

Physics Department Personnel Policy

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1 Preamble

This policy document is intended to be fully consistent with the W&M Faculty Handbook and with the School of Computing, Data Sciences, and Physics (CDSP) policies. It is subordinate to the Faculty Handbook and CDSP policies. In the event of any conflict, the order of precedence is: (1) W&M Faculty Handbook, (2) CDSP policies, and (3) this department policy.

2 The Physics Faculty

The faculty of the Physics Department is defined as consisting of, and is limited to the categories listed below. A description of the faculty category, including its responsibilities; procedures for merit evaluation, renewal, retention, promotion and tenure; recruitment and hiring requirements; and voting rights is also provided.

1. Professors, Associate Professors, and Assistant Professors:

- Full-time appointment to a tenured or tenure-eligible (TTE) faculty position.
- Responsibilities are balanced among teaching, research, and service.
- Merit evaluations are based on research, teaching, and service, as described in Section 7 (Merit Evaluation).
- Retention, Promotion, and Tenure procedures are established in Section 8 (Retention Promotion and Tenure).
- Position is subject to post-tenure review, as described in Section 9 (Physics Post-tenure Review).
- Recruitment and hiring requires an open, international search, unless a waiver is requested by the Dean and approved by the Provost, in accordance with university procedures identified by W&M Human Resources and by the Faculty Handbook.
- May serve as PI on external funding.
- May serve as primary research advisor of undergraduate and graduate students.
- Full voting rights in departmental matters.

2. Teaching Professors, Teaching Associate Professors, and Teaching Assistant Professors:

- Full-time appointment to a faculty position that is not eligible for tenure, but is renewable. Referred to as Teaching Faculty (TF) in this document.
- Primary responsibility is instructional, and service is expected, as detailed in the employee’s contract.
- Merit evaluations are based on teaching and service, as described in Section 7. TF do not evaluate the research of other faculty in the departmental merit evaluation process.
- Renewal of contract and promotion is as described in “School of Computing, Data Sciences, and Physics (CDSP) Teaching Faculty Policies.”
- Recruitment and hiring requires an open search, unless a waiver is requested by the Dean and approved by the Provost, in accordance with university procedures identified by W&M Human Resources and by the Faculty Handbook. Short list candidates must teach a sample class open to the full faculty as part of the interview process.
- May serve as PI on external funding.
- May serve as primary research advisor of undergraduate students and co-advisor of graduate students whose primary advisors are TTE Physics faculty members.
- Full voting rights, except in personnel matters involving TTE faculty or in departmental plans which involve changes to the balance of faculty members in different areas of research. May participate in discussion of TTE hiring and serve in a consultant role on TTE search committees, but may not vote. The chair will determine whether TF have voting rights in ambiguous cases.

3. Research Professors, Research Associate Professors, and Research Assistant Professors:

- Full-time appointment to a faculty position that is not eligible for tenure, but is renewable. Referred to as Research Faculty (RF) in this document.

- Primary responsibility is research. Neither teaching nor service are typically expected of RF. Responsibilities are established in the employment contract.
- Typically supported by grants, contracts, or the equivalent.
- May serve as PI on external funding.
- May serve as co-advisor of undergraduate students and of graduate students whose primary advisors are TTE Physics faculty members.
- Merit evaluation is based only on research, as described in Section 7.
- Renewal of contract and promotion is as described in “School of Computing, Data Sciences, and Physics (CDSP) Research Faculty Policies.” RF is only eligible for renewal if sufficient funds are available to cover the cost of the position over the duration of the renewal contract.
- Recruitment and hiring requires an open search, unless a waiver is requested by the Dean and approved by the Provost, in accordance with university procedures identified by W&M Human Resources and by the Faculty Handbook. Short list candidates must give a seminar open to the full faculty.
- No voting rights, may attend faculty meetings without an explicit invitation.

4. Governor’s Distinguished CEBAF Professor (GDCP):

- An appointment of distinction allowing an employee of the Thomas Jefferson National Accelerator Facility (JLab) to hold a faculty position in a Virginia educational institution chosen by the employee. The professorship is a program supported by the Commonwealth of Virginia and nominations to the position are made by the JLab director, or the SURA Board if the nominee is the JLab director.
- The nominee is awarded tenure through the procedure described in the CDSP “Procedures on Tenure, Promotion and Interim Review Processes” under the section “Procedures for Candidates Hired with Concurrent Tenure Review.”
- Appointment terms established in the GDCP contract or appointment letter from the dean, but typically the appointment carries the privileges accorded to tenured faculty, including the right to vote in department matters, attend faculty meetings, serve as PI on external funding, and serve as advisor for undergraduate and graduate research.
- As tenured faculty, GDCP appointees are subject to the university’s annual merit review and post-tenure review requirement. The GDCP’s merit review is carried out under the procedure described in the GDCP appointment letter and is not conducted through the Physics Department’s standard merit review process.
- If the JLab position of the GDCP is terminated because of financial exigency, or if JLab itself is closed, the GDCP will assume a tenured full professorship within the department, and the faculty member will be categorized as and subject to the terms of the position described in item 1 of this section.

5. Visiting Teaching Professors, Visiting Teaching Associate Professors, Visiting Teaching Assistant Professors:

- Full-time appointment to a specified-term faculty position that is not eligible for tenure, and does not have an expectation of renewal. Primary responsibility is instructional. Responsibilities are specified in employment contract, service is not typically expected.
- There is no expectation of renewal or promotion.
- Recruitment and hiring typically requires an open search, in accordance with university procedures identified by W&M Human Resources and by the Faculty Handbook. Short list candidates must teach a sample class open to the full faculty.
- No voting rights, faculty meetings by invitation of the chair only.

6. Adjunct Professors:

- Part-time appointment to a specified-term position that is not eligible for tenure.
- Primary responsibility is instructional.
- There is no expectation of promotion. There is no expectation of renewal, though if performance meets expectations, the adjunct may be hired to teach again in the future, if there is need.
- No voting rights, faculty meetings by invitation of the chair only.

7. Postdoctoral Fellows:

- Full-time appointment to a specified-term position that is not eligible for tenure.
- Primary responsibility is research.
- Salary provided by grants, contracts, start-up funds, or the equivalent.
- There is no expectation of promotion. A postdoc position may be renewed at the request of the supervisor, contingent on the availability of sufficient funds to cover the cost of the position during the duration of the new contract.
- Recruitment and hiring requires an open search, in accordance with university procedures identified by W&M Human Resources and by the Faculty Handbook. The full faculty does not approve the final selection.
- No voting rights, faculty meetings by invitation of the chair only.

8. Emeritus Faculty:

- An honorific appointment for a retired member of the Physics faculty.
- Emeritus Faculty are not employed by the university, have no official duties, and do not represent the university in their statements or opinions.
- The process to award Emeritus status is given in the W&M Faculty Handbook. Emeritus status is requested by the retiring faculty member within a year of giving formal notice of retiring. The request is initially made of the Physics faculty, who will vote on whether to advance the request to the relevant dean.
- No voting rights, faculty meetings by invitation of the chair only.

9. Internal Affiliates:

- An honorific appointment for a faculty member employed by W&M who wishes to engage in interdisciplinary research or other cross-institutional connections with the Physics department.
- There is no expectation for salary from Physics.
- May be eligible to teach Physics courses.
- May be a co-advisor for undergraduate students or for graduate students whose primary advisors are TTE Physics faculty members.
- Appointment as an internal affiliate follows the procedures outlined in "The Provost Policy for Faculty Affiliates". The request is initiated by a Physics faculty sponsor who presents the Personnel Committee (see Section III) with a copy of the candidate's CV and a letter explaining the rationale for the appointment. The letter should describe the anticipated programmatic impact during the proposed period of appointment. If the Personnel Committee approves the affiliation, the physics faculty will vote whether to advance the request the dean of CDSF, who may approve the affiliation for a term of no more than three years.
- The affiliation may be renewed through the same procedure as the initial appointment process, contingent upon participation in and contributions to the physics department.
- No voting rights in Physics, faculty meetings by invitation of the chair only.

10. External Affiliates:

- Distinguished scientists who have a significant commitment to collaborate with a Physics faculty member or faculty members on research. External affiliates are typically sabbatical visitors or staff scientists at National Labs or in industry, who will have a programmatic impact during the proposed period of the appointment.
- There is no expectation of salary paid by William & Mary.
- External affiliates may contribute to the educational mission as co-advisor of undergraduate research and graduate research for graduate students whose primary advisors are TTE Physics faculty members.
- External affiliates may serve as co-PI on external funding and list W&M as an affiliation.
- Appointment as an external affiliate follows the procedures outlined in "The Provost Policy for Faculty Affiliates". The request is initiated by a Physics faculty sponsor who presents the Personnel Committee (see Section III) with a copy of the candidate's CV, a sample of representative publications, and a letter from the sponsor explaining the rationale for the appointment and the anticipated programmatic impact. If the Personnel Committee approves the affiliation, the candidate will typically be asked to give a departmental colloquium. After the colloquium has been delivered, the Physics faculty will vote whether to advance the request to the dean of CDSF, who may recommend to the provost an appointment to a term of up to three years. The provost has the final decision on external affiliate approval. Renewal of the appointment requires the same procedure as the

initial appointment, though the candidate will not typically give an additional colloquium.

- Should the sponsor withdraw their support of the external affiliate, a request to the dean of CDSP to terminate the appointment will be made. Should another faculty member develop concerns over the appointment, those concerns should be shared with the personnel committee chair who will consult with the department chair and sponsor to determine if the concerns warrant termination of the appointment. If warranted, the department chair will request the dean of CDSP terminate the affiliate's appointment.
- No voting rights, faculty meetings by invitation of the chair only.

TTE, TF and RF may have joint appointments in another W&M unit or in an external institution. Section 11 establishes policy on joint appointments that involve the Physics Department.

3 The Physics Department Chair and Associate Chair

The department chair provides administrative leadership of the department. The chair shall manage the departmental budget and operations. The chair is also the representative of the Physics faculty within CDSP and the university.

The chair serves for a term of three years, which may be extended up to three additional years, subject to the approval of the department and the dean of CDSP. To select a new chair, the incumbent or their delegate will compile a list of all TTE at or above the rank of associate professor. The list will be distributed to all the voting members of the faculty, who will anonymously score each eligible candidate on a scale of 1-5, with a 5 indicating the highest preference for the candidate to be chair. The incumbent chair will approach the candidates starting with the most highly ranked candidate to assess their willingness to serve as chair. The names of the two most highly ranked candidates that are willing to serve will be submitted to the dean of CDSP, who ultimately appoints the chair.

If the incumbent chair wishes to extend their term, the department's Personnel Committee chair will conduct an anonymous vote of confidence. Departmental approval is secured if a majority of the faculty casting votes express confidence in the chair. The outcome will be reported to the faculty and to the dean of CDSP.

The department may also have an associate chair who assists the chair in their duties. Division of duties will be by mutual agreement of the chair and the associate chair; however, final decision-making authority and responsibility lies with the chair. The associate chair is proposed by the chair, but must be approved by the department and the dean. The Personnel Committee chair will conduct an anonymous vote of confidence on the associate chair. Departmental approval is secured if a majority of the faculty casting votes express confidence in the proposed associate chair. The associate chair serves at the pleasure of the department chair.

4 Meetings of the Physics Faculty

The chair will organize meetings of the Physics Faculty as needed during the academic year. The participation of some meetings may be limited to tenured faculty or to full professors, for instance when the meeting is called to discuss tenure or promotion cases. Meetings may be announced by email. The date of the meeting shall be announced at least one week prior to the date of the meeting. The agenda shall be circulated at least two working days before the meeting. The chair will schedule a special faculty meeting within 10 days of a request of four TTE, TF or RF faculty members.

One half of the number of voting members of the faculty who are not on leave constitutes a quorum. Faculty on leave may still vote and attend faculty meetings. The chair will determine and announce the number of meeting attendees needed for quorum at the first meeting of each academic semester. Faculty members may participate and vote electronically; remote faculty count toward the meeting quorum. Absentee votes and proxy votes are not allowed. Minutes of faculty meetings are taken by the Secretary, who is selected by the department chair.

5 Committees of the Physics Faculty

Members of departmental standing committees are appointed by the department chair, who also chooses the chair of the committee. These appointments shall be conducted in consultation with the chair of the Personnel Committee. The standing committees are as follows:

1. Personnel Committee: Advises the chair on personnel matters; maintains the Physics Department policy documents; initiates changes to those documents; oversees affiliate appointment requests; may nominate faculty for external or university awards and professorships.
2. Graduate Studies Committee: Oversees the graduate curriculum, the graduate program, and the well-being of the graduate students; sets the PhD qualifying exam. The Director of Graduate Studies in Physics serves as the chair of the committee and is also the departmental representative on the Committee on Graduate Studies of CDSP.
3. Graduate Admissions Committee: Responsible for admission of the annual graduate student class; may organize recruitment efforts; The Director of Graduate Studies in Physics is an ex-officio member.
4. Undergraduate Committee: Oversees the undergraduate curriculum, the undergraduate program, and the well-being of the undergraduate students.
5. Facilities Committee: oversees the building and its infrastructure.
6. Merit Evaluation Committee: oversees the annual merit evaluation process (see Section 7)
7. Committee on Values and Culture: responsible for evaluating the departmental climate for faculty and students; recommends actions/initiatives to assure the well-being of the physics community.

8. External Relations/Events Committee: oversees interactions with entities external to the university; may be involved with educational outreach; engaged in alumni outreach; interfaces with University and CDSP communications.
9. Colloquium Committee: oversees the colloquium series; helps ensure the calendar gets filled; is not responsible for the logistics of visits sponsored by other faculty.

Ad-hoc committees may be formed by the chair. Faculty search committees and RPT evaluation committees are examples. Ad-hoc committees dissolve once their business is completed. Adding or dissolving a standing committee requires approval of the Physics Faculty.

6 Responsibilities and Expectations of the Physics Faculty

The TTE faculty members of the Physics Department are expected to:

1. Make significant contributions to one's field through research or scholarly activity;
2. Provide conscientious and effective teaching with proper command of the course material and helpfulness to the students;
3. Contribute to professional service and participate responsibly in department, CDSP, and university governance.

TF and RF are expected to carry out the subset of the duties listed above that are included in their employment contracts.

Evidence for conscientious and effective teaching with high academic standards appropriate to the level, nature, and goals of the course includes – but is not limited to – receiving generally satisfactory student evaluations for lecture courses and/or instructional laboratory sections, providing appropriate teaching materials, improving and updating courses, mentoring graduate and undergraduate student research, and participating in curriculum development and its implementation. Additional evidence for teaching quality may include evaluative visits to lecture courses by faculty peers.

Evidence of significant contributions to one's field and the university through research and scholarly activity includes all scholarly publications, including research communications in peer-reviewed journals, review articles, and contributions in books and monographs as author or editor; patents; presentations at meetings, conferences, or other scholarly institutions, especially invited presentations; and research grants or support from outside sources, especially grants or support that directly result in funding for student and postdoctoral research.

Professional service includes participating in professional societies and scientific meetings; reviewing manuscripts and proposals to granting agencies; consulting for industry, government or other institutions; and providing public service of a professional nature. Responsible participation in department, CDSP, and university governance includes serving on committees, chairing committees, serving as a program director, chairing the department, and serving as an administrative official of CDSP or the university. Other service to the

department, including development and maintenance of the department's laboratories or computing facilities, and other efforts for the common benefit of the department, CDSP, university, or profession, is also recognized.

The faculty are also expected to conduct themselves in a professional, ethical, and considerate manner at all times while at work or otherwise representing the department. Particularly in cases where a faculty member may be asked to review a colleague, faculty are expected to participate in a manner consistent with the university's non-discrimination policies. Bias related to personal characteristics or circumstances not pertinent to performance must be avoided.

7 Procedures for Merit Evaluation

TTE, TF, and RF faculty members are subject to an annual merit review that evaluates a faculty member's performance against the expectations outlined in Section 6. TTE, TF, and RF faculty members are expected to prepare an annual activity report and an updated CV. The activity report details teaching, research, and service activities for the previous calendar year. These faculty members are also expected to participate in the departmental evaluation process¹.

7.1 Annual Activity Reports and Evaluation Materials

Every year, near the end of January, TTE, TF, and RF faculty members will prepare an Annual Activity Report detailing activities for the previous calendar year. A template Annual Activity Report will be provided. The Activity Report should include a brief (100 word) narrative highlighting key activities followed by a more comprehensive list of activities. The Activity Report may also include a short response to provide context for the student evaluations or describe extenuating circumstances. For TTE faculty, activities to be reported include:

- Teaching—This includes courses, research supervision of undergraduate students, graduate students, and postdoctoral fellows, and the development of new courses or innovations in existing courses.
- Scholarly Activities—This includes professional scientific talks and papers, grants that are funded, grant applications (both in progress and those rejected), and on-going research projects.
- Service—This includes service to the department, CDSP, the university, to the profession, and the community.

TF and RF also prepare an Activity Report, though their report will be limited to their contractual duties.

A staff member, designated by the chair, will prepare a file for each faculty member. This file includes:

¹TTE and TF will not be expected to participate in the merit evaluation process until they have taught in person at W&M for a full semester. GDCP appointees do not participate in the standard merit evaluation process at all.

- The faculty member’s Annual Activity Report;
- A numerical summary of student evaluations. To place these scores in the appropriate context, the department chair may provide other data, such as teaching effectiveness scores averaged in a given course over a number of years, or averaged over a set of similar courses;
- A listing of all student comments from all courses taught by that faculty member during the previous year.

7.2 Departmental Evaluations

The Physics Department maintains its high quality by requiring TTE faculty, TF, and RF to review the performance of other faculty in the categories relevant to their contractual responsibilities, as described below. Such a review makes each faculty member accountable to each other, keeps faculty aware of what their colleagues are doing, and spreads the burden of review among the full department.

Based on the prepared file, an evaluator will report to the designated staff member their evaluation of every other faculty member as a numerical score in each of three categories, teaching, research, and service. TF and RF will review other faculty and be reviewed only in the categories for which that faculty member has contractual obligations. Evaluators who have attended seminars, colloquia, annual reviews, Ph.D. defenses, senior project reports, or have sat in on a class may incorporate this additional information into their evaluation. Teaching and research are each evaluated on a scale of 0-6, with 6 representing the highest level of achievement. Service is evaluated on a scale of 0-3, with 3 representing the highest level. Each evaluator may determine their own rubric within each category, but should keep in mind departmental standards and expectations. The evaluations will be submitted in confidence, but names will be retained. In exceptional cases, as described below, the departmental chair may know who submitted which set of evaluations.

7.3 The Merit Evaluation Committee

Each faculty member’s performance will be additionally evaluated by a Merit Evaluation Committee (MEC). The MEC will consist of four members, appointed by the department chair, spanning a range of research areas. Only tenure-track faculty may serve on the MEC. Assistant professors may decline to serve on the committee, but it is expected that mid- and late-career faculty will serve in their turn.

The MEC will consider the faculty’s Annual Activity Report, the numerical summary of student evaluations, the student comments, and the departmental evaluations. The MEC will be guided by the departmental evaluations, though the MEC is empowered to change individual scores if, for example, quality control checks indicate biases arising from outliers in the distribution of scores. The MEC may also request or collect additional input including, but not limited to, lecture notes, syllabi, or a summary of a faculty class visit. The MEC may consider, as appropriate, factors that extend beyond a single year.

The MEC will assign each faculty member a numerical score in the areas of teaching, research, and service. The MEC will also assign a total merit score, which is the linear

combination of teaching, research, and service scores, typically weighted 6:6:3 respectively for TTE. The maximum total merit score for TTE is 15. TF total scores typically are weighted 6:3 for teaching and service, with a maximum total merit score of 9. RF total scores are typically just the research score. Different weighting schemes can be requested by a faculty member following the guidelines outlined in Section 7.6. In such cases, the MEC will rescale scores according to the agreed upon scheme.

In exceptional cases, for instance to follow up on outliers in the faculty rankings, the MEC may request the departmental chair to determine who submitted a particular ranking and instruct the departmental chair to follow up on that evaluation. In such an event, the faculty member whose name was revealed will be informed.

A member of the MEC will recuse themselves from discussions of their own merit or from other cases where a personal conflict of interest is perceived to exist. Faculty may also request a MEC member recuse themselves from discussion of that faculty member where a personal conflict of interest exists. The MEC does participate (i.e. provide scores for other faculty) in the first round of the evaluation process.

7.4 Reporting

Faculty members will be told their total merit score and their score for each category before the scores are reported to the dean. They will also be told the departmental average and the standard deviation in the total score and each of the categories research, teaching, and service. The scores from the full faculty evaluation will not, by default, be shared.

The chair will submit the numerical merit scores, the brief description of activities of each faculty member, and the result of any appeal to the dean of CDSP and will place the information for each individual into that faculty member's personnel file. For TF and RF, the chair will also report whether the faculty member "meets" or "does not meet" expectations. TF faculty meet expectations if their total merit scores are above 3.5 out of 9 and their teaching score is above 2.5 out of 6. RF faculty meet expectations if their research score is greater than 2.5.

7.5 Appeals

A faculty member may appeal to the MEC for further clarification of their merit scores. Further appeal may be made to the departmental chair. In exceptional circumstances or when there are extenuating circumstances, the chair may adjust scores after an appeal. The appeal should take place before scores are submitted to the dean.

7.6 Flexible Merit Protocol

With the approval of the Physics Department Personnel Committee and the department chair, a tenured faculty member can elect to be evaluated on a modified scale in which teaching is given greater weight. The two allowed options are 7-5-3 or 8-4-3 for a faculty member who teaches 1 or 2 additional courses, respectively, beyond the default departmental teaching load in a given calendar year. For this purpose, a course is defined as a lecture,

seminar or laboratory section or sections totaling 3 or more credits. The department chair may request 4-6-5 during their term.

Requests for a change in the merit review weighting must be submitted to the department chair by December 15th for the upcoming calendar year. The use of a modified merit score scale does not alter the departmental standards for promotion, nor does it affect the triggers for post-tenure review.

A faculty member with reduced departmental teaching and/or service duties, either because of a Scheduled Semester Research Leave (SSRL), a special administrative assignment (including serving as chair), or other approved leave, may request that an average of the three previous years' rating be used for the teaching and/or service category in lieu of the current year evaluation for that category. If the average of past scores is not being used, other faculty should take into account the reduced teaching expectation in their rankings, recognizing that mentorship of postdocs, graduate students and undergraduate students is expected to continue even if a faculty member is not teaching a formal class.

7.7 Merit Evaluation for Visiting Professors, Adjunct Professors, and Postdoctoral Fellows

Visiting Professors, Adjunct Professors, and Postdoctoral Fellows do not participate in the merit evaluation process described above. Instead, the department chair or their delegate will perform the merit evaluation. Visiting Professors are evaluated annually while Adjunct Professors are evaluated each semester. The evaluation will be based on a classroom visit and student evaluations. Teaching will be ranked on a scale from 0-6. A score above 2.5 is considered to meet expectations. The chair will share the evaluation with the faculty member. Merit evaluation of postdoctoral fellows is performed by the faculty supervisor. Postdoctoral fellows are evaluated on a three point scale, corresponding to "exceeds expectations," "meets expectations", "does not meet expectations," as described in CDSP Research Faculty Policies.

8 Procedures for Retention, Promotion, and Tenure

The procedures for retention, promotion, and tenure (RPT) are documented in the CDSP policy document, "Procedures on Tenure, Promotion and Interim Review Processes." These procedures only apply to TTE faculty. TF and RF renewal and promotion policy are given in Section 10.

The standards against which a candidate for retention, promotion, or tenure will be evaluated are established in Section 6. The required second method of teaching evaluation will be an evaluative visit to the candidate's courses by a faculty peer. The faculty peer will be a member of the RPT evaluation committee (described below) or their delegate.

The Personnel Committee will form an ad-hoc, RPT evaluation committee upon receiving notice from the department chair that a faculty member is eligible for retention, promotion, or tenure. The department chair may not serve as a member of this committee, nor may faculty of equal or lower rank. The evaluation committee will arrange for external letters (if required), compile the report assessing the candidate's dossier, and bring a motion for a

physics faculty vote on whether or not the candidate meets departmental standards. Only the voting members of the TTE faculty at or above the rank for which the candidate is being considered may vote on the motion. The department chair will not vote on the motion, but instead will provide an independent assessment of the candidate in their letter to be included in the dossier².

9 Post-tenure Review

Post-tenure review policy is established in the W&M Faculty Handbook. A post-tenure review may be triggered by sustained “unsatisfactory” performance judged on the basis of the Physics Department’s merit evaluation scheme outlined in Section 7. Performance is considered unsatisfactory if the overall rating in an annual merit evaluation is less than or equal to 6 out of 15 or the teaching merit score is less than or equal to 2.5 out of 6³. The chair will notify a faculty member if their performance is unsatisfactory in a given year and direct the faculty member to review the departmental guidelines. Sustained unsatisfactory performance is defined as receiving unsatisfactory merit evaluations in any two years of a consecutive three-year period (following a past review, if applicable).

The post-tenure review will be conducted by a committee of at least three tenured, full professors appointed by the Personnel Committee. The department chair may not serve as a member of this committee. If the chair is under review, then the associate chair, if there is one, or the Physics Personnel Committee chair if not, will assume the normal role of the chair in the review process. In the case of joint appointments, when Physics is the (tenure) home department, the review committee will be supplemented by representation in the form of tenured faculty at or above the rank of the candidate being evaluated from the reviewee’s other departments, schools, or programs. When the Physics Department is not the home department, the Personnel Committee will appoint a representative to the Post-tenure Review Committee of the home department.

The review must consider at least one further form of teaching assessment beyond student evaluations. That additional information may be generated by soliciting information from former students or peer review of the reviewee’s classes. According to the Faculty Handbook the standard for a “satisfactory” outcome is whether the faculty member “discharges conscientiously and with professional competence the duties appropriately associated with his or her position.” Section 6 establishes the duties appropriately associated with the position. There is no faculty vote; the review committee establishes whether the reviewee has shown “satisfactory overall performance” or “unsatisfactory overall performance.”

If the review committee judges that a faculty member’s performance has been unsatisfactory, that faculty member may elect to implement individual improvement plan, as accorded by the W&M Faculty Handbook. The initial review committee will continue to be involved in the implementation of the plan and the follow up reviews.

²In cases where the department chair is not at or above the rank for which the candidate is being considered, the dean of CDSP will name another faculty member to provide the assessment and directed in the CDSP bylaws

³If a faculty member has elected to use the flexible merit protocol, the weighted total merit score is compared to 6, but the raw teaching score is compared to 2.5

10 Procedures for Teaching and Research Faculty Renewal and Promotion

TF and RF renewal and promotion policy are established in “School of Computing, Data Sciences, and Physics Teaching (Research) Faculty Policies.” An evaluative visit to the candidate’s courses by a faculty peer will be included as part of the evaluation of teaching excellence for promotion. The Physics Personnel Committee is responsible for providing the report required by the policy, for arranging the peer review of the candidate’s classes, and for bringing a motion for a faculty vote on whether or not the candidate has demonstrated excellence in the categories mandated by their contract. The standards against which candidates are evaluated are given in Section 6.

11 Joint Appointment Policy for Physics

This policy governs joint appointments that involve the department of Physics and any other William & Mary unit or an approved external institution. It applies to tenured/tenure-eligible (TTE), teaching faculty (TF), and research faculty (RF). It describes how joint appointments are created, governed, evaluated, and reviewed when Physics is either the home unit or a host unit. It applies to joint appointments made through a search and to joint appointments established after hire.

A joint appointment is made in a primary home unit and a secondary host unit. For TTE faculty, the home unit is the unit of the tenure line; for TF and RF the home unit is the unit with the greatest workload obligation. Faculty holding joint appointments have the full rights and privileges of the home unit except as otherwise agreed in the Joint Appointment Memorandum of Understanding (JAMOU).

The JAMOU is signed by the faculty member, relevant chair(s)/director(s), and dean(s). It specifies expectations, evaluation procedures, resource agreements, and a default review cadence (e.g., every three years).

11.1 Establishing a Joint Appointment & the JAMOU

Before any joint appointment is approved (including searches conceived as joint), the department chair will negotiate a JAMOU with the other unit(s). For searches, basic terms must be articulated before campus interviews; candidates recommended for appointment must be acceptable to both units. At a minimum, the JAMOU will specify the following:

- Appointment type and units
- Rank
- Whether TTE, TF, or RF
- Identification of home vs. host unit(s).
- Course responsibilities in each unit, and how changes will be negotiated over time.
- Expectations and allocation of scholarship effort across fields/units.

- Expected service contributions and permissible governance roles in each unit
- Methods and timing for host-unit input to annual merit evaluation; for TTE faculty, specifics for host-unit input during interim, tenure, promotion, and post-tenure reviews; weighting consistent with the JAMOU’s expectations. The home unit leads each review and must actively solicit and submit host input with its report.
- Office/lab/operating support; start-up funding; staff support; computing; space.
- Where student credit hours accrue (default: to the listing unit unless otherwise agreed); how external grants/indirect costs are handled consistent with university policies.
- A default review cadence (e.g., every three years) and how amendments will be recorded and signed. For cross-institutional joint appointments (e.g., with national labs), the department will follow W&M procedures unless the JAMOU explicitly provides otherwise in a manner consistent with university policy.

11.2 Workload and Expectations

The combined teaching, scholarship, and service expectations across units must be realistic and commensurate with rank. The JAMOU will clarify allocations so that expectations are not duplicated across units.

11.3 Governance and Voting

Voting and governance rights for joint appointees are determined by the Faculty Handbook, CDSP policies, this document, and the JAMOU. Faculty retain full rights in the home unit except as limited in the JAMOU. A JAMOU cannot override the voting privileges or other provisions established in Section 2.

11.4 Annual Merit, Interim, Tenure, Promotion and Post-Tenure Reviews

Annual merit evaluations should take into account the faculty member’s total contributions across units. The weighting of the different performance categories will be according to the JAMOU’s allocations. In retention, tenure, promotion and post-tenure reviews, the appropriate review committee in Physics (if home) is responsible for seeking and incorporating host input as specified in the JAMOU and submitting it with the department’s report. If the Physics Department is the host, it will provide timely, substantive input when asked by the home unit. If home- and host-unit assessments are materially inconsistent, the department chair will confer with the other unit’s representative(s) promptly to clarify weighting and evidence under the JAMOU and submit a brief reconciliation memo to the dean.

11.5 Administration and Records

The department chair (or designee) will (i) maintain the signed JAMOU and subsequent amendments, (ii) track the scheduled JAMOU review date, and (iii) coordinate cross-unit communications for reviews, workload updates, and resources.

12 Changes to this Document

This policy will be reviewed periodically by the Physics Faculty. Changes to this document must be approved by a majority of the voting Physics Faculty.

12.1 Change Log

1. This document was initially approved by the Physics Faculty on Feb 4, 2026, upon the formation of the School of Computing, Data Sciences, and Physics.