

PROMOTION AND TENURE GUIDELINES – Tenure/Tenure Eligible Faculty
COLLEGE OF OPTICAL SCIENCES
UNIVERSITY OF ARIZONA

This set of guidelines is intended to serve as a guide to the development of a long-term, strong faculty component in the College of Optical Sciences. These are not intended as fixed rules, but rather as a guide to the Standing Committee on Faculty Status, and faculty, in deciding upon the suitability of an individual for a permanent position. The College of Optical Sciences adheres to the procedures as described in the pertinent portions of the University of Arizona Handbook of Appointed Personnel (UHAP) - Chapter 3 of the faculty manual, Faculty Personnel Policies and Procedures (<http://uhap.web.arizona.edu/>). These criteria are to be considered in addition to the procedures described in the pertinent portions of Chapter 3 of the faculty manual.

THE STANDING COMMITTEE ON FACULTY STATUS

The College of Optical Sciences' Standing Committee on Faculty Status shall consist of four tenured faculty members that will be elected by the faculty when an individual is up for review, promotion, or tenure. The ranks of the committee members must be equal to or higher than the current rank of the candidate as well as the rank to which the candidate is being promoted.

If there are n cases during a given year, there will be n separate and independent committees, although the membership of these committees may have a significant degree of overlap. It is recommended (but not required) that a given individual should chair no more than one Standing Committee on Faculty Status during a given year.

Only tenured and tenure-eligible faculty members whose primary appointments are in Optical Sciences shall be eligible to vote in the election for Faculty Status Committee members.

COLLEGE PROMOTION & TENURE COMMITTEE

The College P&T Committee shall consist of three voting faculty at the Professor/tenured level selected by the Dean. The term for faculty membership is three years. The committee is charged with (1) review the recommendation of the P&T Committee's on Faculty Status (verify consistency in evaluation process amongst the individual Standing Committee's on Faculty Status) and advise accordingly (2) present the Dean with written recommendation for each proposed faculty appointment, review, promotion or award of tenure (3) on request of the Dean or affected faculty member, review and give counsel concerning other faculty personnel actions including non-reappointment, non-promotion, suspension and dismissal with reports going to all involved parties; (4) formulate for faculty and administrative consideration general policies regarding faculty promotion and tenure within the College.

MECHANICS

A typical progression of a faculty member toward a tenured position begins at the Assistant Professor level. At least two full years on appointment will pass before the faculty member is eligible for promotion. The faculty member may be considered in the third and successive years for promotion to the rank of Associate Professor, the appointment to be effective in the year following the recommendation.

If the faculty member either is not recommended for tenure in the sixth year, or has not achieved Associate Professor rank, the faculty member will be appointed for a final seventh year as an Assistant Professor. A faculty member who has been appointed to the rank of Associate Professor without tenure may be appointed annually, with a review of retention each year. After the sixth year, a retained Associate Professor without tenure will be considered to no longer be in a tenure track position. A faculty member with the rank of Associate Professor with tenure may be considered for promotion to the rank of Professor at any time after two years in the rank of Associate Professor.

CRITERIA – GENERAL

The criteria for a tenured faculty member are generally a balanced and complete record of performance in the areas of research, teaching, and service to the College and the University. The emphasis may vary between categories for any individual. The College of Optical Sciences is primarily a research and teaching organization. It shall be expected that a candidate for promotion will excel in the area of research, with the balance in teaching and service, to be appropriate to the College's needs. The minimum requirements for achieving tenure shall be the following:

Research: The candidate shall have achieved a distinctive record of independent research, with a recognized and adequate record of publications in journals appropriate to the faculty member's field. The balance of research shall demonstrate sufficient breadth that the faculty member can be deemed to be capable of modifying his/her future research over a period of years as interest in the field changes.

The research record shall demonstrate innovation and the ability to initiate and complete research projects. In general, the faculty member should be expected to demonstrate an ability to enter into meaningful collegueship with other researchers, as well as to act individually. The candidate shall demonstrate the ability to supervise and carry to completion a reasonable number of graduate students prior to promotion to a tenured position. The research record shall also demonstrate the ability of the faculty member to approach external funding agencies for the support necessary to develop and maintain an active research program. The balance of support sought and obtained relative to student support, research equipment, and operational costs shall be considered, along with other accomplishments, as evidence of ability to maintain a continuing active research program.

In general, the faculty member shall have demonstrated the ability to attain a distinctive research position in the eyes of the faculty member's peers, both external and internal to the University. The significance of publications, not merely the number, shall be evaluated in determining the status of the faculty member in the faculty member's

research community. The engineering nature of much of the work carried out at the College implies that reference letters from industrial researchers will be sought when appropriate. These industrial references will be considered equally with the references from academia.

Teaching: The candidate shall demonstrate the ability to organize and present at least one full course in an appropriate area of optics. The candidate shall show evidence of planning, teaching, and independently running a successful course, as evaluated by the impressions of the faculty member's peers and the comments of the students. The candidate shall demonstrate the ability to keep course material contemporary with the state-of-the-art in the field. The candidate shall also demonstrate the ability to work with research students in the overall planning of their successful academic and research program.

Service: The candidate for tenure shall have demonstrated a willingness to serve creatively in the governance of the College, through memberships on committees. The candidate shall also have shown evidence of participation in the professional field and local community outside of the University.

CRITERIA – SPECIFIC

The criterion for promotion to a tenured position shall be the successful demonstration of a balanced record in all three categories. In general, the nature of the College is such that the candidate will be expected to excel in the category of research, with some latitude permitted in the evaluation of the other categories. The candidate must, however, demonstrate the very strong probability of continuing to expand upon his/her record in future years.

Promotion to full Professor will require the demonstration of an outstanding and continuing research and teaching program.

CRITERIA – NOT USED

The proportion of state supported funds in the candidate's salary shall not be considered as a significant item during consideration of an individual faculty member for promotion. The Standing Committee on Faculty Status shall, however, consider the likely future health of support in the specialized area of research of the candidate during the process of recommendation.

Updated 12/04/2008/lap

**PROMOTION AND TENURE GUIDELINES – Nontenure-Eligible Faculty
COLLEGE OF OPTICAL SCIENCES
UNIVERSITY OF ARIZONA**

These guidelines are intended to assist in monitoring the development of a long-term, strong faculty component in the College of Optical Sciences. These are not intended as fixed rules, but rather as a guide to the Standing Committee on Faculty Status, and faculty, in deciding upon the suitability of an individual for a permanent position. The College of Optical Sciences adheres to the procedures as described in the pertinent portions of the University of Arizona Handbook of Appointed Personnel (UHAP) - Chapter 3 of the faculty manual, Faculty Personnel Policies and Procedures (<http://uhap.web.arizona.edu/>).

3.13 RULES AND PROCEDURES REGARDING SUCCESSIVE RENEWAL, NONRENEWAL AND PROMOTION OF NONTENURE-ELIGIBLE FACULTY MEMBERS

This section applies only to nontenure-eligible faculty members as described:

3.13.01 Lecturers

Rev. 2/2011

Lecturers and senior lecturers may be appointed for one semester or up to three years, except that all appointments for longer than one year require approval of the provost.

Adjunct and visiting lecturers shall be appointed for no more than one year at a time.

Renewal of all types of types of Lecturer appointments are subject to performance evaluations reflecting satisfactory levels of teaching, research and service, as appropriate.

3.13.02 Instructors

Nontenure-eligible instructors are appointed for a period of one year or less. An indefinite number of annual renewals is possible. An individual holding such a title may be promoted to nontenure-eligible assistant professor within three years of initial appointment provided their annual evaluations under [Section 3.10](#) meet the criteria in [Subsection 3.13.03](#). Nontenure-eligible instructors who complete a terminal degree in their field of employment may be considered for appointment as tenure-eligible instructors as provided in [Subsection 3.12.03](#).

3.13.03 Assistant Professors

Appointment or promotion to nontenure-eligible assistant professor will be recommended largely on evidence of promise, adequate training, depth of knowledge in a particular specialty, and capacity to undertake high quality teaching, research, or service. A nontenure-eligible assistant professor is appointed initially for a one-year period. This appointment may be renewed an indefinite number of times subject to satisfactory annual performance evaluations. Promotion to nontenure-eligible associate professorship is possible after a minimum of three years of service in rank.

Nontenure-eligible assistant professors must be informed by the department head /dean every five years that they are being reviewed for retention in rank or for promotion to nontenure-eligible associate professor. Such recommendations shall be considered by the standing departmental and college committees on faculty status, and be forwarded to the Provost.

3.13.04 Associate Professors

Appointment or promotion to the level of nontenure-eligible associate professor will require evidence of an established and productive career in addition to the qualifications required of a nontenure-eligible

assistant professor. Such an individual should be known at the state and national level for his or her particular expertise. Such a person should contribute to the departmental program in a significant fashion. Annual reappointments may be made an indefinite number of times, subject to satisfactory performance evaluations.

A nontenure-eligible associate professor may be recommended for promotion to the rank of nontenure-eligible professor at any time but normally shall be reviewed for retention in rank every six years. During the fifth year, the faculty member must be informed by the department head that he or she has the right to be reviewed for retention in rank or for promotion to nontenure-eligible professor. A review will be conducted unless the faculty member declines in writing. Recommendations resulting from these reviews must be considered by the standing departmental and college committees on faculty status, as well as the department head and dean, and forwarded to the Provost's office for decision.

3.13.05 Professors

Appointment or promotion to the level of nontenure-eligible professor will require unique qualifications regarding expertise and experience in addition to those possessed by nontenure-eligible associate professors. Such an individual must have achieved national recognition through peer organizations and should bring distinction to the departmental program. Nontenure-eligible professors may be reappointed annually provided they continue to meet the criteria for the rank and perform satisfactorily as determined by annual performance evaluations.

3.13.06 Decisions on Renewals

Decisions not to renew a nontenure-eligible faculty member shall be made by the department head or, in a single-department college, by the dean. The decision may be appealed by filing a written request with the dean or Provost, as appropriate, within 15 days of receiving the decision. The subsequent decision by the dean or Provost shall be final in all cases and not subject to further administrative review.

3.13.07 Notification of Nonrenewal

In the case of nonrenewal of a nontenure-eligible faculty member, notice must be given to the faculty member at least 90 days prior to his or her renewal date.