Promotions Procedures and Guidelines
February 22nd, 2007

1 Procedures and Guidelines

1.1 Hiring

a) The primary committee shall vote on all Associate Professor hires, with or without tenure, before an offer is made.
b) The faculty shall be informed prior to any faculty offer being made.
c) Prior to any faculty hire the Head and the Chair of the search committee shall solicit input from all faculty that met with the candidate.

1.2 Mentoring and Review

a) Two tenured faculty members shall be identified to act as mentors for each new faculty member to provide continuing advice to the faculty member and provide feedback to the promotions sub committee, primary committee and Head on at least a yearly basis.
b) Each Assistant Professor shall submit to the Head of Department and the Chair of the promotions sub committee an updated **full CV* each year in the spring semester** containing funding, publications, talks, students, teaching evaluations and sevice.
c) The sub committee on promotions will use the CV to provide feedback to the Head.
d) The CV's of all Assistant Professors will be distributed to the primary committee.
e) The Head shall provide feedback on an annual basis to all Assistant Professors.
f) In the third year after the hire of an Assistant Professor a detailed review shall be done by the sub committee on promotions and presented at the fall primary committee meeting.

1.3 Requirements for Promotion

The general requirements for promotion as stated in the *University Promotion Policy* (*http://www.itap.purdue.edu/apm/docs/PromotionPolicy%20rev.%208-21-2006.pdf*) are:

"… **Promotion to Associate Professor**
Academic tenure is acquired on promotion to this rank. A successful candidate should have a significant record of accomplishment as a faculty member and show promise of continued professional growth and recognition.…"

"… **Promotion to Professor**
Successful candidates should be recognized as authorities in their fields of specialization by external colleagues national and/or international as may be appropriate in their academic disciplines and be valued for their intramural contributions as faculty members.…"

1.4 General Guidelines for Promotion

The overall general guideline is that a candidate has a significant record of accomplishment and has achieved excellence in one or more of the three categories, Research, Education and Service. The general criteria in the important categories which are important for promotion are:

a) **Funding**
It is expected that an Assistant Professor will receive initial external funding in the first two years and have a major source of funding in the third year. At the time of promotion external funding should be potentially renewable and sufficient to cover all costs, including student support, associated with the professional research activities.

b) **Publications**
There should be a consistent and continuous record of publication with the promise of continuing publication. The publications should be commensurate with the years in rank and include publications in at least one high-impact journal* and a competitive citation index. There should be strong evidence of independent research and a record of accomplishment in research done at Purdue.

c) **Collaborative Research**
If the candidate is involved in collaborative research it is required for review and promotion that the role of the candidate in all aspects of the research, including funding and publications, be clearly delineated.

d) **External Recognition**
The candidate should be widely known and recognized within his or her field of expertise and be a full participant in his or her research community. As part of the external recognition there should be a record which includes invited talks, including both conference presentations and seminars/colloquia. Other activities such as organizing sessions at conferences or chairing sessions are also important.

e) **Student Education**
At the time of promotion it is expected that the Assistant Professor will have one or more graduate students. In addition having undergraduates involved in the research program is very positive.

f) **Teaching**
All candidates should have excellent teaching evaluations as judged by their peers and a demonstrated commitment to the delivery of high quality instruction in both service and core courses. This commitment can be recognized in different ways including, but not limited to, excellent student teaching evaluations, the receipt of teaching awards, and attendance at workshops aimed at improving teaching skills. Teaching an advanced or specialty course is strongly encouraged.

g) **Service**
All candidates are expected to serve on Departmental committees. Service on at least one committee that contributes to issues of Department policy is especially important.

* There is a specific format for the promotions document which requires publications to be ranked as Tier 1, 2, or 3 and those for which the Assistant Professor was a primary author be designated by an asterisk. As far as possible a CV should conform to this format.

Templates and information can be found at

Resources --> Faculty --> Inside Physics --> Promotion Document Template.

https://www.physics.purdue.edu/Zope/inside_physics/faculty/files/PhysDocViewerHTML