



DEC 21 2007

JOHN CARROLL UNIVERSITY

THE JESUIT UNIVERSITY IN CLEVELAND

December 18, 2007

Dr. Anthony Roy Day, Chair  
Department of Physics

Dear Dr. Day,

I have received the recent version of the Physics Department's "Policies with Respect to Tenure," submitted on November 7<sup>th</sup>, 2007. I am grateful to you and to the members of the Department for your positive response to Dean Linda Eisenmann's request to make a slight change in the definition of "research active" as it appears in the department's revised guidelines. The small change you have agreed to make in the document is nevertheless a significant one. I appreciate also the attention you have given to the entire document.

I hereby approve the Department of Physics' tenure guidelines (see attachment) as revised on November 7<sup>th</sup>, 2007. They will be in effect for any faculty members hired after this date.

Thank you for your careful attention to this matter.

Sincerely,

David M. La Guardia  
Academic Vice President

Attachment

cc: Dr. Linda Eisenmann ✓  
Dr. Sally Wertheim  
Dr. Karen Schuele  
Dr. James Krukones

**PHYSICS DEPARTMENT, JOHN CARROLL UNIVERSITY  
DEPARTMENTAL POLICIES WITH RESPECT TO TENURE**

**I Criteria for the Granting of Tenure**

NOTE: The following areas should be evaluated when considering a faculty member for the granting of tenure in the Physics Department.

- A. Teaching (50-60%)
  - 1. Demonstrated ability to teach a breadth of topics.
  - 2. Demonstrated ability to teach courses at both the 100-200 level and the 300-400 level.
  - 3. Demonstrated effectiveness of teaching.
  - 4. Enthusiasm for teaching.
- B. Research (20-30%)
  - 1. Demonstrated ability to establish and sustain a coherent research program in an area appropriate to the discipline of physics.
  - 2. A publication record at least sufficient to maintain the status of "research active" faculty, as defined by the Dean of the College of Arts and Sciences in determining course load reductions from twelve to nine credit hours per semester.  
NOTE: At least one publication must be in a reputable journal appropriate for the candidate's sub-discipline and based on work initiated while on the faculty at John Carroll University. For papers from large collaborations the candidate may need to provide evidence of the significance of their specific contribution to the paper.
  - 3. Evidence of potential to obtain outside support for research.
- C. Service (10-20%)
  - 1. Ongoing participation in departmental services and activities (other than teaching as defined in the broad sense).
  - 2. Evidence of willingness and ability to participate in University-wide areas of faculty responsibility.
  - 3. Evidence of willingness and ability to provide professional service such as reviewing manuscripts and grant applications or service to professional organizations.
  - 4. Any service to the wider community.

NOTE: Percentages are shown only to suggest the relative weight the department places on each area.

**II. Criteria for Admission to the Tenure Track**

NOTE: The following criteria must be observed when considering an applicant for a tenure-track position in the Physics Department.

- A. The applicant must have an earned doctorate in physics or a related technical field.
- B. The applicant should show the potential to meet the tenure criteria in I., especially in items I.A and I.B.
- C. The applicant must be willing to teach and do research in the areas of physics that are of interest to the department.
- D. The applicant must evidence an understanding of and agreement with the mission of the University and the Department.

III. Procedures for Application of Tenure Criteria

- A. Applicants for a tenure track position must be given a copy of the Tenure Policies before or at the time of the personal interview. The criteria and procedures should be explained to the applicant at that time. Any specific stipulations coming out of the interview shall be given in writing to the applicant, with a copy retained by the department chairperson.
- B. The Tenure Committee of the Physics Department shall be established in accordance with the rules specified in Appendix M of the faculty handbook.
- C. The Tenure Committee will establish a timetable and a set of procedures for meeting with the tenure candidates and reviewing their dossiers that satisfies the review criteria and timetable specified in Appendix M of the faculty handbook.

November 7, 2007  
Date accepted by the Physics Department

December 18, 2007  
Date accepted by the Academic Vice President

ART Day  
Chairperson

David M. LaQuandra  
Academic Vice President

APPROVED DEC 18 2007