

DEPARTMENT OF PHYSICS AND ASTRONOMY GUIDELINES FOR APPOINTMENT, ANNUAL PERFORMANCE EVALUATIONS, REAPPOINTMENT, AND PROMOTION OF LECTURERS

PREAMBLE

The Department of Physics and Astronomy has a three-fold mission:

1. To engage in internationally recognized forefront research and scholarship in physics, astronomy and related multidisciplinary areas, and in physics teaching.

2. To instruct, using the highest quality faculty and resources, students at all levels, graduate and undergraduate, majors and non-majors, in the concepts, applications and process of physics.

3. To perform service for the profession, the University and the community, requiring the expertise of outstanding physicists, astronomers and physics teachers.

All members of the faculty, regardless of rank and continuing status, are expected to provide outstanding contributions to this mission.

While research by lecturers is not discouraged, lecturers are expected to concentrate their contributions to elements of the instructional mission of the Department, including service activities for that mission.

Annual performance review and reappointment processes in the Department of Physics and Astronomy are subject to policies and procedures established by Arizona State University, described in the Academic Policies and Procedures manual (ACD).

APPOINTMENT

When positions for lecturers or instructors become available, the Chair, after consulting with the Committee on Committees, will appoint an ad hoc Hiring Committee of three to five members. The Hiring Committee shall contain at least one person trained in EO/AA procedures. Completed applications shall be available for perusal by faculty above the rank of the advertised positions at all times after the application deadline.

The Hiring Committee will develop a short list of acceptable candidates, and submit the list to the Chair. The short list will be made available to the tenure-track faculty and to lecturers above the rank of the available positions for comment. After consulting with the Hiring Committee and reviewing faculty comments, the Chair will decide which candidates will be offered positions.

ANNUAL PERFORMANCE REVIEW

1. Annual performance review process

Because their appointment terms generally do not coincide with the calendar year review cycle appropriate for faculty members, the Chair will appoint a subset of the Department of Physics and Astronomy Personnel Committee to review the performance of lecturers prior to 45 days before the anniversary of their appointment. Each lecturer will submit a Professional Activities Report using the same form used by faculty members for that year's evaluation.

Members of the subset of the Personnel Committee will review the performance of the individual in the same manner as for other members of the faculty. However, the evaluation will emphasize the individual's accomplishments in teaching and service.

After considering the recommendations of this subset of the Personnel Committee, the Chair will provide the individual in writing an evaluation of his/her contributions to the Department's mission in teaching and service, and an overall evaluation. This evaluation will be in a letter, which will provide any commentary developed by the subset of the Personnel Committee, and may also include commentary by the Chair, as needed.

Appeals of the evaluation will follow the same procedure as that for members of the professoriate in the Department of Physics and Astronomy.

2. Annual performance guidelines

As participants in the instructional mission of the Department, lecturers are understood to have the same performance expectations as members of the professoriate of the Department. Thus, the Annual Performance Evaluation Guidelines (an addendum to the Department of Physics and Astronomy Bylaws) provide performance level expectations in teaching and service for lecturers.

While lecturers do not mentor student theses or dissertations, a lecturer may be assigned to supervise and mentor teaching assistants and associates. Performance in the supervision and mentoring of teaching assistants and associates will be taken into account during the annual performance review as part of the teaching activity of the individual.

REAPPOINTMENT

1. Expectations

As noted in ACD 505-02, while conveying membership in the faculty of the Department, lecturer appointments do not accrue tenure. Thus, there are no guaranteed expectations of reappointment implicit in any lecturer or instructor appointment. Also, as noted in section 3, non-reappointment may be predicated by existing teaching needs.

Because a lecturer focuses on the instructional mission of the Department, the Annual Performance Guidelines infer higher expectations of accomplishments in that activity area. Lecturers should aspire to outstanding performance expectations in teaching.

Performance solely at the satisfactory level does not guarantee reappointment, and annual performance reviews are not of themselves the sole determinant of an individual's suitability for reappointment.

2. Consideration for reappointment

Subject to section 3 below, within the month prior to the halfway point of the term of the lecturer's appointment, the Personnel Committee will query the individual in writing about his/her desire to be reappointed to another term. If the individual communicates in writing to the Personnel Committee within 15 days of that notification a desire to be reappointed, the Personnel Committee will begin the reappointment process.

The candidate should forward materials to the Personnel Committee appropriate for consideration of his/her reappointment. The Committee will solicit two or more review letters for the individual, considering any names suggested by the individual. The Personnel Committee will also review annual performance reviews during the period of appointment. Upon consideration of these annual performance reviews, letters, and other evaluative information, the Personnel Committee will forward to the Chair in writing a recommendation on the question of reappointment.

The Chair will review the recommendation of the Personnel Committee and the evaluative materials assembled. The Chair will then inform the individual in writing of the final decision on reappointment.

3. Mission flexibility and reappointment

Lecturers are appointed to assist in meeting the instructional mission of the Department. As the needs related to that mission change, the nature of lecturer appointments made also may change. As a consequence, individuals currently holding appointments may no longer hold the needed background, training, and experience for reappointment. Financial exigencies

may also preclude reappointment, even when mission needs do not change.

Because these considerations bear on the issue of reappointment, failure to be reappointed should not automatically be construed to indicate a failure to meet performance expectations for reappointment.

PROMOTION TO SENIOR LECTURER

1. Criteria for promotion.

To be recommended for promotion to senior lecturer, a lecturer shall normally have a doctorate in physics or astronomy, and at least five years of experience in teaching physics or astronomy at the college level. The Department of Physics and Astronomy expects this teaching has been full-time: applicants for promotion to senior lecturer should normally have been lecturers for four or more years.

The successful candidate must be an outstanding teacher in physics or astronomy, shall have substantially contributed to other instructional activities, and shall have demonstrated leadership in the Department's educational mission. The candidate must also have a record of exemplary service in the Department, College, or University. A successful candidate should have substantial visibility in the science education community beyond ASU.

2. Procedure.

a. Initiation of promotion process

Requests for promotion to senior lecturer should occur at the time of the normal contract review, as specified by University and College policies. The Chair will inform all candidates being considered for renewal of their lecturer contract of

- i) the procedures for consideration for promotion to the rank of senior lecturer,
- ii) a date, no sooner than two weeks after the initial notification of the procedures, by which they must notify the Chair of their desire to be considered for promotion to senior lecturer, and
- iii) the date by which all materials must be submitted for the contract renewal and promotion consideration.

b. The promotion file

By that date, a lecturer desiring promotion to senior lecturer shall supply the Department Chair with:

- Current and dated vitae including the following information:
 - (1) Academic training.
 - (2) Chronological list of employment.
 - (3) Courses taught and additional instructional activities.

- (4) Honors, awards, and other special recognition of teaching excellence.
- (5) Service to the Department, University and/or community, e.g. service on Department or University committees.
 - A list of three Department members at or above the rank of senior lecturer willing to write letters of recommendation for the candidate. It is the candidate's responsibility to ask those Department members to provide these letters of recommendation to the Department Chair by the same specified date.
 - A self-assessment including a personal statement describing the candidate's teaching philosophy, experience, and goals.
 - Optional additional materials to support the case, including, but not limited to, written testimonials from former students, copies of lecture notes or other classroom materials, or evidence of attendance at conferences, workshops, etc., devoted to improvement of teaching.

c. Discussion by the faculty.

No later than three weeks before the College deadline for the submission of the candidate's materials, a faculty meeting will be called for all faculty at the rank of senior lecturer and above. The discussion at the meeting shall include a careful analysis of the candidate's record in teaching and service. Each candidate will be evaluated on the basis of his or her individual qualifications; candidates shall not be ranked.

Following the discussion of each candidate for promotion a vote will be taken by secret ballot, with space for comments. Only the faculty present at the meeting may vote. Faculty unable to attend the meeting may submit written comments to the Chair of the Personnel Committee; comments that have been submitted in a timely manner shall be read at the meeting.

d. Summary statements

Taking into consideration all available evidence of the strengths and weaknesses of the candidate's record, the assessments of the merits of the candidate's performance by the appropriate faculty, the Personnel Committee will decide whether to recommend the candidate for promotion, and will prepare a summary statement for the College. Should there be strong disagreement among the members of the Personnel Committee, or the appropriate faculty, this statement can include majority and minority views.

Independently, the Department Chair decides whether to recommend the candidate for promotion and prepares a summary statement providing the rationale for this decision.

e. Completion of Departmental process

The Department Chair then forwards each candidate's folder to the Dean. The folder shall contain (1) the summary statements of the Chair and the Personnel Committee, (2) the candidate's vitae and self-assessment, (3) student and peer teaching evaluations, (4) letters of recommendation, (5) a job description approved by the candidate's supervisor, and (6) pertinent College and University Forms.

Beyond this point, the appropriate College of Liberal Arts and Sciences and University procedures continue.

Approved by the Faculty of the Department of Physics and Astronomy on April 4, 2003