

Department of Physics and Astronomy

Criteria Guidelines

For

Reappointment, Tenure and Promotion

Evaluation and Procedures

For

Academic Years 2023-24 through 2027-28

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1. STATEMENT OF QUALITY

Two major objectives of the RTP process are to establish and maintain an atmosphere of educational and professional excellence, and to assist the growth and development of the candidate. All candidates undergoing RTP evaluations must present evidence of the quality of their contributions. This will allow and encourage each level of the RTP review to include explicit judgments of the quality of the candidate's teaching, scholarly and creative activities, and service activities, based upon evidence submitted to demonstrate the extent to which departmental criteria have been met. The Department of Physics and Astronomy also wishes to emphasize, to those seeking reappointment, the necessity of making progress toward satisfying the criteria for tenure, as set forth in this document.

2. DEPARTMENT RTP COMMITTEE SELECTION

2A. MEMBERSHIP

The membership of the Physics and Astronomy DRTPC shall consist of eligible tenured faculty members of the department elected annually by probationary and tenured faculty members of the department. (Further eligibility conditions will be stated in the subsequent paragraphs of this subsection.).

The committee size shall be as determined by POLICY NO: 1328 of the University Manual and relevant provisions of the Collective Bargaining Agreement (CBA). In the event that university policy and the CBA do not specify a committee size, the membership size for the DRTPC shall be:

- Three (3) to seven (7) if the department has ten (10) or fewer faculty eligible to serve
- Five (5) to nine (9) if the department has eleven (11) to seventeen (17) faculty eligible to serve
- Seven (7) to fifteen (15) if the department has eighteen (18) or more faculty eligible to serve.

The DRTPC shall always have an odd number of members.

The DRTPC membership election process shall be conducted by closed ballot vote before the end of the Spring semester preceding the RTP cycle that starts in the Fall semester. The results will be determined by simple majority. The newly elected DRTPC will then meet, within the same time frame, to elect a Chair and a Vice-Chair. After the election, the Department Chair will immediately notify the Dean of the composition of the committee.

The Department Chair may be a member of the DRTPC or may make a separate recommendation/evaluation for each candidate. This role of the Chair is subject to the eligibility conditions in POLICY NO: 1328 of the University Manual and the Collective Bargaining Agreement Section 15.2.

FERP faculty and Faculty on Professional Leave-with-Pay (sabbatical and difference-in-pay) may participate in RTP activities subject to POLICY NO: 1328.

In promotion considerations, the committee members must have higher rank than those being considered for promotion. Tenured candidates being considered for promotion are ineligible for service on any promotion or tenure actions considered by the committee. In the event that the chair of the DRTPC does not have a higher rank than one or more candidates being considered for promotion, those members of the DRTPC who do have a higher rank shall choose an eligible member to handle the duties of the chair for these candidates. However, tenured candidates being considered for promotion are eligible for service on any reappointment actions considered by the committee.

The latter conditions may require the composition of the DRTPC to vary according to the specific action that is being requested. Should the number of DRTPC members be less than 3 for any DRTPC action during the cycle, then the Department will seek solutions as described in POLICY NO: 1328.

A request for an external review of materials submitted by a faculty unit employee may be initiated at any level of review by any party to the review. Such a request shall document (1) the special circumstances which necessitate an external reviewer, and (2) the nature of the materials needing the evaluation of an external reviewer. The request must be approved by the President with the concurrence of the faculty unit employee. (CBA 15.12d)

2B. DRTPC CHAIR AND VICE CHAIR

The Chair of the DRTPC shall be elected by the full membership of the DRTPC before the end of the Spring semester of the school year preceding the given RTP cycle. The DRTPC Chair shall be responsible for arranging DRTPC meetings, notifying all candidates eligible for RTP action, notifying DRTPC members of meeting times, observing the DRTPC calendar, communicating with the College of Science RTP Committee, and administering all official business of the DRTPC. The DRTPC Vice Chair shall be responsible for scheduling classroom visitations for the candidates who with reasonable certainty will be requesting RTP actions in the following Fall semester.

2C. QUORUM

DRTPC deliberations require the presence of a quorum, defined as three out of three, four out of five, five out of seven, and seven out of nine of the DRTPC members who satisfy the eligibility conditions for each action on the agenda for a meeting, but in no case can a quorum be less than 3 DRTPC members. Passage of RTP actions require a simple majority of those voting. Abstentions must count as negative votes. A member who cannot attend a given meeting may give their sealed proxy ballot(s) to the DRTPC Chair in advance of that meeting.

3. DOCUMENTATION

3A. INFORMATION FROM RTP CANDIDATES

Due to the need to conduct classroom visitations and to collect other data on each candidate for RTP action during the twelve months preceding an RTP evaluation, each candidate needs to consult with the Department Chair at the start of the Fall semester of the year before an RTP action is anticipated in order to be sure that the department schedule of Peer Evaluations and other procedures are consistent with the candidate's teaching plans. If a candidate is otherwise eligible, but does not wish to be considered for regular promotion, they must so state in a memorandum to the DRTPC.

The Department Chair and a faculty member, who is still eligible for some RTP action and who will be going on leave or will be starting to serve in an administrative capacity, will prepare a Memo of Understanding (MOU) detailing activities and conditions of evaluation for RTP purposes during the leave or administrative service (see Section 5 of this document). This MOU, which must be agreed to by the current DRTPC Chair, the Department Chair, and the candidate, must detail precisely what is to be expected of the candidate for each action still pending. It is recommended that the candidate acquire assurances that the work duties associated with the leave will allow for fulfillment of the activities in the MOU.

Should the candidate be planning an academic leave for one or two of the regular semesters during the twelve months prior to the RTP action, the candidate must ascertain that this leave is reflected in the schedule of Peer Evaluations and other department assignments. Such candidates may become "off-cycle" candidates for whom a special RTP calendar will be worked out with the DRTPC and the Office of Academic Affairs prior to the candidate's departure. Candidates absent for a year or longer on an approved academic leave must make individual arrangements for their RTP review which reflect the nature of their activities during the leave. This is part of the approval process for obtaining the leave.

Each candidate for reappointment, tenure, or promotion must submit to the DRTPC, in accordance with a timetable set by the Academic Vice-President, an RTP packet using standard university forms. This packet shall contain information on the candidate's accomplishments in the areas of teaching, scholarly and creative activities, and service to the Department, College, University, and community, and a summary of student evaluations and peer evaluations of teaching. In addition, the candidate must submit the following documentation that will be kept in the Department of Physics and Astronomy office for examination by DRTPC members:

- a syllabus and complete set of exams from at least two courses taught within the previous year, including one each from an upper division course, if taught, and one from a lower division course, if taught
- a current, complete list of publications

- copies of papers published within the last year, drafts of working papers and preprints, copies of software developed (with appropriate documentation), and written corroboration of any other activities in the areas of scholarly and creative activities or service
- a copy of the candidate's grade distribution reports
- an account of activities relating to student advising and/or mentoring.

The candidate will maintain a permanent set of documentation materials in their office. Each item shall be listed in the College of Science PAF Index, which becomes a permanent part of the faculty member's Personnel Action File.

3B. INFORMATION FROM STUDENTS, FACULTY, ACADEMIC ADMINISTRATORS

Students are to be encouraged to submit signed, written evaluations for candidates being considered for RTP actions, in accordance with POLICY NO: 1328 of the University Manual. Faculty and academic administrators may also contribute information about the qualifications and performance of RTP candidates.

4. EVALUATION OF PROBATIONARY AND TENURED FACULTY

In accordance with the University Manual, all candidates shall be evaluated relative to the areas of Teaching, Scholarly and Creative Activities, and Service to the Department, College, University, and Community. Specific criteria for teaching are in Section 4A, for scholarly and creative activities in Section 4B, and for service in Section 4C. Section 4D describes the evaluation point system used in each area. The criteria for each requested action are distinct and are described in Section 4D.6.

4A. TEACHING

The evaluation of teaching performance will be based on, but not be limited to, the following:

1. faculty evaluations of classroom teaching, including knowledge of subject, preparedness, verbal articulation, chalkboard techniques, and the use of lecture demonstrations and instructional aids
2. faculty evaluations of academic standards, as evidenced by syllabus material, written examinations and other evaluative tools, and by grading policy
3. student evaluations on the standard departmental questionnaire filled out by students enrolled in the candidate's classes
4. successful coverage of syllabus material in the candidate's courses, particularly in those that are prerequisites for other courses
5. accomplishments in integrating service learning activities into classes
6. accomplishments in integrating innovative and research-based proven pedagogical strategies into classes
7. accomplishments in the development of new courses or the upgrading of existing ones
8. accomplishments in the preparation of materials for classroom use
9. accomplishments in teaching both lower- and upper-division physics courses
10. accomplishments in assessing student learning in one's own courses
11. activities in student mentoring, which may include (but is not limited to) directing student research, guiding students' scholarly and creative activities, and counseling/advising student activities or student organizations.
12. efforts in student advising, including regular meetings with advisees, being knowledgeable on academic policies, and maintaining accurate records on advising folders
13. signed, written comments by students submitted directly to the DRTPC Chair. Comments need to be provided to faculty under review at least 10 days before the deadline for RTP packet submission so that the faculty member has time to produce a response that can be added to the RTP package.

The Department of Physics and Astronomy policy on the frequency of student evaluations is stated in Appendix D of the present document, Appendix D also contains the date of adoption of the current policy and a copy of the departmentally approved student evaluation form.

Peer Evaluations:

Probationary faculty and tenured faculty under consideration for promotion will be observed by faculty within the department, and specifically by members of the DRTPC whenever feasible in at least two separate semesters during the review period. The evaluations should reflect the

breadth of courses taught. Probationary faculty shall be reviewed in at least two lecture classes and at least one lab class during the review period. Tenured faculty under consideration for promotion shall be reviewed in at least two classes during the review period. Peer evaluation includes classroom visits and a review of course syllabus and related material. Classroom visits must be preceded by five day notification of the candidate and be followed within two weeks by a written report to the faculty member and the DRTPC chair.

A candidate may request additional peer evaluations beyond those initiated by the DRTPC. Such requests are to be directed to the DRTPC chair.

Only peer evaluations conducted either prior to or during the period under consideration may be used for that period's deliberations. Exceptions may be allowed if the candidate does not have the minimum number of evaluations.

4B. SCHOLARLY AND CREATIVE ACTIVITIES

Scholarly and Creative Activities are defined here as any efforts related to the study or teaching of physics that extends, or is likely to extend, beyond the confines of the Cal Poly Pomona Department of Physics and Astronomy and its normal course offerings, and which will be recognized by and be of potential benefit to members of the scientific community or of society at large. Each such effort is usually accompanied by a written piece of work documenting it. Acceptable accomplishments fall into the following categories: (1) Peer-Reviewed Accomplishments, and (2) Other Scholarly Accomplishments and Activities. Specific accomplishments and activities include, but are not limited to, those listed below.

4B.1. Peer-Reviewed Accomplishments

1. published journal article resulting from physics-related research
2. published synthesis and review of the existing literature on a topic related to physics or physics teaching
3. published physics or physics-related book
4. published journal article describing a new course designed and taught by the candidate
5. proposal for funding that leads to the award of a grant for physics or physics-related work
6. published description of lecture demonstrations using equipment available to college or pre-college teachers
7. published description of software developed by the faculty member for data analysis, laboratory interfacing, or computer assisted instruction
8. publication of a novel physics problem and its solution in the American Journal of Physics or another professional journal

9. presentation of an invited physics-related talk at a professional meeting or a university seminar/colloquium series

4B.2. Other Scholarly Accomplishments and Activities

1. presentation of a contributed physics-related paper at a professional meeting
2. presentation of a lecture or series of public lectures on a physics-related topic (e.g., nuclear weapons strategies or the peaceful uses of lasers) not normally covered in Cal Poly courses
3. presentation of an elementary or secondary teachers' in-service workshop
4. submission of a funding proposal to an external agency
5. review of an article, book, film, or software for a professional journal
6. review of a manuscript for a book publisher
7. review of a proposal for a funding agency
8. service as an officer in a professional organization (regional or national)
9. written report resulting from a physics-related consulting activity
10. development, coordination, and documentation of assessment instruments and applying the results to improve the physics program
11. activities designed to provide improved materials and science teachers to primary and secondary schools
12. development, coordination, and documentation of a special educational activity such as a "physics Olympics," for high school students
13. dissemination via commercial publishers or a non-commercial vehicle such as the AAPT's software exchange of software written by the candidate to enhance the teaching and learning of physics
14. accomplishments directing student research

It is the responsibility of each faculty member to provide clear and complete evidence of all accomplishments in scholarly and creative activities that are being submitted for evaluation to the DRTPC. A lack of documentation shall be considered evidence of a lack of activity.

4C. SERVICE TO THE DEPARTMENT, COLLEGE, UNIVERSITY, AND COMMUNITY

4C.1. Service to the Department

Quality of Service: The candidate must (a) demonstrate a willingness and ability to cooperate and work effectively with faculty and staff members of the department, (b) show a genuine interest in

departmental activities and problems, (c) contribute toward the betterment of the physics courses and programs via creative ideas and effective work on department committees, and (d) serve as an advisor and mentor to students showing a genuine interest in their studies.

Specific Activities: It is the responsibility of the DRTPC to assess the quantity and quality of each candidate's service to the Department of Physics and Astronomy in the following activities, and in other similar areas of service, as it deems appropriate.

1. participation on a standing or *ad hoc* department committee
2. service as chair of a department committee
3. service as an academic advisor to physics students
4. service as sponsor to the Physics Club

4C.2. Service to the College and University

The DRTPC shall evaluate each candidate's service to the College of Science and the University in activities such as the following.

1. membership on a standing or *ad hoc* College of Science committee
2. membership on a standing or *ad hoc* University committee
3. service as advisor to a College or University student organization
4. service as chair on a standing or *ad hoc* College or University committee

4C.3. Service to the Community

Acceptable activities involve physics-related and general contributions to the community. Examples are:

1. judging a science fair
2. lecturing on a physics-related topic to a community organization or school group serving as school board member
3. activities related to the training of science teachers
4. supervising students participating in community service learning programs

It is the responsibility of each faculty member to provide clear and complete evidence to the DRTPC of the nature and quality of their involvement and the accomplishments achieved for activities in the Service categories. A lack of documentation shall be considered evidence of a lack of activity.

4D. CRITERIA FOR EVALUATING FACULTY PERFORMANCE

In all areas (teaching, service, and scholarly and creative activities), the evaluation periods are: *for reappointment*, the time interval since the candidate's last RTP evaluation; *for promotion*, the time interval at Cal Poly Pomona since the candidate's initial hire or last change of rank; and *for tenure*, the time interval since the candidate's initial hire at Cal Poly Pomona. For the area of scholarly and creative activities, activities before the current evaluation period may be cited to put the current activities into context, provided the earlier activities are clearly labeled as such. An AVERAGE QUALITY INDEX (AQI) for the entire DRTPC will be calculated for each candidate in each of the three areas defined below.

4D.1. Teaching

The DRTPC shall examine and discuss the candidate's performance for each of the items on the list below.

1. competence and effectiveness as a classroom teacher in both lower and upper division physics courses, based upon DRTPC class visitations
2. student evaluations, including signed written comments
3. academic standards, as evidenced by exams, quizzes, homework, and course grading policy
4. adequacy of coverage of syllabus material, particularly in courses that are prerequisite for other courses
5. contributions in course development, preparation of experiments, writing of manuals, and/or quality of work directing student research projects

This discussion shall have sufficient breadth and depth to form the basis for a clear and compelling narrative in the DRTPC's subsequent written evaluation report. The DRTPC shall provide an interpretation of student evaluations. Each DRTPC member shall evaluate the candidate's overall teaching accomplishments holistically and shall assign a Teaching QI using the 4-point scale.

4D.2. Scholarly and Creative Activities

The candidate shall create two lists of their scholarly and creative activities during the evaluation period, which may include earlier work to put the current activities in context. List #1 shall contain Peer-Reviewed Accomplishments and List #2 shall contain Other Scholarly Accomplishments and Activities, using Section 4B as a guide. The candidate is encouraged to include annotations indicating the effort expended on listed items and the importance of these items to the physics community. The DRTPC shall discuss the items in Lists #1 and #2 and this discussion shall have sufficient breadth and depth to form the basis for a clear and compelling narrative in the DRTPC's subsequent written evaluation report. Each DRTPC member shall evaluate the candidate's overall accomplishments in scholarly and creative activities holistically,

and shall assign a Scholarly and Creative Activities QI using the 4-point scale described in Section 4D.1. The Scholarly and Creative Activities QI is necessarily limited to 2.0 (Scholarly and Creative Activities $QI \leq 2.0$) if List #1 is empty.

4D.3. Service

The candidate shall create a list of their service-related activities during the evaluation period, using the information in Section 4C as a guide. The candidate is encouraged to include annotations indicating the effort expended on listed items and the importance of these items to the Department of Physics and Astronomy, College of Science, University, and/or community. The DRTPC shall discuss the listed items and this discussion shall have sufficient breadth and depth to form the basis for a clear and compelling narrative in the DRTPC's subsequent written evaluation report. Each DRTPC member shall evaluate the candidate's overall service-related accomplishments holistically and shall assign a Service QI using the 4-point scale described in Section 4D.4. The Service QI is necessarily limited to 2 (Service $QI \leq 2$) if there is no satisfactory service beyond the departmental level.

4D.4. Point System and Categories

The DRTPC shall evaluate each of the three main areas: teaching, scholarly and creative activities, and service. A worksheet designed to facilitate this is provided in Appendix B. A QUALITY INDEX (QI), which is a real number from 0 through 4 will be assigned by each DRTPC member in each of these three areas, based upon the candidate's performance during the evaluation period and the range of the DRTPC AVERAGE QUALITY INDEXES (AQI values) described below.

Reappointment to the 2nd through the 6th probationary years requires obtaining a minimum TOTAL AQI score in promotion to each probationary year, as listed in the table in section 4D.6 below. The total AQI is calculated as the sum of the three AQI scores in each of the teaching, scholarly and creative activities, and service categories.

The AQI values in each category provided section 4D.6 indicate “satisfactory” progress towards the tenure and reappointment. *Deviations* from these “satisfactory” category AQI scores should be interpreted as follows:

- Any score *below* the satisfactory category AQI indicates “need for improvement” to make satisfactory progress toward tenure and/or promotion.
- a score up to 0.2 *above* the satisfactory category AQI score means “good” progress toward tenure and/or promotion, performance in that category above expectations for Cal Poly Pomona faculty with comparable years of service.
- a score > 0.2 above the satisfactory category AQI (up to a maximum score of 4.0) indicates “excellent” achievement in that category during the RTP evaluation period.

It is expected that by the time of tenure that the candidate has taught at least one junior or senior level non-GE Physics course, preferably a course required for the major. A candidate anticipating RTP action on tenure should request such teaching assignments from the Department of Physics and Astronomy in a timely manner; and the Department Chair (or teaching scheduler) is expected to make every reasonable effort to grant such requests, to the extent that they should be given priority over other non-RTP-related teaching assignment considerations.

It is expected by the time of tenure and promotion to Associate Professor that the candidate has produced at least one lead-author publication in a peer-reviewed journal for work primarily performed while a Cal Poly Pomona faculty member. In addition, when applying for promotion to Full Professor, it is expected that the candidate has produced at least one additional lead-author publication in a peer-reviewed journal, for work primarily performed after their fifth year as an Assistant Professor. The term “lead author” refers to the author who is the primary contributor to the publication. Such evidence as primary contributor includes, but is not restricted to, first and/or corresponding author. Points awarded for scholarly activities should be commensurate with effort expended and the quality of the work.

Each DRTPC member shall evaluate the candidate’s overall accomplishments in each of the three areas holistically and critically, and take into account not simply the *quantity* of accomplishments, but the *quality* of each accomplishment.

4D.5. Voting Procedure

The DRTPC members shall discuss their individual QUALITY INDEX (QI) assignments in the areas of Teaching, Scholarly and Creative Activities, and Service and shall attempt to resolve any significant discrepancies. They shall then calculate and discuss the DRTPC AVERAGE QUALITY INDEXES (AQI values) in teaching, in scholarly and creative activities, and in service and the TOTAL AQI (sum of AQI values in teaching, scholarly and creative activities, and service). Finally, the DRTPC shall decide the action(s) at hand (reappointment, promotion, tenure, early promotion, or early tenure) by an open-ballot vote.

It is expected that DRTPC members will use the table of minimum AQI values in Section 4D.6 as a voting guide. In most cases, the ballot results should be consistent with the result expected from these numerical considerations. A positive recommendation requires a simple majority vote, with abstentions counting as negative votes. If the result of the ballot is inconsistent with the AQI values, the DRTPC must explain this disagreement in writing, in terms of the criteria listed in this document, In any event, the evaluation prepared by the DRTPC shall include explanation of the point totals awarded.

The DRTPC Chair remains the official custodian of the RTP package and the sole agent responsible for the authorization of any changes to the package, for the period between the submission of the package to the DRTPC and the forwarding of the package to the Dean’s office.

4D.6. AVERAGE QUALITY INDEX (AQI) GUIDELINES

Positive recommendations require meeting or exceeding the TOTAL AQI values listed in the rightmost column of the table below. The AQI values for each category in this table represent guidelines to be used by the DRTPC in its balloting, as described above in Sections 4D.4 and 4D.5.

<i>Type of Action</i>	<i>Teaching^a</i>	<i>Prof. Dev.</i>	<i>Service</i>	<i>Total</i>
Reappointment to 2nd year ^{b,c}	2.0	1.0	2.0 ^c	5.0
Preliminary Evaluation for 3rd yr. ^{c,d}	2.0	1.0	2.0 ^c	5.2
Reappointment to 3rd & 4th PY ^e	2.0	2.0	2.0	6.5
Reappointment to 5th & 6th PY ^e	2.5	2.0	2.0	7.5
Promotion to Associate Professor ^f	3.0	2.5	2.0	8.4
Tenure ^g	3.0	3.0	2.0	9.0
Promotion to Full Professor ^f	3.2	3.0	2.0	9.6
Early Promotion to Assoc. Prof. ^h	3.4	3.2	3.2	10.5
Early Tenure ^h	3.5	3.5	3.2	11.0
Early Promotion to Professor ^h	3.5	3.5	3.2	11.0

a. Satisfactory performance for reappointment beyond the second year and for promotion and tenure requires that at least one upper division course be taught during the previous 2-year period, provided the candidate has been given the opportunity to teach an upper division course.

b. This action applies to all faculty in their first year at Cal Poly who have a one-year contract, regardless of the amount of service credit received. Early RTP classroom visitations should be used to the maximum extent possible.

c. Service evaluation is restricted to quality, not quantity, of service.

- d. This action applies to all faculty with a two-year initial contract during their first year at Cal Poly, regardless of the amount of service credit received. This evaluation by the DRTPC occurs during the candidate's first Spring semester at Cal Poly, and the records of the evaluation remain within the College of Science. The purpose is to ensure that the candidate understands what the Department and College expect of them.
- e. PY = probationary year.
- f. The performance review for regular promotion shall take place during the fifth year of the current academic rank (the year preceding the effective date of the promotion). The promotion of a faculty unit employee shall be effective at the beginning of the sixth year after appointment to their current academic rank. The above rule shall not apply if the faculty unit employee requests in writing that they not be considered.
- g. The performance review for tenure shall take place during the candidate's last probationary year, which may be the fourth, fifth, or sixth, depending on the amount of service credit granted. Tenure, if granted, shall be effective at the beginning of the year following the completion of the probationary period.
- h. Requests for early actions are never obligatory. A recipient of early tenure/promotion must have completed two years of full-time service at Cal Poly Pomona before the effective date of the granting of early tenure/promotion.

5. EVALUATION OF FACULTY ON ADMINISTRATIVE ASSIGNMENT, SERVING IN ACADEMIC GOVERNANCE, OR ON ACADEMIC LEAVE

The Department of Physics and Astronomy RTP Committee must take into account the activities of faculty temporarily on leave from teaching duties for such purposes as sabbatical leave, fellowships, overseas teaching, administrative assignment for the University, and appointment as a visiting professor/scholar at another institution. Faculty on leave shall be evaluated using the above stated criteria for teaching, scholarly or creative activity, and service with suitable modifications listed below.

5A. FACULTY SERVING ON ADMINISTRATIVE ASSIGNMENT:

For promotion, faculty serving on administrative assignment at the time of an evaluation shall have taught Department courses equivalent of 36 WTU's since the last promotion. At least 4 WTU's shall be within the year preceding the candidate's request. At least 32 of the WTU's must be for courses for which the candidate was the sole instructor.

For reappointment, tenure or promotion, faculty serving on administrative assignment shall provide evidence of scholarly or creative activity, and shall be held to the same standard as any other candidate for reappointment or promotion in the Department.

Faculty serving on administrative assignment shall have their service component satisfied by working on their administrative duties.

There can be no deviation of the above requirements for faculty serving on administrative assignment without the written consent of the DRTPC, the Dean, and the University RTP Committee. The Vice President for Academic Affairs shall make the final determination on the acceptability of any deviation from the above requirements.

5B. FACULTY SERVING IN ACADEMIC GOVERNANCE:

For promotion, faculty serving in academic governance on release time equivalent to a half time (or greater) appointment shall have taught Department courses equivalent of 36 WTU's since the last promotion. At least 4 WTU's shall be within the year preceding the candidate's request. At least 32 of the WTU's must be for courses for which the candidate was the sole instructor.

For reappointment or tenure, the candidate serving in academic governance on release time equivalent to a half time (or greater) appointment shall have taught the equivalent of at least 12 WTU's for the previous academic year. At least 12 WTU's must be for the courses given by the Department. At least 8 of the WTU's must be for courses for which the candidate was the sole instructor.

For reappointment, tenure or promotion, faculty serving in academic governance shall provide evidence of scholarly or creative activity, and shall be held to the same standard as any other candidate for reappointment or promotion in the Department.

Faculty serving in academic governance shall have their service component satisfied by working on their academic governance duties.

There can be no deviation of the above requirements for faculty serving in academic governance without the written consent of the DRTPC, the Dean, and the University RTP Committee. The Vice President for Academic Affairs shall make the final determination or the acceptability of any deviation from the above requirements.

5C. FACULTY ON APPROVED LEAVE

Faculty who are on leave that has been approved by the President of the University are on approved leave. Normally, this is with pay from Cal Poly University and thus, for tenure track

candidates, the probationary status is still active and the next five paragraphs apply. If the approved leave is without pay from the University then the probationary status of the tenure track candidate is inactive (“the clock has stopped”) and the next five paragraphs do not apply.

For promotion, faculty on approved leave at another institution shall have taught, at Cal Poly University, Department courses equivalent of 36 WTU’s since the last promotion. At least 32 of the WTU’s must be for courses for which the candidate was the sole instructor. Teaching at another institution does not relieve the candidate of the teaching requirement at Cal Poly University.

For reappointment or tenure, the candidate on approved leave at another institution shall have taught the equivalent of at least 12 WTU’s for the previous academic year. At least 12 WTU’s must be for courses given by the Department at Cal Poly University. At least 8 of the WTU’s must be for courses for which the candidate was the sole instructor. Teaching at another institution does not relieve the candidate of the teaching requirement at Cal Poly University.

For reappointment, tenure or promotion, faculty on approved leave at another institution shall provide evidence of scholarly or creative activity, and shall be held to the same standard as any other candidate for reappointment or promotion in the Department. Research and scholarly activity done at another institution, whether alone or in collaboration with others, can be examined by the committee for the purposes of fulfilling the Department’s criteria in the area of scholarly or creative activity.

Faculty on approved leave shall furnish evidence in their RTP package that they have fulfilled the service requirement specified in the Departmental criteria for the requested RTP action. Visitation to another institution does not relieve the candidate of the service requirement at Cal Poly University.

There can be no deviation of the above requirements for faculty serving on approved leave without the written consent of the DRTPC, the Dean, and the University RTP Committee. The Vice President for Academic Affairs shall make the final determination on the acceptability of any deviation from the above requirements.

APPENDIX A: GUIDELINES FOR AN RTP PACKAGE

Candidates for an RTP action are advised to scrupulously observe all requirements and deadlines specified in their department's RTP document. In particular, candidates are advised to present documentary evidence of every activity that could support their application because the DRTPC's recommendation will be based heavily, if not exclusively, upon the material provided. At the same time, applicants are advised to keep their RTP packages as brief as possible.

The applicant must fill out the current **RTP Forms**. On page one, the applicant must check all the actions requested in the blanks provided. For example, an early tenure request must be accompanied by a request for reappointment. In the self-evaluation on pages 2, 3, and 4 the applicant must address the specific department RTP criteria. If the material will not fit in the space provided, extra pages may be added and numbered 2a, 2b and 3a, 3b, etc. Each page, including the additional pages, must be signed and dated.

On the RTP forms:

- concisely summarize, tabulate, or list, relevant information to the extent possible;
- give the complete citation for published papers;
- avoid "padding"; it will be recognized as such and detract from the application;
- be specific and factual; the committee will be looking for identifiable activity items to evaluate on the Quality Index form in Appendix B;
- if more detailed information is included, it should be included in an appendix (see below) and an index of this appendix must be included on the RTP form.

Attach an appendix to the application that contains the original documentation for the activities summarized and listed on the RTP form such as reprints of articles cited, grant proposals, lab manuals, letters of thanks, commendations, etc. The RTP form must be duplicated to provide copies to the College RTP Committee, the Dean, the University RTP Committee, etc. as each of these considers the candidates application. However, the appendix remains on file in the Department of Physics and Astronomy office, available to any of the above.

The RTP application is no place to be bashful. List all relevant activities. A list of some of the items to be included in the appendix to the RTP form is found in section 3A of the RTP Document. If deficiencies or problems were pointed out in previous evaluations, state the steps taken and progress made toward remedying them. Include information on the progress towards completion of all items listed as "Submitted" or "In progress" in previous self-evaluations.

APPENDIX B: DRTP QUALITY INDEX WORKSHEET

CANDIDATE _____

DATE _____

AREA	ITEM	Comments
Teaching	Classroom Teaching Academic Standards Student Evaluations Coverage of Syllabus Material Course Development Direction of Student Research	Teaching QUALITY INDEX =
	Scholarly and Creative Activities	
		Other Scholarly Accomplishments & Activities
Service	Quality of Service Department Service College & University Service Community Service	Service QUALITY INDEX =

APPENDIX C: PEER REVIEW OF TEACHING PERFORMANCE

Class Visitation Report

Evaluation of _____ Visit date _____

Evaluation by _____ Signature: _____

Class _____ Submission date: _____

1. What does the instructor do to arouse interest and transmit enthusiasm in the lecture?
2. How does the instructor demonstrate a knowledge of the subject and control the flow of the lecture?
3. How does the instructor create an atmosphere of open scholarly inquiry and freedom in which students can ask questions and participate in discussions?
4. Was the level of the lecture and method of presentation appropriate for the students in the course? Did they respond with comments and questions?
5. What visual aids, such as demonstrations, chalkboard/whiteboard/zoom shared screen (if online lecture), videos, or overhead projector, were used to help the students grasp the material?
6. How was the lecture organized? Did the instructor solve examples? How were the principal equations developed?

7. Summary of visitation:

**APPENDIX D: DEPARTMENT POLICY ON STUDENT EVALUATIONS FOR ALL
FACULTY AND CURRENTLY APPROVED STUDENT EVALUATION
FORM**

All faculty members in the Department of Physics and Astronomy shall conduct student evaluations using departmentally approved forms (samples included in this appendix) in all non-supervisory classes each semester that they are teaching at Cal Poly Pomona.

APPENDIX E: STUDENT EVALUATION PROCEDURES

- Student evaluations are administered online in accordance with University policy. The ten questions on the student evaluation form are the following:
 - 1) Instructor's concern that students learn and understand the material:
 - 2) Instructor's use of practical applications of the course material:
 - 3) Instructor's availability and helpfulness outside of class:
 - 4) Instructor's organization and clarity of presentation:
 - 5) Instructor's knowledge of the subject matter:
 - 6) Instructor's ability to arouse student interest and enthusiasm:
 - 7) Instructor's respect and consideration shown toward students:
 - 8) Fairness of the instructor's grading:
 - 9) Instructor's ability to challenge students and motivate them to do their best:
 - 10) Overall, I rate this instructor as:

- Digital summaries of student evaluation scores are provided by the University. The instructor should keep these summaries in their records. The Department Office also keeps a copy of these summaries.

APPENDIX F: CALENDAR OF EVENTS FOR EACH RTP CYCLE

BEFORE THE END OF SPRING SEMESTER (PRECEDING ACADEMIC YEAR)

- Department of Physics and Astronomy tenured and probationary faculty elect the DRTPC for the following academic year
- The incoming DRTPC meets and elects a Chair and a Vice Chair

FALL SEMESTER

- Department Chair will provide each RTP candidate with a packet containing:
 1. Grade distributions for each course taught by the candidate during the RTP evaluation period.
 2. Numerical summary of the student evaluations done during the RTP evaluation period.
 3. Any other pertinent documents regarding the candidate's teaching.
- The DRTPC Vice Chair consults with prospective RTP candidates for the subsequent academic year and Tenured Faculty Review candidates for the current academic year, and then publishes a schedule of Peer Evaluations of teaching skills based upon the tentative teaching assignments of upper division courses for the current academic year.
- The Department Chair posts on the Department of Physics and Astronomy bulletin board the names of the DRTPC members, DRTPC Chair, and the names of all candidates to be considered for reappointment, tenure, and promotion. A copy shall be sent to the Dean of the College of Science.
- The Department Chair posts on the Department of Physics and Astronomy bulletin board a calendar of RTP deadlines and procedures for students (and others) to submit to the DRTPC Chair written opinions of candidates being considered for reappointment, tenure and promotion.
- The Department Chair distributes the approved Department RTP criteria to all DRTPC members and RTP candidates.
- Candidates for RTP actions prepare and submit application packages by the posted deadlines.

- Required peer evaluations for the current RTP cycle are performed, and visitation reports are placed in each candidate's package before the posted deadline.
- The DRTPC evaluates each candidate's package, assigns AQI scores, and votes on each action by posted deadlines.
- The DRTPC Chair prepares written recommendations and forwards packages to the Dean of the College of Science. A copy is sent to the Department of Physics and Astronomy Chair.
- Peer evaluations required for RTP actions in the subsequent year's RTP cycle and current year's Tenured Faculty Reviews are performed, and visitation reports are forwarded to the DRTPC Vice Chair.

SPRING SEMESTER

- A Department RTP Document Revision Committee is formed, if required.
- For each candidate in the first year of a two-year contract, the Department Chair will provide a packet containing the following items by the end of the third week in January:
 1. The grade distributions for each class taught by the candidate at Cal Poly
 2. A summary of the student evaluations done at Cal Poly.
 3. Any other pertinent documents regarding the candidate's teaching.
- For candidates in the first year of a two-year contract: By the first Monday in February the candidate must submit to the DRTPC, in memorandum form, a packet containing all available items listed on pages 2 and 3 of these Criteria Guidelines.
- For candidates in the first year of a two-year contract: By the first Monday in March the DRTPC shall meet and review the progress of each candidate, and provide each with a copy of its written recommendations.
- Peer evaluations required for RTP actions in the subsequent year's RTP cycle and the current year's Tenured Faculty Reviews are performed, and visitation reports are forwarded to the DRTPC Vice Chair
- RTP document revision is finalized by the Department and forwarded to the Dean and College of Science RTP Committee.
- Department of Physics and Astronomy tenured and probationary faculty elect the DRTPC for the following academic year.

SPRING SEMESTER

- For candidates undergoing Tenured Faculty Reviews: The Department Chair will provide a packet containing the following items by the third week of the Spring semester:
 1. Grade distributions for each class taught by the candidate during the RTP evaluation period.
 2. A summary of the student evaluations done during the evaluation period.
 3. Any other pertinent documents regarding the candidate's teaching.
- Peer evaluations required for RTP actions in the subsequent year's RTP cycle and current year's Tenured Faculty Reviews are performed and visitation reports are forwarded to the DRTPC Vice Chair.
- The DRTPC conducts the process of Tenured Faculty Review for those faculty scheduled during the current year and forwards the evaluation to the Dean.
- During the last week of the Spring semester the DRTPC Vice Chair (Chair for the upcoming year) will notify in writing all candidates eligible for reappointment, tenure or promotion action during the coming year of their eligibility.