

Department of Physics Standards and Criteria

Procedure for Hiring of Assistant Professors

In making a new appointment, the initial step within the department is the consultation of the Chair with the tenured faculty to discuss the plans and needs of the department. After this consultation, the Chair will file one or more requests to the Dean of the Faculty reflecting the possible directions in which the department might move. The hiring plans, and accompanying correspondence will be sent to the Office of the Dean of the Faculty as described in the Handbook of Academic Administration.

Upon approval of a search by the Dean of the Faculty, the search committee will be assembled. This committee will solicit and review applications to produce a recommended short list of candidates. The criteria on which the recommendations will be based are:

i) Accomplishments and promise as a Physicist.

The evaluation of candidates in this area will take into account the importance and originality of their thesis research and of any publications in scientific journals, the strength of their letters of recommendation, and the significance and promise of any ongoing research.

ii) Promise as a Teacher.

The evaluation of candidates in this area will normally be based on performance in presenting seminars or lectures and the evaluation of the candidates teaching ability and by his or her references.

The candidates on the short list will be selected by the search committee appointed by the Physics Department Chair. The search committee and the Physics Department Chair will compose the Interim Pool Report for submission to the Dean of the Faculty for approval before inviting candidates to campus for interviews. After the candidate interviews are completed, the selection committee, with input from the Physics faculty and determined by a vote, will prepare a ranking of the finalists. The Physics Department Chair will make the final decision on the ranking which is then submitted to the Dean of the Faculty along with (i) the full dossier of the selected candidate, (ii) a covering letter to the appropriate senior administrator, and (iii) minutes of the faculty meeting at which the proposed candidate was selected, including details on the quorum and final vote. (Note that votes by e-mail or proxy should be reported but not included in the final calculation of quorum.)

Reappointments and Promotions

Official procedures for reappointments and promotions are laid out in the Handbook of Academic Administration. In addition, we have defined a quorum:

Faculty votes on matters pertaining to appointment, promotion, reappointment and appointment with tenure require a quorum of 2/3 of the eligible voting faculty of equal or greater rank than the candidate who are not on leave. Tenure track or tenured faculty members are eligible. Emeritus faculty members are not.

Reappointment of Faculty (in Rank)

The decision to recommend reappointment of an untenured faculty member is made by the tenured faculty in the department. Normally the decision will be made in conjunction with an annual review, which will be conducted in time to meet University deadlines for the submission of the recommendation. The procedure for the review is described in the Handbook of Academic Administration.

A recommendation to reappoint will be based on the following criteria:

- a) the candidate's reappointment serves to fill the needs of the department;
- b) the candidate has established a promising research program or has made significant progress towards that goal;
- c) the candidate's teaching performance is good or at least improving at a satisfactory rate;
- d) the candidate has demonstrated a willingness to do his or her share of committee work and similar duties in the department.

If all expectations have been met, it will be recommended that the appointment be for four years. If on the other hand, performance under either of categories b) or c) is marginal a two year appointment will be recommended, which leaves open the possibility of a further two year appointment at the end of this period.

Extensions of the Probationary Period

Extensions of the probationary period as a result of parental or medical leaves are typically granted. Consult the Handbook of Academic Administration.

Criteria for Recommending Promotion from Assistant to Associate Professor with Tenure or Appointment to Associate Professor with Tenure

A recommendation for promotion or appointment means that (a) the candidate has demonstrated excellence in respect to criteria 1 and 2 listed below, and (b) the participating members have decided that the candidate's promotion/appointment best fills the needs of the department at that time.

1. Outstanding contributions as a physicist.
 - a) A national or international reputation for excellent scholarship as evidenced by external letters of recommendation from authorities in the field.
 - b) Substantial publications in well-edited journals, beyond those derived from the candidate's own Ph.D. thesis.
 - c) A significant ongoing research effort, with a reasonable prospect of continuity and productivity.
2. Contributions to teaching.*

The candidate has demonstrated outstanding effectiveness in several and at least competent performance in all areas in which the candidate has had a chance to participate. These include lectures, discussion groups, laboratories, graduate student supervision, undergraduate supervision in thesis work or independent study, innovations in teaching methods, new course development, and laboratory creation or revision.

For evaluating effectiveness in such performance, the judgment of the candidate by his peers and students, graduate and/or undergraduate, are considered pertinent.

For those already at Brown, service to the department and the university will also be taken into consideration. For example:

- a) participating constructively in departmental faculty meetings and committees;
- b) carrying out a fair share of the associated duties;
- c) participating constructively in university committees;
- d) advising students.

* In hiring a candidate from the outside, judgment of requirement 2 (Contributions to teaching) will be based on such evidence as is available to the department (seminars, letters of recommendation, etc.).

Criteria for Recommending Promotion from Associate Professor with Tenure to Full Professor with Tenure or Appointment to Full Professor with Tenure

A recommendation for promotion or appointment means that (a) the candidate has demonstrated excellence in respect to criteria 1 and 2 listed below, and (b) a quorum (2/3 of full professors not on leave) has decided that the promotion/appointment best fills the needs of the department* at that time.

1. Outstanding contributions as a physicist
 - a) An international reputation for excellent scholarship as evidenced by external letters of recommendation from authorities in the field.
 - b) Substantial publication in well-edited journals, and evidence of having fulfilled the promise exhibited at the time of promotion/appointment to associate professorship (if the latter is applicable).
 - c) A significant ongoing research effort, with a reasonable prospect of continuity and productivity.

2. Contributions to teaching**

The candidate has demonstrated outstanding effectiveness in several and at least competent performance in all areas in which the candidate has had a chance to participate. These include lectures, discussion groups, laboratories, graduate student supervision, undergraduate supervision in thesis work or independent study, innovations in teaching methods, new course development, and laboratory creation or revision.

For evaluating effectiveness in such performance, the judgments of the candidate by his peers and students, graduate and/or undergraduate, are considered pertinent. Questionnaires are regularly employed by the department to solicit opinions of students in residence and alumni/ae.

The department will also consider evidence of excellence in other involvements as physicist, for example: editorships of scientific journals; organized of, or participant in, national symposia or international meetings; membership in NRC study sections or other government advisory groups; officer of major scientific societies.

* These needs are determined by the department's commitment to continued excellence in scholarship and teaching. At any given time there is consideration of such factors as the balance between different specialties within physics, apparent weaknesses (for example those created by the departure of a faculty member), and new developments in physics.

** In hiring a candidate from the outside, judgment of requirement 2 (contributions to teaching) will be based on such evidence as is available to the department (seminars, letters of recommendation, etc.).

In addition, for those already at Brown, service to the department and the University will also be taken into consideration. For example:

- a) participating constructively in departmental faculty meetings and committees;
- b) carrying out a fair share of the associated duties;
- c) participating constructively in university committees.