**Department of Physics December 6, 2016**

**Guidelines for Annual Performance Evaluations, Promotion & Tenure of Tenure-Track Faculty**

1. ***Preamble***

The following areas of the CBA are relevant to this document: **Article 9** pertains to the development of department guidelines, **Article 18** pertains to the annual performance guidelines, **Article 19** addresses tenure and **Article 20** pertains to promotion for tenure-track faculty. In no case may the department guidelines contradict the CBA articles.

Evaluation, Promotion and Tenure for tenure-track faculty consider three areas of faculty activity: teaching, research, and service. The tenure-track faculty members of the Physics Department believe that the annual performance guidelines found in **Article 18** as well as the teaching and service guidelines that are found in **Articles** **19** and **20** of the CBA are sufficient and need no further elaboration at this time at the department level.

These Department of Physics guidelines provide elaboration on the CBA guidelines in **Articles 19** and **20** with respect to the research activity of the tenure-track faculty. The over-arching goal of these departmental guidelines is to assure that each tenure-track faculty member is actively involved in research as evidenced by a program that leads to peer-reviewed publications in reputable physics journals, the pursuit of external and internal research grants, and routinely mentoring undergraduates in research. In addition, faculty members are expected to report their research findings at research conferences or seminars on a regular basis. More generally, a thriving undergraduate physics department requires a research-active faculty that is commensurate with the UNF Physics Department’s stated aspiration “ to become the best undergraduate physics department in the State of Florida and an undergraduate program of national acclaim.” Before addressing these goals and aspirations more specifically, a few comments about this department are advisable.

The UNF Physics Department is an undergraduate department in a primarily undergraduate institution (PUI). Faculty research, therefore, must be judged in light of the absence of graduate students and post-doctoral researchers that are frequently found at larger, more research-focused institutions. Furthermore, the UNF research support infrastructure is much more modest than what is typically found at more research-intensive institutions. Sometimes faculty members have found obstacles to carrying out research at UNF that they may not have experienced as a post-doctoral researcher or graduate student at their former institutions. Finally, the teaching load is much larger at UNF than what is found at larger institutions. The evaluation of the research productivity of a UNF physics faculty member must take the above considerations into account.

Research in physics is varied but is normally demonstrated by gathering new data, analyzing data, creating new models and theoretical approaches, developing new instrumentation, and/or fabricating new materials, publishing results in reputable peer-reviewed journals, presenting work at quality professional conferences, and pursuing internal and external funding from reputable external organizations to the degree such funding is necessary for a vigorous research program. In examining peer-reviewed publications and grants, care must be given to both their quantity and quality taking into account the type of department and support that exists at UNF, as well as giving consideration to the fact that different physics subfields (e.g., theoretical, experimental, astrophysics, condensed matter physics, etc.) and different faculty in those subfields may have varying critical research support needs and varying opportunities for funding their research. In the final analysis, however, each faculty member must have sufficient support to carry on a vigorous and productive research program that involves an ample number of undergraduate research mentees. Typical costs that must be borne by start-up and grant funding include equipment, specialized computer hardware and software often beyond simply an office computer with office software which is provided to all new faculty, research supplies, maintenance costs, upgrades, special travel funds beyond what is provided by the university to all faculty, and an amount of research funding to successfully attract a sufficient number of student researchers who are often paid research stipends.

1. ***Promotion to Associate Professor and Tenure:***

In consideration of all the above, the UNF Department of Physics expects Assistant Professors to:

1. Publish a reasonable number of publications (often a range of 3-5) in professional peer-reviewed journals by the end of their fifth year as a tenure-track faculty member at UNF. The publication record should demonstrate that the candidate has a strong on-going research program. Normally it is assumed these publications resulted from significant work conducted during the candidate’s five years as an assistant professor at UNF. Physics research is often carried out in teams and therefore it is understood that publications and grant proposals may have multiple co-authors. Some teams prefer to list co-authors alphabetically, while others list the co-authors in descending order based on the amount contributed, other teams always place student authors first, and others always place the most senior person first (or last). There is no commonly accepted standard for co-author lists. Thus, the candidate must describe their level of contribution toward each of his or her co-authored publications and grants.
2. Further demonstrate a strong on-going research program by providing evidence of a number of high quality proposals, both internal and external, that were sought to develop a vigorous undergraduate research program in their research subfield and with their student research mentees. In the past, candidates in the Physics Department have often been successful securing one or more significant external research grants. Assistant Professors are expected to be engaged in submitting excellent grant proposals, both internal and external, throughout their probationary period. It should be kept in mind that candidates have varying levels of funding needs to support their research as is detailed in the above Preamble. Note too, a funded external grant will enhance a faculty member’s ability to attract a sufficient number of research student mentees and a grant will complement the department’s research resources.
3. Have routinely mentored undergraduates in research.

These essential components of scholarship for physics would normally qualify a candidate for the research component for tenure, assuming that the accomplishments are of excellent quality.

In addition to the essential components described above, other contributions will also be considered, such as standing in their field, conference proceedings, presentation of posters at UNF, seminars at other institutions, research or training workshops, or unfunded research proposals.

1. ***Promotion to Professor:***

The UNF Department of Physics expects Associate Professors to:

1. Demonstrate a sustained research effort resulting in a reasonable number of additional peer-reviewed publications (often at a rate of 0.6 papers per year) in reputable journals. It should be noted that this number is a guideline and may be higher or lower depending on various factors such as the quality of contribution or the impact of journal. The publication record should demonstrate that the candidate has a strong on-going research program. Normally it is expected that these publications resulted from significant work conducted during the candidate’s tenure as a UNF faculty member.
2. Further demonstrate a strong on-going research program by providing evidence of a number of high quality proposals, both internal and external, that were sought to develop a vigorous undergraduate research program in their research subfield and with their student research mentees. In the past, candidates in the Physics Department have been successful securing an external research grant at the level of a National Science Foundation grant but we recognize that recent reduced federal funding has made this more unpredictable. Associate Professors are expected to be engaged in submitting excellent grant proposals, both internal and external, throughout their tenure at UNF. It should be kept in mind that candidates have varying levels of funding needs to support their research as is detailed in the above Preamble. Note too, a funded external grant will enhance a faculty member’s ability to attract a sufficient number of research student mentees and a grant will complement the department’s research resources.
3. Have routinely mentored undergraduates in research.

These essential components of scholarship for physics would normally qualify a candidate for the research component for tenure, assuming that the accomplishments are of excellent quality.

In addition to the essential components described above, other contributions will also be considered, such as standing in their field, conference proceedings, presentation of posters at UNF, seminars at other institutions, research or training workshops, or unfunded research proposals.

**Final Vote of the 10 tenure-track physics faculty**

* 9 agreed with these Guidelines
* 1\_disagreed with these Guidelines