be ranked as Tier 1, 2, or 3 and those for which the candidate was a primary author be designated by an asterisk. As far as possible a CV is expected to conform to this format.

**Templates and information can be found at**

[https://sp2013.itap.purdue.edu/science/phys/inside\\_physics/Resources/Physics%20Faculty%20Promotion%20Document%20Information/CoSPromotionGuidelines2022.pdf](https://sp2013.itap.purdue.edu/science/phys/inside_physics/Resources/Physics%20Faculty%20Promotion%20Document%20Information/CoSPromotionGuidelines2022.pdf)