

DEPARTMENT OF PHYSICS
PROCEDURES, CRITERIA, STANDARDS, AND BYLAWS

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DEPARTMENT OF PHYSICS

I. Preamble

- A. Faculty holding tenured and tenure-track appointments to this Department have special responsibilities with regard to the operation and governance of the Department. Such faculty are referred to by the term “regular faculty” in the remainder of this document.
- B. Regular faculty are eligible to vote on modification of this document (see Section V.). Regular faculty are eligible to participate in the selection of a Chairperson (see Section II.A.2.), the selection of new faculty and staff (see Sections VI.A. and VI.B.), and recommendations on sabbatical leaves (see Section VI.C.), subject to any restrictions therein. Recommendations on reappointment, tenure, promotion, and professional salary adjustment are made by the Faculty Personnel Committee (see Section IV.A.2.a.).
- C. In addition to regular faculty, all individuals holding full-time temporary teaching appointments in the Department and all individuals hold full-time Professional-Administrative appointments in the Department may vote on any other business and serve on departmental committees other than the Faculty Personnel Committee.
- D. The Department Chairperson shall present a Department meeting schedule for the approval of the Department at the first meeting of the academic year. A regular scheduled meeting may be canceled if there are no items of business which require action. The Department Chairperson may call special meetings as necessary. The Department Chairperson shall schedule a special meeting at the request of any three (3) faculty members. The faculty shall be given three (3) working days notice of a special meeting, which notice includes an agenda.
- E. A quorum is defined as a majority of those eligible to vote on the matter under consideration. Votes can only be cast by those present.

- F. The rules contained in Robert's Rules of Order shall govern all meeting of the Department in all cases to which they apply, and in which they are not inconsistent with the Constitution and Bylaws of the Department.
- G. Unless otherwise specified, the terms “College” and “Dean” refer to the College of Science and Technology and the Dean of that college.
- H. The term “working days” is defined as those days, exclusive of Saturday and Sunday, on which classes are scheduled and meet on the campus during the Fall, Spring, or Summer terms.

II. Governance Structure and Operating Methods

A. Chairperson

- 1. The Chairperson is the chief departmental administrative officer and primary representative of the academic discipline of the Department. He or she shall assume fiduciary responsibility for equipment and funds of the Department. In addition to the responsibilities assigned by the University and incorporated in the Chairperson's letter of appointment, the Chairperson also shall have responsibility and accountability, for:
 - a. Promoting and enhancing the intellectual life of the Department within the University and the larger community.
 - b. Communicating the Department's needs and desires to the Dean and Provost, and communicating and interpreting College and University decisions to the faculty.
 - c. Encouraging the development and improvement of the Department's course offerings, and insuring that departmental course offerings are consistent with approved course syllabi.
 - d. Promoting faculty research, and coordinating efforts to obtain research support.
 - e. Being helpful to and supportive of faculty members especially when they encounter problems in carrying out their professional tasks.
 - f. Coordinating and monitoring the Department's academic advisement process.

- g. Making recommendations with respect to promotion, tenure, reappointment, salary adjustment, and leaves of absence.
 - h. Recommending course offerings and teaching assignments for both the regular academic year and the summer sessions to the Curriculum Committee.
 - i. Coordinating and monitoring the work of the Department Committees, including nominating faculty to departmental standing and ad hoc committees for the approval of the Department.
 - j. Coordinating and supervising the Department's preparation of planning documents, accreditation studies, program evaluations, and other reviews.
 - k. Insuring the preparation of curricular forms, catalogue information, and schedules of class offerings in accordance with deadlines.
 - l. Supervising the Department's budget, support staff, record keeping, and the requisition of supplies, equipment, materials, and other instructional needs.
 - m. Recruiting physics graduate students as well as potential majors and minors in physics and physical science.
2. Procedures for the Appointment, Reappointment, and Review of the Chairperson.
- a. The normal term for the Department Chairperson shall not be less than three nor more than four years, provided that the incumbent may be a candidate for reappointment.
 - b. At the beginning of the semester that precedes the terminal semester of the Chairperson's appointment, the incumbent shall notify, in writing, the faculty of the Department and the Dean with respect to his or her intent to seek reappointment.
 - c. If the incumbent desires to be considered for reappointment, the faculty eligible to vote on personnel matters shall elect a Review Committee of three (3) faculty members. The Review Committee shall distribute to the regular faculty the questionnaire attached as Appendix A, and, subsequently, shall tally the responses to each question, using the rating values of 4-superior through 0-unsatisfactory. At a meeting of the regular faculty, of which at least

three (3) working days notice shall have been given, the Review Committee shall report the mean rating value and a summary of the comments for each question, together with such other material as they may deem to be important. Subsequent to any discussion of the report of the Review Committee, the faculty eligible to vote on personnel matters shall decide by secret ballot whether or not to recommend to the Dean that the incumbent be reappointed.

- d. In the event that reappointment is not recommended, or the office becomes vacant for any other reason, the regular faculty shall elect a search committee of three (3) faculty members. That committee shall develop a set of criteria for presentation to the faculty eligible to vote on personnel matters. After criteria have been adopted, the search committee shall meet with the Dean preliminary to preparing a recommendation to the regular faculty as to whether applications should be solicited from outside the Department, inside the Department, or both. If the selection is to be made from inside the Department, the search committee shall present a slate of not more than three (3) candidates. If the selection is to be made from outside the Department, the search committee shall present a slate of not less than five (5) nor more than ten (10) candidates. Each regular faculty member shall rank the candidates by assigning a number to each candidate. The highest ranked candidate shall receive a number equal to the total number of candidates being considered. The lowest ranked candidates shall be given the number one (1). The assigned rankings shall be totaled. The three candidates with the highest total ranking shall be interviewed. The interview shall include opportunities for group and individual discussion. Because external candidates must also be candidates for a position in the Department, they also will be subject to the procedures for the selection of new faculty (Bylaw VI.A). After all candidates have been interviewed and the external candidates, if any, have met the criteria to be a new faculty member, each regular faculty member shall cast a single vote for his or her preference from among the inside and acceptable outside candidates. The candidate receiving the most votes shall be recommended to the Dean as the Department's choice for Chairperson. In the case that the recommendation is for an outside candidate, the Department shall select, in the same manner, an alternate choice from among the remaining candidates.
- e. In the event that the procedure of II.A.2.d. fails to produce a designated Chairperson, an Acting Chairperson will be recommended

as follows. The regular faculty shall elect a nominating committee of three (3) faculty members. The nominating committee shall present a slate of candidates from among existing faculty, and an Acting Chairperson shall be recommended to the Dean by the method described in II.A.2.d. The appointment may be for a term of up to two (2) years.

- f. The Chairperson may recommend to the Dean the appointment of an Acting Chairperson from among the tenured faculty of the Department to cover absences of up to one (1) year. The regular faculty will be asked whether or not they concur with the recommendation. The recommendations will be forwarded to the Dean.
- g. During March of each year the Department Chairperson shall provide an opportunity for the members of the Department to informally evaluate the Chairperson's stewardship by using the instrument attached as Appendix A or another method acceptable to the faculty of the Department.

B. Committees

- 1. The standing committees of the Department shall be the Curriculum Committee, the Resources Committee, the Graduate Committee, the Seminar Committee, the Safety Committee, the Astronomy Fund Committee, and the Faculty Personnel Committee. Each committee shall consist of not less than two (2) nor more than five (5) members. The standing committees of the Department shall be nominated by the Chairperson subject to the approval by the faculty, at the first Department meeting of the academic year. Each committee shall elect its Chairperson.
 - a. The Curriculum Committee will review and recommend to the Department with respect to all curricular items that require departmental approval. The Committee shall consult with the Department Chairperson with respect to course offerings and teaching assignments for both the regular academic year and the summer sessions. The Committee shall work with the Department Chairperson in coordinating and monitoring offerings of departmental courses through the College of Extended Learning. The Committee shall periodically review and assess the undergraduate curricular structure of the Department, including majors, minors, course offerings and the advising process, and make such recommendations to the Department as may be necessary. Faculty desiring to offer courses under various special topic headings shall first have subtitles and syllabi approved by

the Committee. A member of the Curriculum Committee shall be the Department's representative to the College Curriculum Committee.

- b. The Resources Committee makes recommendations, as requested by the Department Chairperson or by the Department, on equipment purchases, laboratory utilization, renovations and modifications to the Department's physical facilities, and related matters. It is also responsible for budgeting, reporting, and recommending expenditures related to the McDermott Equipment Trust as described in policies appearing the Department's Standing Rules.
- c. The Graduate Committee shall evaluate applications for admission to the graduate programs and recommend to the Department Chairperson with respect to eligibility for admission. The Committee shall review applications for department-budgeted graduate assistantships, including summer appointments, and provide the Department Chairperson with a ranked list of eligible applicants. The Committee shall periodically review and assess the Department's graduate programs, including graduate course offerings, advising, and student performance. Membership shall be three (3) members of the physics graduate faculty.
- d. The Seminar Committee will schedule and coordinate the departmental seminar series and prepare requests for seminar funding.
- e. The Safety Committee shall review any potentially hazardous activities and conditions within the Department, shall monitor the Department's compliance with applicable safety regulations and shall make appropriate recommendations as may be desirable to the Department Chairperson and/or the Department. A member of the Safety Committee shall be the Department's representative on any College or University safety committees requiring departmental representation.
- f. The Astronomy Fund Committee shall make recommendations to the Department Chairperson with respect to the utilization of the income and principal of the K.P. Brooks Astronomy Fund. It shall also administer the Kendall P. Brooks Astronomy Award.
- g. The Faculty Personnel Committee shall review cases for promotion, tenure, reappointment, and professor salary adjustment and shall forward its recommendations to the Dean.

2. Ad Hoc Committees

Ad Hoc Committees will be nominated by the Department Chairperson subject to the approval of the Department.

C. Bylaws and Standing Rules

1. Bylaws

- a. Basic policies and procedures that concern the general functioning of the Department will constitute the departmental Bylaws. Such policies generally involve other units of the university and are subject to University approval.
- b. The departmental Bylaws will be a section of the Department Constitution. Any action on proposed or existing Bylaws will be conducted as specified in Section V.

2. Standing Rules

- a. Policies adopted that govern the day-to-day operations of the Department will constitute the Department's Standing Rules. Such rules may be adopted at any Department meeting by a majority vote of those present and eligible to vote.
- b. A list of the Standing Rules will be maintained and distributed with the Department Constitution and Bylaws, but this list shall not be a formal part of that document.

III. Procedures for Development of Criteria for Tenure, Promotion, and Reappointment

A. Faculty Participation

Those eligible to vote on criteria for tenure, promotion, and reappointment are the regular faculty as defined in Paragraph 1.A.

B. Criteria for Promotion

- 1. In addition to such requirements for promotion, reappointment, and tenure which have been, or may be adopted by the University and/or the College, the Physics Department requires the following minimum educational and service requirements for promotion to the rank of:

ASSISTANT PROFESSOR: The earned doctorate in a field judged

relevant to the needs and goals of the Department.

ASSOCIATE PROFESSOR: The earned doctorate in a field judged relevant to the needs and goals of the Department, plus a minimum of four (4) years of service in the rank of Assistant Professor.

PROFESSOR: The earned doctorate in a field judged relevant to the needs and goals of the Department, plus a minimum of four (4) years of service in the rank of Associate Professor.

2. Faculty members who meet these minimum educational and service criteria will be further evaluated in the following three areas:

a. Teaching

Examples:

- (1) Appropriate course content, well-organized presentation, and effective direction of the learning process.
- (2) Communication with students in the classroom, in consultation, and in advising.
- (3) Demonstrations in the classrooms.
- (4) Laboratory responsibility and attitude.
- (5) Effective evaluation of the student.
- (6) Creating innovative approaches to the subject area.
- (7) Student evaluations.
- (8) Supervision of graduate students.
- (9) Peer evaluation of classroom teaching.

b. Scholarly and Creative Activity

Examples:

- (1) Research resulting in publications in refereed journals. An article accepted for publication in a refereed journal shall be considered published.
- (2) Other publications.
- (3) Presentation of papers before learned societies and professional organizations.
- (4) Research in progress.
- (5) Membership and attendance at meetings of learned societies and professional organizations.

c. Service

Examples:

- (1) Activities in University and departmental committees.
- (2) Advising student organizations.
- (3) Service to other departments and divisions of the University.
- (4) Student recruitment.
- (5) Pre-professional advising.
- (6) Officership in regional, state, national, and international learned societies and professional organizations.
- (7) Professional service to community.

C. Criteria for Tenure

1. The probationary period for tenure shall be identical with the period established by the University.
2. The candidate for tenure must have an earned doctorate in a field judged relevant to the needs of the Department.

3. Candidates for tenure will be evaluated in terms of the academic needs of the Department and in terms of the criteria of teaching, scholarly and creative activity, and service as listed in Paragraph III.B.2.

D. Criteria for Reappointment

Candidates for reappointment will be evaluated in terms of the academic needs of the Department and in terms of their teaching as described in Paragraph III.B.2.a.

E. Exceptions to the Criteria

Exceptions to the formal criteria for promotion, tenure, and reappointment listed in paragraph III.B.1. may be granted by a vote of 3/4 of the regular faculty.

IV. Procedures for Determining Departmental Recommendations for Promotion, Tenure, and Reappointment

A. Committees and Their Procedures

1. Review Committee
 - a. The committee charged with gathering evidence concerning the candidate under consideration shall be known as the Review Committee (RC) for that candidate. The RC shall consist of three (3) members, one of whom shall be designated by the candidate and the others appointed from among the faculty who are not candidates for similar personnel actions.
 - b. It shall be the duty of the RC to assemble data concerning the candidate under consideration in accordance with the appropriate departmental criteria. The RC shall solicit first-hand, relevant information concerning the candidate from students, faculty, and professional colleagues. The candidate shall submit in writing to his/her RC any material deemed relevant to the case.
 - c. The material gathered by the Review Committee shall form the candidate's Personal Action File (PAF). At least five (5) working days prior to the meeting of the Faculty Personnel Committee (q.v.) to consider the case, the candidate will be given the opportunity to review the PAF, to add any additional material, and to discuss the file's contents with the RC, however, the candidate may not remove any material from the file.

2. Faculty Personnel Committee

- a. The committee charged with evaluating evidence gathered by the RC and formulating a recommendation shall be known as the Faculty Personnel Committee (FPC). This Committee will be composed of five (5) standing members and one (1) alternate member from the tenured members of the Department. Committee members will serve for a term not to exceed three (3) consecutive years. Memberships will be staggered. The Department Chairperson shall not serve on this committee. Members of the Committee will not be eligible to participate in discussion of or vote on their own cases. They will be replaced by the alternate member. A quorum shall consist of two-thirds of the eligible FPC members.
- b. The FPC will meet with the RC to review the candidate's PAF and to hear a summary of its contents. After the presentation the FPC will retire to discuss the case. After discussion the FPC shall vote by secret ballot on the recommendation. The results of the vote shall be announced to those present and the results communicated in writing by the FPC Chairperson to the candidate.
- c. The Department's recommendation in the personnel action under consideration shall consist of the FPC vote, any written comment by the FPC, and the Department Chairperson's independent evaluation. Both the Department's recommendation and the PAF will be forwarded to the Dean.

B. Promotion

1. No later than six (6) weeks prior to the date on which promotion recommendations are due in the office of the Dean, an RC shall be appointed for each faculty member who meets the minimum criteria for promotion to the next rank and has not waived in writing consideration for promotion.
2. The decision of the FPC shall be made at least two (2) weeks prior to the date on which the Department's promotion recommendation is due in the Dean's Office.

C. Tenure

1. No later than six (6) weeks prior to the date on which tenure

recommendations are due in the office of the Dean, an RC shall be appointed for each faculty member eligible for tenure consideration.

2. The decision of the FPC shall be made at least two (2) weeks prior to the date on which the Department's tenure recommendation is due in the Dean's Office.

D. Reappointment of Probationary (Tenure-Track) Faculty

1. An RC shall be appointed at least six (6) weeks prior to the date on which the Department's reappointment recommendation is due in the Dean's Office.
2. The decision of the FPC shall be made at least two (2) weeks prior to the date on which the Department's reappointment recommendation is due in the Dean's Office.
3. In the academic year prior to that in which a tenure decision is to be made for a probationary faculty member, the RC shall include in the PAF data pertinent to the criteria for tenure as well as that for reappointment. While the Department's reappointment recommendation shall be based only on the criteria for reappointment, these additional data will also be reviewed by the FPC for the purpose of bringing to the attention of the probationary faculty member any potential deficiencies with regard to the Department's tenure criteria. The results of the FPC review shall be communicated to the probationary faculty member in writing and summarized orally in a conference with the Department Chairperson.
4. In cases where a probationary faculty member is not reappointed, provision for a terminal appointment shall be made in accordance with the provisions for notice of non-reappointment specified in the Agreement between Central Michigan University and the Central Michigan University Faculty Association.

E. Subsequent Appointment of Temporary Faculty

1. An RC shall be appointed at least four (4) weeks prior to the meeting of the FPC. Should there be more than one candidate for subsequent full-time temporary appointment, the Chairperson's appointees to the various Review Committees shall be the same two faculty members.
2. The decision of the FPC shall be made as early as possible in the Spring semester, but at least two (2) weeks prior to the end of the Spring semester. The FPC shall consider the full-time temporary faculty individually, as to

whether subsequent appointment is recommended, and as a group in order to establish priorities related to the special needs of the Department.

3. It shall be the responsibility of the Department Chairperson to recommend to the Dean such part-time temporary appointments as are necessary to fulfill the Department's teaching obligation.

V. Amendments

- A. Amendments to this constitution may be proposed by any member of the Department or by a Department committee.
- B. An amendment to the Constitution and Bylaws (Sections I - VI) can be adopted only at a Department meeting for which at least five (5) working days notice has been given. The notice shall include a copy of the proposed amendment.
- C. Amendments to the Constitution and Bylaws (Sections I - VI) shall be adopted by two-thirds majority vote of the regular faculty present at the meeting. A secret ballot shall be required if requested by any member.

VI. Bylaws

A. Procedure for Recommending the Selection of New Faculty

1. Whenever it appears that the Department will be authorized to fill a full-time position for at least an academic year's duration (either tenure-track or temporary), the Department Chairperson shall ask the Faculty Personnel Committee to draft a Position Specification for approval by the regular faculty. The Faculty Personnel Committee shall consider any proposal made by the Department Chairperson, and shall solicit proposals from any interested faculty. The Position Specification shall include: (a) field(s) of specialization including theory or experiment if appropriate; (b) level of experience required; (c) desired rank of initial appointment. The approved Position Specification will be the basis for negotiating with the Dean of the College for authorization to fill the position.
2. For each position that the Department is authorized to fill, the Department Chairperson shall nominate, subject to the approval of the regular faculty, a Search Committee of three members plus the Department Chairperson ex officio. The Search Committee is charged with the responsibility of describing the position in detail and advertising it, developing a method of screening applicants, and ranking those applicants who meet the criteria of the search.

The procedures of the Search Committee shall be in accordance with applicable University and other affirmative action policies. The Committee shall submit the credentials of the three highest ranked candidates to the regular faculty, and upon approval by the Dean and the Affirmative Action Office, shall arrange for each of the candidates to visit the Department for an interview and the presentation of a seminar.

3. The regular faculty shall determine by majority vote, at a meeting of which at least three (3) working days notice is given, which of the candidates they find acceptable. Each of them shall then proceed to rank the acceptable candidates by assigning a number to each candidate. The highest ranked candidate shall receive a number equal to the total number of acceptable candidates. The lowest ranked shall be given the number one (1). The position will be offered to the candidates in the order of their ranking. Approval by the Dean's, Affirmative Action, and Provost's Offices must be obtained before any offer is made to a candidate. In the event that there are no acceptable candidates, or the position is not accepted, the Search Committee may submit the credentials of the next highest ranked candidates and arrange for interviews. If the position remains unfilled, the Search Committee may continue in this fashion, recommend that the screening be terminated and the search reopened, or recommend that a temporary appointment be made (see 4 below).
4. In the event that a full-time position becomes available at a time that makes the procedure outlined in 1 through 3 above impossible to carry out, the Chairperson shall arrange for a temporary faculty appointment of one or two semesters duration. Affirmative action policies and procedures apply to full-time temporary appointments. If this position is expected to remain available beyond the duration of the temporary appointment, the procedure outlined in 1 through 3 above shall be invoked on a timely basis. The temporary conversion of this position to graduate assistantships is an acceptable alternative to a temporary faculty appointment.
5. It shall be the responsibility of the Department Chairperson to recommend to the Dean such part-time temporary appointments as are necessary to fulfill the Department's teaching obligations.

B. Procedure for Recommendations on the Selection of Support Staff

When the Department is authorized to fill a support staff position, the Department Chairperson shall nominate, subject to the approval of the regular faculty, a Search Committee of three (3) members plus the Department Chairperson ex officio. The Search Committee will review the existing position description, or prepare one if needed, and then develop a means for the advertising the position, screening

applicants, and ranking those applicants who meet the criteria of the search. The procedures of the Search Committee shall be in accordance with applicable University and other affirmative action policies. Upon approval by the Affirmative Action Office, the Committee shall submit the credentials of the three highest ranked candidates along with its recommendations to the regular faculty. The regular faculty shall discuss the cases and inform the Chairperson on the acceptability of each of the three candidates and their preference for the position. The Chairperson will fill the position with the candidate who was both found acceptable by the faculty and who, in his or her judgment, would best serve the needs of the Department.

C. Sabbatical Leaves

Faculty applying for a sabbatical leave shall submit their proposals to the Department Chairperson two (2) weeks prior to the date on which Department recommendations regarding sabbaticals are due in the Dean's Office. The Chairperson shall place the proposal on the agenda of the next Department meeting. After discussion, the regular faculty will decide by majority vote by secret ballot whether or not the Department supports the sabbatical leave proposal. When more than one proposal for leave during the same academic period is submitted, and the academic program of the Department would be adversely affected by the temporary absence of more than one faculty member, the regular faculty will additionally rank the sabbatical leaves in the order in which they recommend implementation. Candidates for a sabbatical leave may participate in the discussions but may not vote on any of the cases. On or before the due date specified in the relevant University documents, the recommendations of the Chairperson and the Department shall be forwarded to the Dean.

D. Teaching in the Summer

The opportunity to teach departmentally budgeted courses in the summer session shall be offered in turn to the faculty qualified to teach those courses. Faculty members who elect to pass their turns shall remain at the head of the list. Faculty may offer other courses during the summer sessions with the approval of the Curriculum Committee. Such courses shall not count in the rotation specified above.

E. Courses in the College of Extended Learning

1. A course belonging to the Physics Departments (designators PHY, PHS, AST) will be offered only with permission of the Department Chairperson. The Department Chairperson will coordinate with the course instructor, the College of Extended Learning, and the Department Curriculum Committee to assure that course content and methods are consistent with departmental offerings. Every academic year the course materials, methods, and student learning will be compared with similar data for on-campus offerings of the

course by the Chairperson and the Curriculum Committee. The Committee's findings and any recommendations will be forwarded to the Chairperson and shared with the Department. If a decision is to be made with regard to a particular course being offered and the current CEL instructor is a member of the Curriculum Committee, he or she may participate in the review but not vote in that decision.

2. When the College of Extended Learning contracts the Department about developing, revising, and/or teaching a Department course for CEL, the following procedure will be followed:
 - a. The Chairperson will notify all faculty of the opportunity and all who express an interest will be considered.
 - b. The Chairperson will recommend to CEL a faculty member from the interested faculty based on the course, the faculty member's experience with and contributions to this course, and an equitable rotation of interested faculty. Faculty who are currently teaching or have successfully taught the con-campus version of the course within the last five (5) years may be given priority. The Chairperson will inform the Department of the recommendation.

If the relationship with CEL for the course lasts for longer than two (2) years, at the end of the two (2) year period the Chairperson will again apply the procedure given in (a) and (b) above.

3. Faculty members desiring to teach in the College of Extended Learning during a period in which they are teaching the equivalent of a full-time load in the Department shall petition the faculty of the Department for permission to do so. Permission will normally be given upon showing that the increased workload will not be detrimental to that faculty member's assigned responsibilities.

F. Professional Travel

It is the policy of the Physics Department to support the travel of each full-time Department member to at least one professional meeting annually. That fraction of the Department's operating budget allocated for professional travel will be distributed among those members electing to travel providing that the Department Chairperson may withhold 10% of the funds so allocated for travel in connection with student recruitment.

G. Departmental Reviews

Formal reviews of the Department and/or its Chairperson shall be as provided by the current policy of the Academic Senate or by contractual agreement, whichever is applicable.

H. Retrenchment

In the event that it becomes necessary for the Department to undergo retrenchment, the procedures outlined in the current Agreement will be implemented.

Adopted by Department: 9/14/78, 9/28/78, 10/12/78

Amended by Department: 11/20/79, 2/14/80, 9/10/81, 12/10/81, 12/9/82, 3/10/83, 1/9/86, 2/6/86, 10/23/86, 2/11/88, 2/25/88, 10/27/88, 10/28/88, 4/19/90, 5/3/90, 11/1/90, 4/3/97, 1/29/98, 4/16/98, 4/30/98, 1/13/06

APPENDIX A

Evaluation of the Physics Department Chairperson:

Please check the box which best fits your evaluation of the concept in question. Adding specific comments where referring to a particular instance would be helpful.

Superior Very Good Satisfactory Needs Improvement Unsatisfactory No Basis

1. Contributions to the planning process:

() () () () () ()

Comments:

2. Quality of decision making when such decisions are necessary or appropriate.

() () () () () ()

Comments:

3. Communication.

() () () () () ()

Comments:

4. Interpersonal Relationships

() () () () () ()

Comments:

Superior Very Good Satisfactory Needs Improvement Unsatisfactory No Basis

5. Encouragement of teaching.

() () () () () ()

Comments:

6. Support for quality education.

() () () () () ()

Comments:

7. Encouragement of scholarly and creative activity.

() () () () () ()

Comments:

8. Grasp of the political realities of the University and the School.

() () () () () ()

Comments:

9. Initiative.

() () () () () ()

Comments:

Superior Very Good Satisfactory Needs Improvement Unsatisfactory No Basis

10. Adaptability. Reaction to new responsibilities, special projects, adverse circumstances.

() () () () () ()

Comments:

11. Dedication to service.

() () () () () ()

Comments:

12. Public relations, School, University, External.

() () () () () ()

Comments:

13. Faculty recruitment.

() () () () () ()

Comments:

14. Student recruitment.

() () () () () ()

Comments:

Superior Very Good Satisfactory Needs Improvement Unsatisfactory No Basis

15. Concern for faculty welfare (promotion, tenure, etc.).

() () () () () ()

Comments:

16. Support of departmental student organizations.

() () () () () ()

Comments:

17. Overall rating of performance.

() () () () () ()

Comments:

18. Any additional comments.

EVALUATION OF DEPARTMENT SUPPORT FUNCTIONS

1. Stockroom

2. Electronics Shop

3. Office