

EASTERN WASHINGTON UNIVERSITY

PHYSICS DEPARTMENT PLAN

DISCLOSURE STATEMENT

The faculty and staff of the Department of Physics agree to, and are in compliance with, the mission and goals of the University at-large, the College Plan of Science, Mathematics, and Technology and the Collective Bargaining Agreement between the Eastern Washington University Board of Trustees and the United Faculty of Eastern. Where this academic unit's policies and procedures coincide with the University Plan, the Plan of the College of Science, Mathematics, and Technology, and the Collective Bargaining Agreement, this Department Plan will not include a duplication of existing policies. Faculty and staff are referred to the university, college, and collective bargaining agreement documents for these policies and procedures.

CHANGES TO THE PLAN

This plan can be amended or changed by a majority vote of the faculty of the Physics Department.

EFFECTIVE DATE

This plan takes effect on June 1, 2001

This plan was approved by the Physics Department on May 25, 2001.

The revised version was approved on October 26, 2001.

1. Department Mission and Vision Statements

A. Mission Statement

i. Teaching

The primary mission of the Physics Department is teaching. This mission is carried out through department courses serving general education students, course sequences in Introductory Physics and General Physics and the associated laboratory courses that serve science majors, and courses for physics majors. Three majors are offered by the Department, including the Bachelor of Science Degree, the Bachelor of Arts Degree, and the Bachelor of Arts in Education in Physics Degree. Minors are also offered for the BS, BA and BAE. The Department major programs prepare students for entrance into graduate schools in Physics and Engineering, for secondary teaching, and for job opportunities in technical fields. Undergraduate Physics majors are provided opportunities to participate in faculty research.

ii. Research and Scholarship

The faculty of the Physics Department conduct scientific research and contribute to understanding of the pedagogy of physics.

iii. Service Mission

The faculty of the Physics Department carry out service functions at the Department, College and University level through participation in the academic governance structure and the Faculty Organization. In addition, the faculty contribute their time and expertise to service within the community.

B. Vision Statement

The Physics Department is committed to the success of all of its students. The Department provides a welcoming and nurturing environment for its students, in which the faculty apply the best pedagogical practices to teach current content knowledge. Students receive academic advising from the faculty to help them achieve their educational goals, as well as information and advice concerning graduate school opportunities and career choices. Students are provided with work opportunities within the Department to develop their professional skills. The Physics Department gives students opportunities to meet socially with each other and with the faculty. Physics faculty are actively involved with professional colleagues in the region and at the national level, and help physics students develop their own professional perspectives.

2. Strategic Plan

The Physics Department plans to focus on improvements in the following areas.

1. Increase the number of physics graduates to 10 per year as required by the program review committee.
2. Provide research opportunities for physics majors.
3. Develop 3-2 programs with several cooperating engineering schools if such programs are feasible.
4. Consider a degree option in computational physics in cooperation with the EWU Computer Science Department.

3. Standards and Expectations for Faculty Excellence

The College Plan (page 26-37) sets standards for Retention, Tenure and Promotion.

4. Minimum Standards of Performance for consideration for Retention, Tenure and Promotion

The College Plan (page 26-37) sets standards for Retention, Tenure and Promotion.

5. The Process and Timeline for Faculty Activity Plans

A Faculty Activity Plan (also called Career Development Plan), shall be prepared by each tenured faculty member in accordance with the Collective Bargaining Agreement, in particular, Appendix V, page 70, paragraph 3. There are special requirements for the plans for non-tenured faculty and faculty eligible for promotion that are given in the College Plan.

6. Minimal Standards of Performance that must be met by Tenured/Full Professors

These standards are stated in the Physics Merit Plan, Appendix A below.

7. Expected Faculty Teaching, Scholarship and Service loads

Normal teaching loads in the Physics Department will not exceed two lecture courses and one laboratory course per quarter, and should normally be in the 9-12 credit hour per quarter range, and average 30 credits per year. No faculty member will teach more than 36 contact hours in an academic year.

In the area of Scholarship/Professional Activity, faculty members are expected to maintain activity levels consistent with their career development plans.

Faculty members are expected to regularly attend Physics Department meetings and maintain service activities consistent with their career development plans.

8. The Procedures for Peer and Student Evaluation of the Teaching Effectiveness of all Department Faculty on a Regular Basis.

Teaching will be evaluated using the standard evaluation form of the Physics Department. Each tenured professor should be evaluated every three years for his/her faculty activity plan (also called career development plan), and as needed for the merit pay plan.

For promotion and tenure decisions, teaching evaluation guidelines are set by the College Plan.

9. The Evaluation process for Retention, Tenure and Promotion

A. Department Personnel Committee (DPC)

This committee will normally be three full professors elected by the Physics Department. The DPC will elect one member to serve as Chair.

The responsibilities of the DPC are listed in the College Plan. The DPC will complete its duties on the schedule determined by the Dean of the College.

B. The Physics Department will use the standards for Retention, Tenure and Promotion given in the College Plan.

10. Evaluation Process for Tenured/Full Professors.

The review of faculty contributions will be carried out in accordance with the Collective Bargaining Agreement, as specified in, Appendix V, page 70, paragraph 3

11. Procedures for Evaluation of all Faculty Performance.

This is described in points 9 and 10 above.

12. Criteria used for Recommendations of Emeritus Status.

Upon retirement, faculty can be elected to Emeritus Status by a majority vote of the rest of the Physics Faculty. Such a faculty member should have served the University with distinction. Normally this is interpreted to mean service at the level of the criteria for promotion to Full Professor for a period of 10 years.

13. Procedures for Selecting a Department Personnel Committee

See item 9 above.

14. Duties and Responsibilities of the Chair

The Physics Department operates as a committee of the whole. The Chair is responsible for carrying out the policies and decisions of the department, and making day-to-day decisions consistent with department policy to achieve the smooth operation of the department. The Chair carries out the responsibilities listed in the College Plan.

15. Participation of Faculty in Decision Making

As described above, the Physics Department operates as a committee of the whole. This places the primary responsibility for decision making with the faculty of the department. Normally the department will operate by consensus. In cases when consensus cannot be reached, a vote will be taken, and a simple majority of faculty members present will decide the issue. The Chair is considered a voting member of the Faculty.

16. Faculty Accessibility to Students

The faculty of the Physics Department have a tradition of being available to students during any day when the university is in session. Faculty tend to be in their offices and available except when they have meetings or teaching responsibilities. However, each faculty member should post office hours to let students know when their visits will be most convenient.

17. Advising Plan for all Majors and Minors

Students needing advising in the Physics Department should contact the Chair to be assigned an advisor. The tradition has been that the Chair does most academic advising. Any faculty member wishing to do advising should advise the Chair as to which degree program they wish to advise. Such effort should be considered in retention, tenure, promotion and merit pay decisions. Only the Chair and one other faculty member have signature authority for graduation forms and course overloads. Each student, upon signing the departmental form as a physics major, will be assigned an advisor in the department, and will be required to meet with the advisor at least on an annual basis.

18. Faculty Participation in Student Recruitment and Career Planning

The Physics Department will cooperate with and participate in the recruiting activities of the Admissions Office and the College of Science, Mathematics and Technology. The Department will maintain brochures describing Physics programs, faculty and student opportunities. A Physics page will be maintained on the College of Science, Mathematics and Technology web server. Physics faculty will maintain contacts with area high school physics teachers through professional associations and science education programs.

19. Faculty Recruitment Strategy

The Physics Department will follow the guidelines for recruitment and appointment specified in the College Plan, as well as the rules established by the State and the University which are administrated by Academic Affairs.

20. Curriculum Development

Curriculum development is both a department and an individual faculty responsibility. Any faculty member or groups of faculty members may propose a curriculum change. All

curricular changes must be approved by the Physics Department before being submitted to the University Undergraduate Affairs Council.

21. Assessing Departmental Programs

The Physics Department has an assessment plan in Trac Dat format. The plan includes Goals and Objectives and a timeline for assessing them.

22. Distribution of Faculty Development Money

Each faculty member will be allocated \$1200 of the annual Physics Department budget for their professional development. Faculty members will monitor their expenditures, as will the Chair. Any expenditure that furthers the professional achievements and contributes to the expertise of the faculty will be appropriate. Such items should normally advance the teaching, scholarly and service roles of the faculty.

23. Merit Plan

When funds are available for merit, the Physics Department will implement its Merit Pay Plan, attached as Appendix A in this document.

24. Annual Process for Review of Departmental Budgeting Methods, Decisions and Allocations.

The budget of the Physics Department will be a regular agenda item of Physics Department meetings. The Chair will give the budget report at the meetings. The Physics Faculty will set budget policy and make budget decisions, which are carried out by the Chair.

25. A Policy for Recommending Adjunct Appointments

The Physics Faculty are responsible for recommending adjunct positions. Their decisions will be carried out by the Chair.

26. Criteria used for Recommendation of Graduate Faculty.

All Physics faculty with an earned Ph.D. in Physics or Astronomy are automatically members of the Graduate Faculty. Faculty without such a degree may be recommended for the Graduate Faculty by a majority vote of the Physics Graduate Faculty.

27. Required Terminal Degree for a Position within the Department.

A Ph.D. is the proper terminal degree for one seeking a permanent faculty position in the Physics Department. For part-time, or sabbatical replacement positions a Masters Degree in Physics or Astronomy is required.

Appendix A. Merit Pay Plan

A. Procedures.

1. A list of accomplishments for the period to be evaluated must be completed for each eligible faculty member. This can be done in two ways.
 - a. A self nomination letter.
 - b. A nomination letter prepared by the DPC, Department Chair, or fellow faculty member.
 2. Every eligible faculty member except the Chair will evaluate all eligible faculty in three categories: teaching effectiveness/activities; professional/scholarly activities/research; and contributions/service to the Department/University/Community.
 3. Evaluations will be based on the following point scale.
 - A. Teaching 0-12
 - B. Professional 0-5
 - C. Service 0-3
 Evaluators must assign any integer point value in the ranges given.
 4. Each evaluation must be signed by the evaluator and will be available in the Chair's office to all evaluated faculty.
 5. The Department Chair will average the scores for each candidate in each category and round off the average to the nearest point, with 0.5 rounded up. The Chair will notify each candidate of his scores and the scores of the other candidates, and discuss with each candidate these preliminary results. At his discretion the Chair may increase or decrease a score in any category by one point for any candidate except the Chair.
 6. Merit points will be total points awarded minus 4. Each merit point will represent the same number of dollars.
 7. An individual on sabbatical for any portion of an evaluation period will be evaluated for that portion on a scale of 0-20. This score will be averaged with evaluations of normal full time portions, using the usual criteria, in proportion to the time spent.
 8. The Department Chair will be evaluated as all other eligible faculty. However, the Chair will receive a merit award in proportion to half of the merit points awarded. The DPC may increase or decrease the number of points awarded to the Chair in any category by one point.
 9. The evaluation period will be set by the University, but it will normally be an annual evaluation for a one year period ending at the close of summer quarter.
- B. Minimum criteria to receive a score of 2 points in teaching, one point in the other categories, and 4 points in Professional Leave .
1. Teaching Effectiveness/Activities.
 - a. Carries out assigned teaching duties in a professionally responsible manner as determined by student and peer evaluations.
 - b. maintains suitable office hours.
 2. Professional Activities/Research.
 Continues to develop professionally by any of the following:
 - i. Private reading/study.
 - ii. Research, published or unpublished.
 - iii. Participation in professional societies.
 - iv. Scholarly publication.

3. Contributions/Service.
 - a. Participates in departmental or University activities and/or governance, or
 - b. Contributes to the intellectual or academic environment of the University or community.
4. Professional Leave.
 - a. Carries out Professional Leave activities in a responsible, professional manner.

C. The following scales will be used for evaluating faculty members.

1. Teaching Effectiveness
 - 12 Truly superior
 - 10 Excellent
 - 8 Very good
 - 6 Good
 - 4 Fair
 - 2 Minimum acceptable
 - 0 Not acceptable

2. Professional Activities/Research
 - 5 Truly superior
 - 4 Excellent
 - 3 Good
 - 2 Fair
 - 1 Minimal activity
 - 0 No activity

3. Contributions/Service
 - 3 Truly superior
 - 2 Good
 - 1 Minimal activity
 - 0 No activity

4. Professional Leave
 - 20 Truly Superior
 - 16 Excellent
 - 12 Good
 - 8 Fair
 - 4 Minimum Acceptable
 - 0 Not acceptable

D. Criteria

The following are intended as guidelines for use by faculty, the Department Chair, and the Department Personnel Committee, in assessing activities in the three separate evaluation criteria categories. No attempt is made to assign point value to any type of activity.

The examples of activities given are not meant to be inclusive; in fact, activities not mentioned here might be relevant in one or another of the categories. At the same time, it should not be assumed that all types of activities listed might, or could be found in the application letters of a particular applicant.

I. Teaching Effectiveness/Activities

The Evidence of teaching effectiveness/activities should be divided into two general sub-areas: Student Evaluation and Peer Evaluation. In the weighting of these two sub-areas, one shall not greatly dominate the other; they shall be roughly equal.

A. Student Evaluation

The faculty member's list of accomplishments should include:

1. A list of courses taught for each quarter of the period of evaluation, including the following information: course number/ title, credit-hours/teaching units, and enrollment.
2. A summary of course/professor evaluations by students for all courses taught during the period of evaluation. Omissions should be explained. The summary should include at least the first four items on the standard form used by the department.

B. Peer Evaluation

Each faculty member will undergo a peer evaluation for each time the merit pay plan is implemented. The emphasis of the evaluation will be on the support of the faculty member and the improvement of teaching in the Physics Department. The following list of criteria are among those that might be considered in peer evaluation.

1. Knowledge of the discipline.
2. Degree of preparation for class.
3. Availability and effective guidance outside of class time.
4. Appropriate quantity and quality of assignments and examinations.
5. Maintenance of appropriate academic standards.
6. Development of instructional aids.
7. Appropriateness of material covered in the courses.
8. Contributions to interdisciplinary and all-University instructional programs.
9. Curriculum development.
10. Writing of proposals or receipt of grants pertaining to teaching

II. Professional/Scholarly Activities/Research

The list of accomplishments for this evaluation criteria category should list activities in the form of (1) written work, and (2) oral presentations, professional offices, and consultantships. In general, greater weight shall be given to activities which have undergone peer evaluation. However, this general bias might be outweighed by other factors of quality and/or quantity of work.

A. Written Work

1. Books and monographs.
2. Journal articles.
3. Reviews. Book, media, or other reviews written for professional journals.
4. Unpublished studies. Research in progress, research with negative results, research projects which were preempted by projects at other institutions, writing of grant reports, other developing activities.
5. Grants. Writing of proposals and receipt of grants pertaining to Professional/Scholarly Activities/Research.

Written work should be listed in standard bibliographic form (title of book, article, review; publisher; date of publication; page numbers or length of publication. Published work shall weigh more heavily than unpublished studies. Books and monographs shall be counted in the period of evaluation during which they were published. However, credit will be given for work accomplished prior to publication. A brief description of research in progress should be given, including its state of completion. Writing of original grant proposals should be distinguished from requests for grant renewals.

B. Oral Presentations, Professional Offices, and Consultantships

1. Presentation of papers at scholarly meetings and conferences. List title of paper, meeting and date of meeting.
2. Organizational or facilitator roles at scholarly meetings-e.g., discussion leader, chairman of a forum, etc.

3. Participation in seminars and workshops. Any leadership role or preparation time should be specified.
4. Acting as a resource person--e.g., as a discussant or respondent at a scholarly meeting, or as a consultant to the lay community. Specify whether consulting was for or without pay. It should be clear that scholarly preparation was required for consulting; otherwise it should be listed under Contributions/Service to the Department, University, or Community.
5. Editor of a scholarly publication.
6. Office and duties in professional or scholarly societies, and scholarly honors.
7. Attendance at scholarly meetings.
8. Membership in scholarly societies.
9. Private reading/study.

III. Outstanding Contributions/Service to the Department, University, or Community

All activities that are not more appropriately listed in I or II, above, should be listed in this category. Specify how community service contributions are related to the public role of the University. List of accomplishments should include specific, concise information about the following activities.

- A. Memberships within the University governance structure. Include dates of service; descriptive labels or phrases (standing or ad hoc, duties or role, level--University, College, Senate, Council, Committee, sub-committee), personal role (e.g., Chairperson), and a list of any position papers or reports written by the applicant.
- B. Membership on State-wide higher education and inter institutional committees. This should include representation of the University to any State or governmental group. Non-members contribution. Some faculty might not have served as members of committees, but might have done such work with committees as preparing and presenting reports. Such work should be itemized, with a brief description and an indication of the time spent.
- C. Official departmental duties. These might include departmental budgeting and scheduling, committee work, and student advising. For student advising, specify the number of students and the amount of released time, if any.
- D. Adviser to student groups on campus. Writing of proposals and receipt of grants pertaining to Contributions/Service to the Department/University/Community. Community Service. Specify dates, duties, role, and achievements. Relevant service might include professional representative to charitable causes or governmental units, work with commissions, or any official role in promoting public awareness of academic programs at the University. Contributions to the intellectual or academic environment of the University or Community.

IV. Professional Leave

In general, Professional Leave Activities will be evaluated on the criteria established in the above three categories. However much greater latitude will be allowed in the relative value of the three categories, so that any single category can be the sole basis for judgment. The approved Professional Leave proposal will establish a Professional Leave plan which will normally serve as a basis for evaluation of the leave activities. However significant deviations from the approved plan can be appropriate, but should be explained.