Criteria used for Annual Faculty Evaluations, as well as Faculty Merit Recommendations, in the Department of Physics & Astronomy are made on the following basis:

1. Teaching
2. Course Development (including textbooks)
3. Research in physics or astronomy (including education pedagogy)
4. Service to the University and physics or astronomy professional organizations (both regional and national)
5. Departmental duties
6. Extramural Proposal and Grant Activity
7. Work to keep up with developments in Physics and/or Astronomy

These seven areas of evaluation detail the “Teaching, Scholarship, and Service” categories on the department Annual Faculty Evaluation Form. The relative weights placed by the Department on each of these factors are not constant. They vary somewhat as the immediate emphases of the Department change from year to year. These emphases and goals are listed in the Department’s biennial planning documents. The relative weights of the factors will also be different for each member of the faculty, depending on their respective interests and strengths. However, unless negotiated with a national professional organization in physics or astronomy, the department, and the Provost, no tenured or tenure-track faculty member can declare more than 20% of their emphasis on Service. The evaluation process measures the extent to which the work of the Department is getting accomplished and also the contribution of each faculty member to that effort.

During the Spring semester of each year, the department chair meets individually with each member of the faculty. Specific goals are established in each of the seven areas on which evaluation is based. A list of these goals is placed in the faculty member’s personnel file and a copy is retained by the faculty member. During the year the chair may, from time to time, meet informally with the faculty member to discuss the progress being made toward accomplishing the goals. During the following Spring semester, following submission of the faculty annual reports, the chair meets again with each member of the faculty to discuss the evaluation of the previous year’s work and establish goals for the following year.

The qualitative descriptors used in evaluation for each of the seven factors are as follows:
Outstanding
Excellent
Very Good
Good
Adequate
Marginal
Unsatisfactory

Selection of the appropriate descriptor is in every case based on the judgment of the department chair. In forming that judgment, however, the following measures that are taken into account for each area evaluated:

**Teaching** – Peer and Student evaluations, instructional materials utilized and developed, exit interviews with graduating seniors.

**Course development** – Development of new courses or instructional materials developed with or without assistance. These may include new laboratory experiment write-ups or manuals, descriptions of new lecture-demonstrations, websites and online resources, and other new instructional tools.

**Research in physics or astronomy** – Published papers and papers presented at state, regional, national, or international meetings associated with physics and astronomy learned societies. Both basic and pedagogical research are considered. Also considered are research projects that are expected to result in published or presented papers. The inclusion of our graduate and/or undergraduate students is strongly encouraged and can enhance merit considerations.

**Service to the University and physics or astronomy professional organizations (both regional and national)** – Committee work inside the University, but outside the Department; presentation of workshops, special short courses, lecture demonstrations, tours and other special programs for school groups, community organizations, classes in other ASU departments, etc.; research assistance to other departments; committee work in professional organizations, leadership activities (such as serving as an officer) in regional, national, or international physics/astronomy associations.

**Departmental duties** – Committee work in the department, other special duties assigned by the chair. Undergraduate and graduate student advising or program coordination are considered important aspects of this category.

**Extramural Proposal and Grant Activity** – Preparation of grant proposals to external agencies. Supervision of grant-funded projects. The receipt of ASU URC funding for research in physics or astronomy will also be considered.
Work to keep up with developments in Physics/Astronomy - This factor may be included under one of the above areas such as "Research" or "Grants" for those who are more heavily involved in those activities. Also considered, however, is attendance at special Physics/Astronomy related courses or workshops or self-instruction in specific well-defined areas of importance to the Department.

An overall summary evaluation of each faculty member is made using one of the above descriptors. This evaluation is left entirely to the judgment of the department chair; it is based upon the individual evaluations for each of the seven factors.