1. Overview
   a. When a tenure-track faculty member is hired by the Department of Physics and Materials Science, the Chair of the department in consultation with the Tenure and Promotion (T&P) Committee will appoint a tenured faculty member from the department to act as a mentor for the tenure-track faculty member. It is the responsibility of the tenure-track faculty to seek advice in the context of tenure and promotion from the assigned mentor. The mentor is not responsible for the outcome of tenure and promotion of the tenure-track faculty member.
   b. All candidates applying for tenure and/or promotion must meet the tenure and promotion criteria set by the Department of Physics and Materials Science, the College of Arts and Science, and the University at the time of the application.
   c. The submission of the dossier must follow the requirements set by the College of Arts and Science and by the University.

2. Tenure and Promotion Committee and Procedures
   a. The T&P Committee shall be composed of all tenured associate and full professors with the exception of the department Chair.
   b. Tenured faculty members who are on leave cannot be members of the T&P committee.
   c. During the first faculty meeting of the department in the fall, the department Chair announces the names of upcoming candidates for tenure and/or promotion. During the same meeting, the department Chair will ask the tenured faculty members to elect a chair for the T&P committee. The department Chair may vote in this election. A T&P Committee chair is to be elected every fall regardless of whether a candidate in the department is considered for tenure and/or promotion.
   d. The chair of T&P Committee must be at a higher rank than that of the potential candidates for tenure and/or promotion.
   e. Spouses may not participate and vote on each other’s tenure and/or promotion application.
   f. Only full professors from the T&P Committee will discuss and vote on candidates for promotion to full professor.
   g. Only T&P committee members attend a T&P meeting to discuss a candidate for tenure and/or promotion.
   h. All committee members are responsible to carefully read the candidate’s dossier.
i. A quorum of two thirds of the committee members is needed for discussion and deliberation.

j. In the event that the department has fewer than three faculty members eligible for the T&P Committee, the department Chair will recommend to the Dean of the College of Arts and Science appropriate names from closely related disciplines to form a T&P Committee of at least three members. The chair of this ad-hoc committee is selected by the department Chair.

k. The T&P Committee must meet at least once prior to the final deliberation and vote on the candidate. The votes must be cast in secret ballot, tallied and recorded by the T&P Chair. Absentee or proxy votes are not allowed. The T&P Committee Chair prepares a recommendation letter based on the discussion of the committee. The T&P Committee recommendation letter must be approved by at least two thirds of the T&P Committee in a meeting.

3. Application Process
   a. The tenure and promotion process will begin in the spring semester before the last probationary year.
   b. Candidates seeking promotion only should notify the department Chair of their intent.
   c. A minimum of six external reviewers will be selected by the T&P Committee from names submitted by the Department Chair, the Committee members and the candidate. No more than three members will be chosen from the candidate’s list, and no more than one review may be from the candidate’s mentors or collaborators. The T&P Committee Chair ensures that at least five letters are obtained in time to be included in the candidate’s file.
   d. In addition to reviewing the candidate’s application, each reviewer is asked to submit a summary of his/her vitae and a brief statement of any relationship to the candidate.

4. Mid-Tenure Review Process
   a. In the spring of the third year of a tenure-track appointment, the faculty member is instructed by the department Chair to prepare a dossier for a formal review of her/his progress toward tenure and promotion in accordance with the guidelines of the department and the College of Arts and Science.
   b. The format of the mid-tenure review is the same as that for tenure and promotion with the exception of letters from external reviewers and voting by the T&P Committee members. The review process occurs only within the department.
   c. The department Chair reviews the candidate’s dossier, then prepares an independent report.
   d. Both chairs of the department and the T&P Committee will meet together with the candidate to provide feedback based on the written reports generated by both chairs.
5. **Criteria for Tenure and Promotion to Associate Professor**

The candidate must have at least five years of professional experience beyond his/her PhD.

a. **Teaching:** The candidate must demonstrate effectiveness in teaching in the form of:
   i. Students’ evaluations of all sections taught, including all students’ comments
   ii. Peer evaluations of teaching by at least two tenured faculty members selected by the chair of the Tenure and Promotion Committee
   iii. Courses syllabi
   iv. Statement of teaching philosophy and narrative

b. **Scholarship:** Research and scholarship performance will be based on the following:
   i. Research narrative demonstrating the establishment of an independent research program
   ii. Publications in peer-reviewed journals
   iii. Publications of proceeding articles and/or book chapters
   iv. Presentations at professional meetings
   v. Externally funded research grants
   vi. Demonstration of persistent efforts in securing external funding
   vii. Successful mentoring of graduate and undergraduate students

c. **Service:** Demonstration of effective professional service will be based on:
   i. Service to the Department of Physics and Materials Science, College of Arts and Science and University
   ii. Professional service

6. **Criteria for Promotion to Full Professor**

The candidate must have at least ten years of professional experience beyond his/her PhD.

a. **Teaching:** The candidate must demonstrate excellence in teaching in the form of:
   i. Students’ evaluations and comments of all courses taught during the five years before the time of application
   ii. Courses syllabi
   iii. Introduction of innovative teaching tools and/or methods
   iv. Statement of teaching philosophy

b. **Research:** The candidate must demonstrate excellence in research with national and international recognition beyond his/her tenure and promotion merits. This should be supported in the form of:
   i. Continuous research productivity in terms of peer refereed publications, book chapters and proceeding articles
   ii. Invited seminar and conference presentations
iii. Sponsored research through externally funded research grants
iv. Continuous thesis advising of graduate and undergraduate students

c. **Service:** The candidate must demonstrate excellence in service in the form of:
   i. Participation in committees in the Department of Physics and Materials Science, College of Arts and Science and University
   ii. Demonstration of professional accomplishments at the Department level that directly benefit the students and faculty in the Department and University
   iii. Significant records of service to the science community
   iv. Outreach

7. **Amendments of the Department’s Tenure and Promotion Guidelines**
   a. Tenure and promotion guidelines may be modified upon recommendations from the Department Chair and/or the T&P Committee, in response to the Department changes and growth and in response to changes at the College and the University levels.
   b. All full-time faculty members are involved in discussion of the amendments of the T&P guidelines. A simple majority of the vote of the Department T&P Committee and Department Chair is needed.
   c. The approved and revised T&P guidelines, with clearly written revision date, must be approved by the Chair, Dean of the College of Arts and Science, the Provost and the President.
   d. The approved document must be archived in the Department of Physics and Materials Science.