



College/ Independent Unit	The College of Liberal Arts and Sciences
Academic Unit/ Department, if any**	Department of Physics
Choose document type (bylaws or criteria Document?): Criteria for Promotion of Career-Track Faculty and Academic Professionals	
If bylaws, does it include criteria for promotion/continuing status/tenure?	
Please concisely list the ranks included in the criteria (if relevant). <ul style="list-style-type: none"> ● Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor ● Research Assistant Professor, Research Associate Professor, and Research Professor ● Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor ● Academic Professionals 	

Unit and college approval

Date of approval by the faculty and/or academic professionals	October 27, 2025
Date of review by the dean (or lead of independent unit)*	November 12, 2025

Provost office approval

	Patricia Friedrich	December 4, 2025
Signature	Name	Date

*Per ACD111-02, all colleges and academic units must have bylaws, approved by a majority of the unit faculty. With the consent of all college deans to which a unit reports, the faculty of the unit may choose to utilize the college’s bylaws as their unit bylaws.

**Academic units are usually departments and schools, not research centers or programs. Academic units, in this context, have criteria for promotion which were approved by its faculty and/or academic professionals.

College of Liberal Arts & Sciences
Criteria for Promotion of Career-Track Faculty and Academic Professionals
Department of Physics

Reviewed by the dean on November 12, 2025

Approved by the faculty assembly of the school on October 27, 2025

Promotion Criteria for Career-Track Faculty and Academic Professionals in the Department of Physics, Arizona State University

Promotion policies for all career-track faculty and academic professionals follow in this document. Promotion of career-track faculty is warranted only when achievements are tangibly demonstrated. Thus, promotion is based neither on promise nor longevity, but on demonstrated excellence. It is natural for candidates to vary in the time required to attain the appropriate level of achievement. Promotion cases are considered on an annual basis according to a schedule determined annually by the provost and dean.

Expectations and Promotion Criteria for Teaching Professors

Definition of position: (ACD505-02)

As defined by Academic Affairs Manual policy ACD505-02, teaching professors are fixed-term faculty members with responsibilities that may include teaching, service responsibilities, supervising supplemental kinds of student learning, professional development, and/or administrative duties related to teaching.

1. Expectations at all levels of teaching professor

The following expectations apply to all teaching professor ranks (Assistant, Associate and Full):

- a. A record of quality teaching, as evidenced by:
 - i. Standard departmental student evaluations, student responses to any other systematic measurement, peer reviews, or other normative instruments used by the department.
 - ii. Well-developed, up-to-date syllabi and course materials that reflect program goals and requirements
 - iii. Use of appropriate techniques to assess students' understanding of course content
- b. Annual performance evaluations at the level of "Satisfactory" or higher, on the departmental scale.
- c. Participation in appropriate departmental-level committees, activities or workshops.
- d. Maintaining regular student office hours and meeting the administrative expectations for instructional staff, including timely responses to requests for course planning and book orders, providing the department with copies of syllabi and course evaluations, etc.
- e. Compliance with unit, college and university policy and procedures, as described in ACD.

2. Promotion from Assistant Teaching Professor to Associate Teaching Professor

In addition to the basic expectations for all Teaching Professor ranks (Section 1), candidates for promotion to Associate Teaching Professor are expected to have at least five years of full-time college-level teaching experience or equivalent with at least three years at ASU and demonstrate all items in 2.a below, and at least one item in 2.b below. Candidates may count the year of application toward this eligibility requirement. The strongest candidates will have a PhD (or appropriate terminal degree) and will show a pattern of these activities throughout the candidate's years in rank.

a. Excellence in teaching, as evidenced by:

- i. Innovation and breadth of effort, such as new courses taught or developed, variety of courses taught, implementation of appropriate new methods
- ii. Annual performance evaluations predominantly at the level of Satisfactory or higher, on the departmental scale.
- iii. Continuing professional development through participation in workshops or panels at Department or University levels.

b. Additional teaching-related achievements, as evidenced by:

- i. Award for quality of instruction.
 - ii. Professional development related to the teaching assignment beyond departmental workshops. For example, participation in University workshops or study groups on teaching methods; disciplinary short courses related to pedagogy, participation in professional conferences on teaching methods.
 - iii. Course or curricular development or the development of new pedagogies. For example, substantial contributions to textbooks, archival course materials, or online teaching materials that are made available to others; preparing a course for online delivery, development of a new course title.
 - iv. Substantial contributions to advising or mentoring students. For example, academic advising of undergraduate students, advising/mentoring graduate TAs, supervision of Learning Assistants, peer mentoring, or advising discipline-related student organizations.
 - v. Participation in administration and service related to the instructional mission of the Department; for example, management of programs, promoting undergraduate research, inclusive excellence or outreach initiatives, participation in department committees dealing with undergraduate instruction.
 - vi. Leadership in national and local organizations related to physics education. For example, holding leadership roles in professional or community organizations, organizing conferences or workshops, or contributing to efforts aimed at improving teaching and learning in physics education at national and/or local levels.
 - vii. Obtaining external grants linked to teaching, and/or mentoring activities
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3. Promotion from Associate Teaching Professor to Teaching Professor

In addition to the basic expectations for all Teaching Professor ranks (Section 1), candidates for promotion to Teaching Professor are expected to have a minimum of seven years of college-level teaching experience and meet all criteria of 2.a above, demonstrate a sustained record of accomplishment in at least three items in 2b above; as well as evidence of a *leadership* role in the administration of instructional activities in the department, such as: coordination of the mentoring and/or training of teaching/learning assistants, faculty and/or other instructional personnel; oversight of curriculum content, textbooks, grading policies and systems, etc. Candidates may count the year of application toward this eligibility requirement. The strongest candidates will have a PhD (or appropriate terminal degree) and will show a pattern of these activities throughout the candidate's years in rank.

Criteria for Promotion of Research Professors and Clinical Professors

Career track, fixed-term faculty titles in the Department of Physics may also include the following promotion-eligible titles (listed from entry to full rank):

- Assistant Research Professor, Associate Research Professor, and Research Professor
- Assistant Clinical Professor, Associate Clinical Professor, and Clinical Professor

Promotion of Research Professors

Candidates seeking promotion to **Research Associate Professor** must have at least five years' experience in rank with a majority of that service at ASU. Candidates may count the year of application toward this eligibility requirement. A case for promotion must be linked to excellence and will demonstrate how the candidate has significantly and substantially enhanced the research mission of the unit, as evidenced by at least three of the following over the period in rank:

1. Authorship of a significant number of refereed publications in appropriate journals.
2. Significant contribution to the preparation of peer-reviewed grant proposals.
3. Presentations at important meetings/conferences relevant to the candidate's field.
4. Awards of United States patents, if appropriate.
5. Evidence of excellent mentorship, teaching, laboratory instruction, or supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise. Evidence may include contributions to activities supporting the [ASU Charter](#).

Candidates seeking promotion to **(Full) Research Professor** must have at least seven years in total, including assistant and associate, experience in rank and document a substantial and sustained record of excellence since the previous promotion, per criteria given below, with the majority of that service being at ASU. A case for promotion must be linked to excellence and will demonstrate how the candidate's *leadership* has enhanced the research mission of the unit

in a substantial way. Excellence may be demonstrated by at least three from among the following over the period in rank:

1. A sustained record of authorship of refereed publications, particularly in high-impact journals in the field.
2. Authorship or co-authorship of successful peer-reviewed grant proposals.
3. Demonstrated proficiency in the management of a research laboratory or related facility.
4. A sustained record of presentations at national or international scientific meetings.
5. Sustained, demonstrable excellence in mentorship, teaching, laboratory instruction, or supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise and may include contributions to activities supporting the [ASU Charter](#).

Criteria for Promotion of Clinical Professors

Candidates seeking promotion to **Clinical Associate Professor** must have at least five years' experience in rank with a majority of that service at ASU. Candidates may count the year of application toward this eligibility requirement. A case for promotion must be linked to excellence and will demonstrate how the candidate has significantly enhanced the instruction of students and/or advanced the goals of the unit in a substantial way as evidenced by at least three from among the following over the period in rank:

1. A record of significant contributions to teaching, not only through superior performance in the laboratory or classroom, but also through the broader support of the University's teaching mission, which may include contributions to teaching activities supporting the [ASU Charter](#).
2. Contributions in the form of student internships or other practical components of a degree program.
3. Contributions to the design, development, and/or oversight of curriculum in specific courses.
4. Significant involvement in the coordination of curricula in different courses.
5. Demonstrated breadth and versatility of teaching in a range of courses.
6. Involvement in professional development activities that reflect substantial awareness of the evolution of knowledge and/or curriculum in the discipline.

Candidates seeking promotion to **(Full) Clinical Professor** must have a substantial and sustained record of excellent performance since the previous promotion, per criteria given below, with the majority of that service being at ASU. A case for promotion must be linked to excellence and demonstrate the candidate's leadership in the enhancement of the instruction of students and/or advancement of the goals of the Unit in a substantial way, as demonstrated by at least three examples from among the following over the period in rank:

1. Significant leadership contributions to teaching, not only through superior performance in the laboratory or classroom, but also through the broader support of the University's teaching mission, which may include contributions to teaching activities supporting the University's Charter goals.
2. Leadership in program of student internships or other practical components of a degree program.
3. Leadership contributions to the design, development, and/or oversight of curriculum in specific courses.
4. Significant leadership in the coordination of curricula in different courses.
5. Sustained breadth and versatility of teaching in a range of courses.
6. Facilitation or leadership involvement in professional development activities that reflect substantial awareness of the evolution of knowledge and curriculum in the discipline.

Procedure for Promotion of Research Professors and Clinical Professors

The unit Personnel Committee reviews the candidate's portfolio, evaluates the case and prepares a letter of recommendation for the Department Chair. The Department Chair prepares an independent letter evaluating the case. Both letters are included in the promotion portfolio and provided to the Dean of the College.

Promotion of Academic Professionals (APs)

A full list of AP titles is listed in [ACD 505-03](#). AP categories commonly employed in the Physics Department include Instructional Professional, Research Scientist and Research Professional. These appointments are rank eligible with promotion levels: Assistant, Associate and (Full), with the term "full" not usually stated explicitly. APs may hold continuing, probationary, or fixed-term appointments. An AP with a fixed-term appointment may have a year-to-year, multi-year, or rolling multi-year appointment. Promotion of academic professionals is warranted only when achievements are tangibly demonstrated. Thus, promotion is based neither on promise nor longevity, but on demonstrated excellence.

Promotion criteria for academic professionals depend on the AP's assigned job responsibilities, which can vary considerably across and within each category, according to the programmatic needs of the department. Each individual must have a detailed description of their job responsibilities on file with the department. Guidelines for significant accomplishment in broad categories are outlined below. The process guides for promotion of fixed-term APs is different from the process guide for promotion of APs with probationary or continuing appointments. The candidate should consult with the Unit office to determine the appropriate promotion process guide to follow.

The three areas considered in evaluation of all academic professionals seeking promotion are excellence through position effectiveness, professional contributions, and institutional, professional, and community service.

Promotion of Academic Professionals from Assistant to Associate Rank

Candidates for promotion to the Associate rank must have at least five years' experience in rank with a majority of service occurring at ASU. Candidates may count the year of application towards this eligibility requirement. Academic Professional candidates seeking promotion from Assistant to Associate rank must demonstrate excellence in position effectiveness, continued professional contributions, and growth and involvement in institutional, professional, and community service. Specific criteria are outlined in the categories listed below and should be considered commensurate with the candidate's job description and workload.

1. If **instruction** is a significant component of the job description, candidate should demonstrate excellence in multiple examples from among of the following:
 - a. A record of significant contributions to teaching, not only through superior performance in the laboratory or classroom, but also through the broader support of the University's teaching mission, which may include contributions to teaching activities supporting the [ASU Charter](#).
 - b. Contributions to the design, development, and/or oversight of curriculum in specific courses.
 - c. Significant involvement in the coordination of curricula in different courses.
 - d. Demonstrated breadth and versatility of teaching in a range of courses.
 - e. Involvement in professional development activities that reflect substantial awareness of the evolution of knowledge and/or curriculum in the discipline.
2. If **research** is a significant component of the job description, candidate should demonstrate excellence in multiple examples from among the following:
 - a. A record of significant contributions to research and scholarship, either through wide dissemination of results in publications or presentations at appropriate research conferences.
 - b. Significant contributions to the preparation of successful grant proposals and refereed scholarly manuscripts, where relevant.
 - c. Development of laboratory hardware or software essential to the research enterprise.
 - d. Demonstrated development of expertise which advances the unit's research agenda in the assigned area.
 - e. Evidence of effective mentorship, laboratory instruction, or supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise

3. If **service** is a significant component of the job description, candidate should demonstrate excellence in multiple examples from among the following may serve to demonstrate excellence:
 - a. Significant involvement in institutional, professional and community service work as appropriate, which may include contributions to service activities supporting the University's Charter goals.
 - b. A record of effective management of facilities used in support of the university's instructional or research missions.
 - c. Evidence of extensive collaboration with faculty in their research activities
 - d. Evidence of effective outreach to K-12 schools or the general public.
 - e. Demonstrated superior management of instrumentation or equipment facilities that support the research, instructional or outreach missions of the institution.

Promotion of Academic Professionals from Associate to Full Rank

Candidates for promotion to the full rank must demonstrate a sustained and substantial record of excellence in position effectiveness, continued growth in professional contributions, and involvement in institutional, professional, and community service activities during the period in rank. Examples are outlined in the categories listed below.

1. If **teaching** is a significant component of the job description, candidate must demonstrate excellence in multiple examples from among the following:
 - a. A sustained record of excellence and versatility in the classroom as well as leadership in the design, development, and oversight of curriculum in the discipline, which may include contributions to teaching activities supporting the [ASU Charter](#).
 - b. Demonstrated proficiency in the management of specific courses.
 - c. Documented participation in national or international discourse on evolving knowledge in the field, curricular developments, and teaching techniques.
 - d. Participation in the solicitation or administration of external funding to support teaching initiatives.
 - e. Sustained effectiveness in the mentorship of other teachers, including graduate assistants, other academic professionals, faculty members, or other instructional staff.
 - f. Substantive involvement in interdisciplinary teaching efforts or other forms of collaboration or articulation, especially those involving other university departments, community colleges, or high schools.
2. If **research** is a significant component of the job description, candidates must demonstrate excellence in multiple examples from among the following:

- a. A sustained record of scholarly initiative and recognized contributions to their fields
 - b. Demonstrated proficiency in the management of a research laboratory or related facility
 - c. Leadership role in development of laboratory hardware or software.
 - d. Distinctive contributions to nationally or internationally recognized scholarship or evidence of nationally or internationally recognized expertise
 - e. Significant role in the preparation of successful grant proposals and refereed manuscripts
 - f. Significant contributions to national or international scientific meetings
 - g. Sustained, demonstrable effectiveness in mentorship, teaching, laboratory instruction, and supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise
3. If **service** is a significant component of the job description, candidate must demonstrate excellence in multiple examples from among the following:
- a. Sustained involvement in institutional, professional, and community service work as appropriate, which may include contributions to service activities supporting the [ASU Charter](#).
 - b. A sustained record of leadership in management of facilities used in support of the university's instructional or research missions.
 - c. Evidence of a leadership role in at least some aspects of their collaborations with faculty in their research activities.
 - d. Evidence of organizational leadership in outreach efforts for K-12 schools or the general public.
 - e. Demonstration of leadership roles in professional societies, such as chairing or organizing sessions at national symposia, memberships on national committees, holding offices in professional societies, appointments to important review bodies for governmental agencies.
 - f. Demonstrated leadership in management of instrumentation or equipment facilities that support the research, instructional or outreach missions of the institution.

Procedure for Promotion of Academic Professionals

The Chair may appoint an Academic Professional, at or above the rank of the candidate, to serve on the Personnel Committee for the purpose of evaluating Academic Personnel promotion cases. The Budget and Policy Committee reviews the candidate's portfolio, evaluates the case and prepares a letter of recommendation for the Department Chair. The Department

Chair prepares an independent letter evaluating the case. Both letters are included in the promotion portfolio and provided to the Dean of the College.

Changes to the Department of Physics Promotion Criteria

This document should be updated on a regular basis to reflect the most current structure of appointments at ASU. Changes mandated by University policy become effective immediately. Changes motivated by the faculty, Budget and Policy Committee or Department Chair will be managed in the same way as for changes to the bylaws. Should a portion of this document become invalid, the rest of the document remains in effect.