

MISSOURI STATE UNIVERSITY

PERIODIC REVIEW OF REAPPOINTMENT (OR RENEWAL OF CONTRACT),
TENURE, PROMOTION GUIDELINES

DEPARTMENT: Physics, Astronomy & Materials Science

COLLEGE: CNAS

SEMESTER/YEAR OF CURRENT REVIEW: Fall 2024

SEMESTER/YEAR OF NEXT REQUIRED REVIEW: Fall 2027

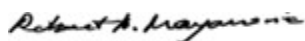
DEPARTMENT ADOPTION SIGNATURES:



11/06/2024

Department Personnel Committee Chair

Date



11/05/2024

Department Head

Date

APPROVAL SIGNATURES:



11/07/2024

Dean

Date



11/07/2024

Provost

Date

THIS PLAN IS IN EFFECT FROM 11/05/24 , THROUGH 11/04/27.

Department of Physics, Astronomy, and Materials Science Reappointment, Tenure, and Promotion Plan 2023

This document provides an overview of the philosophy behind the Department's decision-making on reappointment, tenure, and promotion. It also outlines the criteria for assessing progress towards such goals in the three primary areas of responsibility: teaching, research, and service. The criteria are organized into these sections: (1) Reappointment or Tenure, (2) Promotion to Associate Professor and Tenure, (3) Promotion to Professor, and (4) Promotion to Senior Instructor.

Tenure is a status that ensures freedom in all areas of faculty responsibility. It also entails a sufficient degree of economic security. Only members of the tenure-track faculty are eligible for tenure. The decision to grant tenure is based on a thorough assessment of the candidate's contribution to the Department, using the metrics outlined in the criteria sections.

Promotion refers to the advancements toward higher ranks. Each advancement carries with it the expectation of a greater contribution to the Department's mission in all areas of faculty responsibility. The metrics used for assessing contribution are also outlined in the criteria sections.

Teaching, the first area of faculty responsibility, encompasses a diverse array of activities. Faculty are expected to demonstrate accomplishments in teaching that result in a significant contribution to the educational growth of students. Success in effective teaching is evidenced by greater engagement and deeper learning, and is to be measured in terms of (1) conveyed knowledge, (2) teaching strategy, (3) field performance, (4) student response, (5) accessibility, and other categories that merit consideration.

Research activities should demonstrate significant contributions to (1) expansion and/or growth of knowledge in area of expertise, (2) application of knowledge to benefit university constituents, (3) transmission of research products, and (4) involvement of students. Progress is to be measured in terms of objective evidence (grants, publications, patents, theses, and others that merit consideration).

Service includes activities a faculty does for the benefit of the community. It is required by the University as a part of citizenship, and is fulfilled through participation in committees at various levels and in diverse functionalities. Beyond the university, work done for professional organizations and general public constituents also count as service.

The university is committed to the nine principles of inclusive engagement (<https://www.missouristate.edu/InclusiveEngagement/inclusivity-principles.htm>) and we recognize and value them in the faculty evaluations, and in the tenure and promotion processes.

The Tenure and Promotion Committee (TPC) will consist of all tenured faculty in the Department. It will be responsible for reappointment, tenure, and promotion evaluations. The

Department Head will call the first TPC meeting each fall, at which the TPC membership will elect a chair. The chair will work with the Department Head to establish and communicate internal deadlines, convene committee meetings, and write personnel recommendations based on the deliberations of the TPC. Appeals and applicant's rights are described in Section 4.7.2 and 4.8.1, respectively of the 2023 Faculty Handbook (herein simply referred to as the Faculty Handbook).

Reappointment or Tenure

General documentation expected:

- a. Curriculum vita.
- b. Letter of initial employment.
- c. Results of annual evaluation.

The minimum qualifications for demonstrating sustained effectiveness in the areas of Teaching, Research and Service in consideration for reappointment or tenure are outlined below. For consideration of early promotion and/or tenure, qualifications for demonstrating excellence in the areas of Teaching, Research and Service are also outlined below.

Minimum qualifications indicating sustained effectiveness in Teaching:

- a. Student-focused syllabi that include: Learning objectives commensurate with catalog descriptions, grading policies, office and/or help desk hours, and accommodation policies.
- b. Attending all course hours in a timely and prepared manner. Arranging for substitutes and/or make-ups in unforeseen events.
- c. Annual review document will include a self reflection of courses taught, course coverage, and pedagogical methods used.
- d. Additionally, teaching effectiveness may be assessed using any combination of the following measures, which are determined by the Department Head, but included in reporting to the TPC:
 1. Copies of mid-term tests and the final exam.
 2. Student grades.
 3. Student interviews.
 4. Peer reviews of classroom teaching by the Department Head and/or a faculty designated by the Department Head. Annual review materials submitted by each faculty member will be used for the evaluation.

Non-classroom metrics indicative of effectively creating educated persons:

- a. Undergraduate student research mentoring, including internships, senior projects (PHY 386 & 486), readings (PHY 495), and special topics courses (PHY 409).
- b. Master's thesis advisement.
- c. Student training/mentoring in the use of discipline-appropriate research laboratory equipment and/or techniques and/or methodologies appropriate for their advancement in a STEM field. The discipline here is to refer to the field of Physics, Astronomy and Materials Science.
- d. Course development which updates course material or pedagogical approaches to more effectively reflect the state of the discipline or improve teaching effectiveness.

Qualifications indicative of teaching excellence:

- a. Continued assessment of best teaching practices as evidenced by attending pedagogy seminars, conferences, or forums, or the implementation of novel techniques as evidenced within syllabi.
- b. Standardized or appropriately-developed pre-/post-testing which conveys substantial learning has occurred for a given course.
- c. Student evaluations a standard deviation above the Department average for course level.
- d. Teaching awards, mentoring awards, or outstanding mentoring assessment.

Minimum qualifications indicating a sustained research program: The term “discipline appropriate” herein refers to scientific disciplines of the Department or contained within an interdisciplinary scientific context that involves the disciplines of the Department.

- a. A discipline-appropriate effort to obtain or manage current grant funding.
- b. A discipline-appropriate rate of research dissemination which must include peer-reviewed publications and proceedings as primary or substantially contributing author, concurrent with appointment at Missouri State University.
- c. Student inclusive in research which could be via internship or independent projects courses.
- d. Efforts meeting the above research efforts qualify for a course release from a 12-hour teaching load to a 9-hour teaching load.

Qualifications indicative of research excellence:

- a. Research award.

- b. Invited talk or presentation at a discipline-appropriate prestigious venue.
- c. Publication in prestigious peer-reviewed journal (e.g. Nature).
- d. Obtaining a substantial external grant or grants.
- e. Forming, maintaining, and/or joining discipline-appropriate collaborations or working groups.
- f. Above average research productivity as indicated by:
 - 1. Above average publication rate for the discipline as primary or substantially contributing author.
 - 2. Multiple research topics or avenues of funding.
 - 3. Maintaining a large and prolific working group within the Department as evidenced by grant-funded postdoctoral researchers, graduate and/or undergraduate students, with a commensurate above discipline-average rate of dissemination via papers and/or presentations.

Minimum qualifications indicating success in University Citizenship:

- Effectively serving on Department-appointed committees.

Qualifications indicative of service excellence:

- a. University Citizenship:
 - 1. Serving as an officer for a University organization.
 - 2. Advising a student organization.
- b. Professional Service:
 - 1. Peer-reviewing manuscripts or serving as an external reviewer for another institution.
 - 2. Participation in a profession-appropriate organization or working group.
 - 3. Conference or workshop organizer or volunteer.
- c. Public Service:
 - 1. Serving as a profession-appropriate board member.
 - 2. Profession-appropriate outreach for local schools or associations (e.g. Science Olympiad, PhysBiz, etc.;
 - 3. Developing opportunities to promote inclusive excellence that is in line with the University's nine principles of inclusiveness engagement such as:
 - Assisting students to excel academically and carry out public affair missions.

- Valuing diversity as broadly defined by the nine principles and recognizing student's background as a part of the teaching and learning process.
 - Helping in eliminating the attainment gaps in classes.
 - Supporting our faculty's freedom to deliver curriculum in line with their disciplines.
 - Being responsive and attentive to complaints regarding bias and discrimination.
4. Profession-appropriate interviews, popular articles, blogs, or other profession-to-public outreach.
 5. Profession-appropriate outreach for the general public (e.g. Baker Observatory Public Observing Nights, Science on Screen presentation, etc.).

Early Promotion and Tenure

As stated in Section 3.3.1 of the Faculty Handbook, individuals with exceptional records of accomplishment may apply for early promotion and/or tenure. In this case, the Departmental Personnel Committee must evaluate and justify that the candidate's accomplishments are consistent with this requirement. An exceptional record of accomplishment requires meeting "Qualifications of excellence" for each area of teaching, research, and service.

Promotion to Associate Professor and Tenure

The Faculty Handbook (Section 3.3.2) makes no distinction between the Criteria for Promotion to the Associate Professor level and Tenure.

Qualification Requirements

Through submission of an evaluation dossier containing evidence of success in multiple areas as delineated above and by the Faculty Handbook, candidates must demonstrate sustained effectiveness in teaching, peer-reviewed scholarship, research or creative activity, and service as defined in the Assistant Professor Rank. This sustained effectiveness, having requirements which are outlined below, must be present for promotion to Associate Professor or for the grant of Tenure.

"Sustained effectiveness" will be defined as meeting the minimum qualifications for teaching, research, and service described above in the section titled "Reappointment or Tenure" and specifically the following:

- a. A sustained discipline-appropriate research dissemination rate with no fewer than two peer-reviewed publications, concurrent with appointment at Missouri State University, between initial appointment and tenure application.
- b. A discipline-adequate amount of research funding with at least one externally-funded grant.
- c. A record of extensive good-faith attempts to acquire external funding, as evidenced by at least five external grant proposals. A good-faith attempt is a proposal with clear impacts to society and sound scientific merits. A second attempt at the same proposal can be viewed as a good-faith attempt if it addresses all issues raised by proposal reviewers. A third attempt at the same proposal cannot be viewed as a good-faith attempt.

Promotion to Professor

The Faculty Handbook lists the “Basis of Appointment” to Professor in Section 3.3.3 as (1) promotion from the Associate Professor rank or (2) terminal degree and a minimum of five years of experience equivalent to academic service to Missouri State University in the rank of Associate Professor. Furthermore, the definition of professor in Section 3.3.3 of the Faculty Handbook is of a recognized leader having a cumulative record of teaching effectiveness, of peer-reviewed scholarship, research or creative activity appropriate to the discipline, and of substantial service appropriate to the discipline.

Qualification Requirements

Through submission of an evaluation dossier containing evidence of success in multiple areas as delineated above in the section titled “Reappointment or Tenure” and by the Faculty Handbook, candidates must demonstrate a cumulative record of teaching effectiveness, of peer-reviewed scholarship, research or creative activity appropriate to the discipline, and of substantial service appropriate to the discipline. Specifically, the following research qualifications must be demonstrated:

- a. A record of sustained research dissemination commensurate with the discipline, including no fewer than two peer-reviewed publication containing Department affiliation between promotion to associate professor and the application for full professor.
- b. A sustained level of grant funding appropriate for carrying out an active ongoing research program appropriate to the discipline, with at least one externally-funded grant.
- c. A record of extensive good-faith attempts to acquire external funding, as evidenced by at least five external grant proposals. A good-faith attempt is a proposal with clear impacts to society and sound scientific merits. A second attempt at the same proposal can be viewed as a good-faith attempt if it addresses all issues raised by proposal reviewers. A third attempt at the same proposal cannot be viewed as a good-faith attempt.

Promotion to Senior Instructor

The Faculty Handbook (Section 3.5.2) states that an Instructor who has demonstrated excellence in teaching and service at Missouri State University for at least five years (not necessarily consecutive) may be appointed to the Senior Instructor rank. Senior Instructors are expected to provide leadership in teaching, contribute to course and curriculum development and provide appropriate University service.

General documentation required:

- a. Curriculum vita.
- b. Letter of initial employment.
- c. Results of annual evaluation.

Minimum requirements:

Even though an Instructor may demonstrate some success in multiple areas as delineated above and by the Faculty Handbook, candidates must have demonstrated sustained effectiveness in Teaching and Service as explained in the section titled “Reappointment or Tenure”. This sustained effectiveness must be present for promotion to Senior Instructor.

Last updated May 2024