

## **Procedures and Guidelines for Promotion and Tenure**

### **Department of Geosciences (11/15/18)**

The Geosciences Tenure and Promotions Committee expects all tenure-track applicants for tenure and promotion to demonstrate a level of engagement and achievement in teaching, research, and service that is appropriate for departmental norms and consistent with the individual's FTE effort distribution. An applicant for tenure and promotion is expected to document excellence in at least one category and excellence or proficiency in the remaining categories. An applicant for promotion to Full Professor is expected to demonstrate excellence in at least two categories and excellence or proficiency in the remaining category.

The committee's overall recommendations are informed by the candidate's tenure or promotion packet materials, external letters from established peers, and on the committee's internal deliberations.

In evaluating excellence or proficiency, the T&P Committee places particular value on accomplishments in the following categories.

#### **Research**

Success in establishing an externally funded research program

Major grant(s) and/or contracts, and/or a productive portfolio of smaller grants/contracts

Demonstration through publications and grantsmanship of impact, and breadth and/or depth in field(s) of research.

Peer-reviewed publications that demonstrate impact on relevant field(s) of science and/or science education, as supported by citation metrics. Successful candidates for promotion to Associate Professor and tenure will typically have at least six CSU-affiliated peer-reviewed publications at the time of their application, with the majority demonstrating work done since appointment as tenure-track faculty at CSU. Successful applicants for Full Professor will typically have at least eight peer-reviewed publications since appointment to their current rank and otherwise demonstrate a substantial professional reputation and body of work. The suggested minima included here refer to publications in which the candidate has had a significant role. The P&T Committee suggests that candidates describe their role when they contribute significantly to papers for which the candidate is not first or second author.

Visibility in and contributions to workshops, meetings, and other broader community service to their discipline(s), and as reflected in external letters.

Leadership in the scientific community, such as a workshop organizer, session convener, community grant writer.

## **Teaching**

Quality and/or creativity in teaching

New courses and/or field excursions and/or significant effort devoted to course development each year

Solid contribution to curriculum development

Mentoring of graduate and/or undergraduate students and graduate advisees, as evidence by graduate financial support, outcomes such as student-led publications, and the timeliness and number of graduate degrees completed.

Undergraduate engagement in research

Teaching grants/contracts and/or leadership efforts (can obviously overlap with “research”)

Leadership positions, visibility in science education workshops, and contributions to textbooks or other teaching materials.

The general expectation for teaching in Geosciences is three classes and 8-10 credits on average per year for all faculty on 40/40/20 appointments, although faculty may negotiate a different appointment partition with the department head and this will be considered in tenure and promotion recommendations. The T&P Committee recognizes that effort expended on teaching varies substantially in relation to factors including class size, level at which a course is taught, class format (e.g., lecture vs field-based), development of new courses, and effort put into regularly updating and revising course content and structure.

## **Service**

Contributions to the department, college, university and professional community in committees, events, community planning and assessment, leadership, and other efforts.

Outreach or engagement with the public (groups outside of academia)

Editorial positions

Offices and service in professional societies or organizations

## **External Letters**

The T&P committee will incorporate the recommendations of three or more external evaluators in its deliberations. External evaluators will be asked to comment on all categories of performance (teaching, research, service). The candidate is invited to provide a list of up to five potential conflict-free external evaluators with brief descriptions as to their relevance and value to the process. The committee will use this list in a suggestive capacity only and has full latitude in the solicitation of external letters.

## **Summary**

The T&P Committee believes all tenure-track faculty are hired with the expectation that their performance will merit tenure and successive promotion to Associate and Full Professor. The above indicates common performance metrics that the T&P Committee values but does not constitute an exhaustive list. The T&P Committee recognizes that performance is evaluated within the context of the normative workload, FTE effort distribution, and resources within the department, college, and university. The committee evaluates applicants in the context of the Department of Geosciences Values Statement. The T&P recognizes that individuals bring new and unique skills and considers other activities that demonstrate professional accomplishment as documented in the T&P application. If a candidate has an uneven distribution of effort through time, an explanatory note should be provided.