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## *Department of Physics Annual Evaluation Expectations*

All tenured faculty, tenure-earning faculty, research faculty and permanent instructors are requested to submit a document highlighting their accomplishments in teaching, research, and service. The emphasis should be on how these accomplishments contributed to the professional development of the faculty member and how they helped the department accomplish its long-term goal of excellence.

This report will be reviewed and evaluated by the Faculty Advisory Committee (FAC) and the Chair. Faculty will receive both a numerical score utilizing the scale of 1-5 established in the FIS system and a written appraisal.

- It is the responsibility of the faculty member to complete the Annual Report, which forms the basis of the evaluation conducted by the Chair and FAC
- The Annual Report is prepared and submitted online, through the FIS system. Faculty members report their activities under the categories provided and include comments they deem indicative of their effort and professional visibility in the narrative portions of their reports.
- The FAC reviews the report and places its evaluation into the online system. The Chair then reviews the report and provides his/her  
have seen the evaluation; signing does not imply that agreement with the evaluation. Faculty members have the opportunity to respond to the evaluation in the appropriate space in the FAIR report.
- Faculty members who feel they are in situations of inequity are encouraged to call the FAC's attention to their situation.
- If a faculty member does not submit a report of their activities, the FAC and Chair will make a notation on the FIS system to that effect.
  
- Members of the FAC or the Chair with a declared conflicts of interest with members in the faculty, such as a spouse, will not participate in the evaluation of the member with the conflict.

- If a faculty member's scores for teaching, research and service expectations fall below the department average, the Chair in consultation with the faculty member, will develop a plan to correct the deficiencies.
- In consultation with the tenure-track and tenured Assistant and Associate Professors, the Chair will develop a road map with expectations towards tenure/promotion to the next level. The Chair will provide guidance annually to make sure he/she is on track towards tenure/promotion.

(1) *Teaching effectiveness*: (ch)-7-4.6o )11iB/Artifact B

the form of creative activity as acknowledged by others in the field that may be used for further inquiries into the discipline is important. Ideally research is transformational either at the society or at the academic level. Evidence to support impactful research may include, but not be limited to, published books, journal papers, conference papers, research presentations, seminars, technology transfer, patents, citations, and grant activity. Chair will establish benchmarks for the department, annually, based on data published by Academic Analytics for (i) publications/faculty, (ii) external funding/faculty, (iii) number of proposals submitted/faculty, and (iv) citations/faculty. *Along with other evidence of research accomplishments, such as patents, awards, and publications in high impact journals, the FAC will use these benchmarks as a guideline to assign numerical scores.*

- a. Score of 5: high-quality research output above the benchmarks for the 4 categories.
- b. Score of 4: good quality research output that meets or is within 75% of the benchmarks for the 4 categories.
- c. Score of 3: acceptable quality research output within 75% of each benchmark.

#### *D. Appeals*

If the faculty member believes that his/her evaluation was done unfairly, or the committee or the Chair missed essential details, or new details have emerged that the faculty member wants to be considered, then he/she has the right to an appeal. The appeal should be given in writing (email) and sent to the FAC chair and the department Chair. The FAC and the department Chair should consider the request independently because the evaluations have been done independently, and the faculty member may have issues with one or both evaluations.

*Last modified and approved by the department faculty on March 24, 2023.  
Approved by the Provost's Office on March 29, 2023.*