

Department of Physics and Astronomy
Addendum's to the College Promotion and Tenure Guidelines
(With supporting documentation)

P and T Committee Appointments

- The DEO in consultation with the Executive Committee will appoint a promotion and tenure committee consisting of four faculty members from the departmental consulting group to serve as the internal review committee for each candidate. When possible, this committee should include faculty in the same area of research as the candidate. The full faculty will be informed of the committee membership.

Internal Evaluation

- The internal evaluation will be conducted by the internal review committee. This committee will evaluate research, service, and teaching. *The candidate will be given at least one day notice of any peer evaluation of teaching. The reviewer will prepare a short summary that will be included in the candidate's promotion and tenure file.* All unsolicited letters of evaluation will be reviewed by the committee, and they will make a judgment as to which of these evaluations materially contribute to the review. The candidate will be given an opportunity to comment on any unsolicited letters that are judged to materially contribute to the review. Video media will not be used in the evaluation of teaching.

External Reviewers

- The DEO will solicit a list of potential external reviewers from the candidate. The internal review committee will generate an independent list. The DEO and the review committee will choose a total of eight external evaluators from the two lists. The candidate will be given an expanded list of potential reviewers for approval. The purpose of the expanded list is to protect the confidentiality of the chosen reviewers.

DCG Meetings:

Number of Meetings

- The departmental consulting group will meet twice. A vote, by secret ballot, will be taken at the end of the second meeting. The second meeting is considered a continuation of the first meeting.

Recording of DCG Meetings

- The discussion at any and all meetings has to be summarized in the report that is placed in the promotion record.

Faculty who participate in the meeting but are unable to be present to vote

- All eligible faculty are expected to attend the DCG meeting. Faculty must attend either in person or by teleconference at least one of the DCG meetings in order to be eligible to vote.
- If a member of the departmental consulting group faculty member participated in the meeting they are entitled to vote on tenure and/or promotion. They may have the DEO or another eligible faculty member submit their proxy. Please identify who will be submitting their proxy to the DEO.

Faculty who are away on leave during the DCG meeting but want to participate (via telephone conference call)

- Send a copy of the P and T record that the faculty member is prepared for discussion. The faculty member may not make copies of the P and T record. After the DCG vote, the faculty member must return this copy to the DEO.