

**PROCEDURES FOR APPOINTMENT, EVALUATION,
REAPPOINTMENT, AND PROMOTION OF
TEACHING FACULTY**

DEPARTMENT OF PHYSICS

KANSAS STATE UNIVERSITY

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I. INTRODUCTION

Teaching faculty hold the ranks of teaching assistant professor, teaching associate professor, and teaching professor as defined in [Section C12.4](#) of the [University Handbook](#). They are senior educators working in the Physics Department. The primary responsibility for persons on these appointments will be instruction. Persons appointed to these positions will hold the terminal degree appropriate to the discipline (usually the PhD). The teaching faculty members play an important role in teaching undergraduate courses. They will also serve to mentor undergraduate and graduate teaching assistants. Teaching faculty may contribute in many other ways to the performance of our department, for example, by serving on departmental committees, assisting with undergraduate recruitment, or participating in the Open House. They may also serve on University committees when service on these committees is consistent with their expertise as teaching faculty. Individuals in these appointments are not eligible for tenure and are not eligible to vote on matters of tenure or promotion for tenure-track faculty. Service in these positions is not credited toward tenure.

The Department of Physics regularly evaluates its teaching faculty in order to:

- help the Department Head provide feedback, commendations and constructive criticism to these teaching faculty in an ongoing effort to enhance the overall quality of the Department's efforts,
- provide information to the Department Head to help him or her in the approval of annual salary adjustments for teaching faculty, and
- determine if a teaching faculty member has earned the right of promotion to Associate Teaching Professor or Teaching Professor.

This document is a statement of the Department's policies, procedures, and criteria for reaching decisions on these important and complex issues. The policies, procedures, and criteria included in this document are based on the Department's long standing practices of faculty promotion as stated in the most recent *Procedures for Faculty Evaluation, Reappointments, Promotion, and Tenure*. The University's policies and procedures are stated in the KSU [University Handbook](#) and other documents which are accessible from the [Office of Academic Personnel web page](#).

II. CHARACTERISTICS OF AN EFFECTIVE TEACHING FACULTY MEMBER

Here we state some general concepts which guide our department as it strives to create an environment in which high quality teaching, learning, research and service can occur.

All teaching faculty are expected to contribute to scholarly activities and service to the professional and university community. The scholarly activities consist of two broad categories defined as *teaching* and *mentoring*. The nature of these two efforts cannot always be distinguished from the area of service and professional activities. The allocation of time to the various activities shall be established by the Department Head.

A. Scholarly Activities: Teaching and Mentoring

Teaching in physics is a complex activity which can involve many different components. The components which can be part of an effective teaching effort include:

- teaching at the undergraduate level in an effective manner,
- mentoring less experienced teaching assistants and instructors by helping them understand and execute the role, responsibilities, and strategies of effective physics teachers,

- designing or modifying equipment for classroom demonstrations, writing or editing lab manuals for the service courses, and other related activities,
- development of proposals for funding of course improvements, such as funding for new laboratory equipment,
- assisting faculty with large service courses,
- providing support and consultation to other members of the Department, and
- other activities which support the Departmental teaching effort.

The complex nature of teaching and the number of different types of items listed above makes it unlikely that every teaching faculty member will contribute equally to all of the areas listed and, thus, it is not the Department's expectation that teaching faculty do so.

However, each faculty member is expected to show a strong teaching effort. Typically, a teaching faculty member will be cited by her/his colleagues as providing important contributions to our goal of teaching physics at a consistently high level.

B. Service and Professional Activities

Teaching faculty may be expected to assist with the Department's efforts to recruit undergraduate physics majors. Teaching Faculty may also be expected to provide academic advice to physics majors while they are earning their baccalaureate degrees. Teaching faculty may serve in a significant capacity in the management of large service courses. These duties may include resolving student enrollment issues, teaching assistant assignments, management of laboratory demonstrations, and other essential components. Teaching faculty members may engage in service and professional activities which are consistent with the goals of his/her teaching effort. Teaching faculty may serve on Departmental and University committees (when the Teaching Faculty holds a *Regular* appointment—see below), may serve on appropriate national or international committees, and may hold membership or office in professional associations.

III. CRITERIA FOR AND CONDITIONS OF INITIAL APPOINTMENT

A teaching faculty member will usually be expected to teach at the undergraduate level, mentor teaching assistants, and advise physics majors approximately as effectively as a tenured or tenure-track member of the faculty. Thus, a teaching faculty member will:

- Have earned an advanced degree in an appropriate area of physics or another closely related field. Persons appointed to these positions will hold the terminal degree (usually the PhD) appropriate to the discipline,
- Have demonstrated teaching experience;
- Have demonstrated teaching accomplishments;
- Be able to mentor undergraduate and graduate teaching assistants;
- Have an interest in advising undergraduate students; and
- Be able to collaborate effectively.

All teaching faculty in the Department of Physics will usually be supported by internal funds. External funding received by the teaching faculty member him/herself or obtained by a tenure or tenure track member of the faculty may be used to support teaching faculty if the mission of the external funding agency is consistent with the duties of the teaching faculty.

Teaching faculty will be appointed on one of the following contracts (as stated in the [University Handbook Section C12.4](#)).

1. Teaching assistant professor; teaching associate professor; teaching professor—term appointment. This appointment may be full-time or part-time. A term appointment carries no expectation of continued employment beyond the period stated in the contract. The Standards for Notice of Non-reappointment do not apply.
2. Teaching assistant professor; teaching associate professor; teaching professor—regular appointment. This appointment may be full-time or part-time. A teaching professor at any rank on a regular appointment is a member of the general faculty and is afforded all perquisites accorded to the general faculty. Regular appointees are entitled to Notice of Non-reappointment (See C160, *et seq.*, University Handbook).

Teaching assistant professor positions will be awarded as one-year, regular or term contracts. Teaching associate professor and teaching professor positions may be awarded as one-year regular appointments or as one-two-or three-year term appointments.

IV. CRITERIA FOR REAPPOINTMENT AND PROMOTION

The University's criteria for reappointment and promotion of teaching faculty are given in the [University Handbook Section C12.4](#). In addition to these general criteria the Department of Physics by action of its faculty has established procedures and criteria to be considered in reappointment and promotion.

A. Reappointment of Teaching Assistant Professor, Teaching Associate Professor and Teaching Professor

Teaching faculty are reappointed by the Department Head on an annual basis. Reappointment should be based on the teaching faculty member demonstrating reasonable progress in the areas mentioned in section IV.B or IV.C below. Reappointment of a teaching faculty member is also contingent upon available funds. If a teaching faculty member will not be reappointed, he/she must be notified as early as possible and in a manner that is consistent with the policies stated in the [University Handbook, C160 and Appendix A](#).

B. Promotion to Teaching Associate Professor

Typically, consideration for promotion from teaching assistant professor to teaching associate professor can occur after a five-year period as a teaching assistant professor. Department heads are expected to notify faculty members regarding their progress toward or readiness for promotion review. The criteria for promotion to Associate Teaching Professor are:

1. Scholarly Activities: Teaching and Mentoring

The candidate for promotion should have demonstrated, as a teaching assistant professor, meritorious teaching accomplishments in some of the teaching and mentoring capacities which are described in Section II.A of this document; effective teaching at the undergraduate level will generally be expected. The judgment of this potential will be made by the tenured faculty with the advice from teaching faculty of a higher rank.

2. Service

The candidate for promotion should demonstrate an ability to serve in the capacities which are described in Section II.B of this document. He/She may have served as an effective member of Departmental committees which have direct impact on her/his teaching, mentoring, recruiting, and advising responsibilities.

The quality of his/her work in teaching physics should be reflected by observation of the candidate's teaching and other responsibilities by the faculty, by student feedback, and by the candidate's self-evaluations. The teaching quality of the candidate should be, at least, similar to that of other teaching faculty who are or were at a similar state in their careers. In making these comparisons the faculty will use its own judgments and may seek advice other knowledgeable parties, such as teaching faculty of a higher rank.

C. Promotion to Teaching Professor

The promotion from Associate Teaching Professor to the rank of Teaching Professor is based on demonstrated distinction in teaching and mentoring, and in service and professional activities. Considerations for promotion to the rank of Teaching Professor are:

1. Scholarly Activities: Teaching and Mentoring

The candidate for promotion should have established a record of teaching and mentoring that merits promotion by serving in some of the capacities described in Section II.A of this document. Achievements that will help to demonstrate this record may include teaching awards, or a substantial history of exemplary teaching.

2. Service Activities

She/he should have served in other service capacities which are described in Section II.B of this document.

The quality of his/her work in teaching physics should be reflected by observation of the candidate's teaching and other responsibilities by the faculty, by student feedback, and by the candidate's self-evaluations. The teaching quality of the candidate should be, at least, similar to that of other teaching faculty who are or were at a similar state in their careers. In making these comparisons the faculty will use its own judgments and may seek advice other knowledgeable parties, such as teaching faculty of a higher rank.

V. PROCEDURES CONCERNING THIS DOCUMENT

A. Procedures for Initial Appointment

The usual situation will be that the Department Head will appoint the person at the rank of Teaching Assistant Professor. If a faculty member recommends appointment at a higher rank, he/she and the candidate will need to provide documentation to support such an appointment. That documentation must address the appropriate criteria listed in Section IV.

The University Handbook distinguishes between term and regular appointments. The Department Head will decide on the nature of the appointment.

B. Procedures for Annual Reappointment

Candidate's Responsibility

The teaching faculty member will present to the Department Head a completed evaluation form given in Appendix A. This form is due at the same time as documentation for annual review of tenured and tenure-track faculty. This documentation will be posted by the Department Head in the same manner as other faculty documentation is posted.

C. Procedures for Promotion

A person who has been a Teaching Assistant Professor at Kansas State University is eligible for promotion to Teaching Associate Professor if he/she has been a Teaching Assistant Professor for at least four years at Kansas State University or has a total of at least six years teaching experience beyond the terminal degree, and has demonstrated accomplishments as a teaching Assistant Professor as described in Section IV.B.

A person who has been a Teaching Associate Professor at Kansas State University is eligible for promotion to Teaching Professor if he/she has been a Teaching Associate Professor for at least four years at Kansas State University or has a total of at least ten years teaching experience beyond the terminal degree, and has demonstrated accomplishments as a Teaching Assistant Professor as described in Section IV.C.

The usual situation will be that a tenured member of the physics faculty will recommend to the Department Head that a person be appointed as a Teaching Faculty Member. Upon receiving the recommendation the Department Head will request that the recommending faculty provide a written statement concerning the candidate's qualifications for promotion.

In cases of extraordinary accomplishment the time in rank may be waived by a vote of the faculty. To begin the consideration for promotion a tenured faculty member must recommend the promotion in writing to the Department Head.

1. Candidate's responsibilities

- a. Present to the Physics Department Head a vita outlining her/his contributions to the teaching and mentoring missions of the Physics Department. The vita shall consist of a list of courses taught, names of students mentored and faculty assisted with teaching, teaching achievements, and future plans for teaching and mentoring.
- b. Provide names of three references who are members of KSU physics faculty and who have knowledge of the professional contributions of the candidate, and
- c. Demonstrate his/her teaching practices to the faculty either by being observed in his/her classroom by a selection of faculty who are qualified to vote on the matter or by a giving a special teaching presentation to the faculty.

2. Department's Responsibilities

Upon receiving a written nomination from a tenured faculty member, the Department Head will request the list of three potential internal evaluators from the candidate. With the

advice of the faculty, the Department Head will choose the names of two evaluators from the list, and solicit written evaluations from them. Once these evaluations have been received and reviewed, the Department Head will bring the nomination for promotion to the faculty for discussion and vote.

3. Faculty Vote

The faculty who are qualified to vote are all tenured physics faculty. Within five business days subsequent to the faculty's discussion of the candidate, each qualified member of the faculty will submit a recommendation/ballot to the Department Head. A faculty member may abstain in this ballot; in this case that vote will not count. The results of the faculty vote and the Department Head's recommendation and justification for the recommendation will be transmitted to the candidate and the faculty.

4. Report of the Department Head

The Department Head will review the candidate's promotion documents, the recommendations of the faculty and the external letters. He/she will make an independent recommendation to the Dean supporting or failing to support promotion of the candidate. On the same date the Department Head will explain her/his recommendation in writing to the candidate and the faculty. The Department Head will report any new information or decisions concerning the candidate's status to the candidate as soon as it becomes available.

5. Appeal Procedures

If the candidate should wish to appeal the recommendation of the faculty or the Department Head, the request for reconsideration must be made in writing by the candidate within three normal working days after the candidate's notification of the recommendations. The candidate must present in writing the arguments for reconsideration and provide at that time to the Department Head any additional evidence that supports the candidate's position.

If the candidate requests reconsideration of the faculty's recommendation, the Department Head will convene a meeting of the qualified faculty to consider the candidate's written arguments and additional evidence. Within three business days of the conclusion of the meeting, each qualified faculty member will submit a second, written recommendation to the Department Head. Participation in a reconsideration vote will be restricted to members of the qualified faculty, and will be conducted in the same manner as the original vote. The recommendations of the faculty and the Department Head will be transmitted in writing to the candidate and to qualified faculty.

6. Forwarding Procedures

After the candidate has studied the recommendations, the candidate can decide to withdraw her/his candidacy for promotion. If the candidate wishes to continue the process, then the promotion documentation will be forwarded to the Dean. The Department Head will include the results of the secret ballot, the faculty's justifications, including verbatim comments from the ballots, and her/his written recommendation.

APPENDIX A
Template for
Annual Report of Teaching Faculty Activities
for the Calendar Year 20xx

Please submit your evaluation information as both PDF and Word (or equivalent) files.

Name:

TEACHING AND INSTRUCTOR-MENTORING

A. Teaching and Training Activities

1. If your syllabus is not linked on these Web sites, attach it to this document.

2. List any teaching and/or training activities which are in addition to regular teaching assignments.

3. List any outreach activities which are not formal teaching. (e.g. Lectures given in high school, at civic organizations, etc; , work with school teachers,...)

B. If you have undergraduate academic advising responsibilities, list them.

C. List and briefly describe any mentoring and/or training activities.

D. Special recognitions for your mentoring and training

SERVICE

E. List and briefly describe any advising

F. Positions or responsibilities to professional societies

G. Departmental and university committee assignments

H. Service awards or special recognitions

I. Any other information (including professional service to the broader community, within and beyond the university.)

RESEARCH ACTIVITIES (if any)

J. Concise Statement (no more than 400 words) of Current Research Activities written so that a senior physics major can understand it. (This information may be used to describe your research

to the administration or potential donors *and* on the Departmental Web pages for recruiting proposes.)

- K. Publications in refereed journals, include links to on-line versions when available.
- L. Papers accepted for publication in refereed journals, include links to on-line versions when available.
- M. Presentations given at professional meetings, include links to proceedings, abstracts, etc.
 - i. Invited presentations
 - ii. Contributed *and refereed*
 - iii. Contributed but not refereed
- N. Colloquia and Seminars
- O. Patents or copyrights applied for or received during the past year. (Do not include copyrights on published papers which are listed above.)
- P. Collaborations with scholars outside KSU
- Q. Research awards or special recognitions

OTHER

Provide any additional information which you would like to have included in your annual evaluation.

CONTRIBUTIONS OF OTHER FACULTY

In a separate document or e-mail, please credit faculty members who have contributed to your professional development during the last year by writing a concise paragraph concerning these contributions. This information will be kept confidential.