

# DEPARTMENT OF PHYSICS

## DEPARTMENTAL PROCEDURES, CRITERIA, STANDARDS, AND BYLAWS

Approved March 29, 2007

Effective July 1, 2007

Applicable:

**Tenure and Reappointment:** 2009-2010 (unless a faculty member elects to be reviewed under the new standards sooner.)

**Promotion:** 2008-2009 (unless a faculty member elects to be reviewed under the new standards sooner.)

**Other:** Upon approval of the Interim Provost; i.e. March 29, 2007.

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### TABLE OF CONTENTS

I.	Preamble .....	1
II.	Governance Structure and Operating Methods.....	2
	A.    Chairperson.....	2
	B.    Committees.....	5
	C.    Bylaws and Standing Rules .....	7
III.	Criteria and Standards for Reappointment, Tenure, and Promotion .....	7
	A.    Faculty Participation .....	7
	B.    Criteria for Reappointment, Tenure, and Promotion .....	8
	C.    Standards for Promotion to Associate Professor .....	9
	D.    Standards for Reappointment .....	14
	E.    Standards for Tenure.....	16
	F.    Standards for Promotion to Professor and Professor Salary Adjustment .....	17
IV.	Procedures for Determining Departmental Recommendations for Reappointment, Tenure, and Promotion .....	18
	A.    Committees and Their Responsibilities .....	18
	B.    The Timeline for Reappointment, Tenure, and Promotion.....	19
	C.    Penultimate Reappointment Review .....	19
	D.    Temporary Faculty .....	19
V.	Amendments.....	20
VI.	Bylaws	
	A.    Procedure for Recommending the Selection of New Faculty.....	20
	B.    Procedure for Recommendations on the Selection of Support Staff .....	22
	C.    Sabbatical Leaves.....	22
	D.    Teaching in the Summer.....	22
	E.    Courses in ProfEd .....	23

F.	Professional Travel.....	23
G.	Departmental Reviews .....	24
H.	Retrenchment.....	24
APPENDIX A .....		25
Evaluation of the Physics Department Chairperson (form) .....		25
Evaluation of Department Support Functions (form) .....		29

## **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 ProfEd. 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. Criteria and Standards for Reappointment, Tenure, and Promotion**

**A. Faculty Participation**

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

**B. Criteria for Reappointment, Tenure, and Promotion**

1. In addition to such requirements for reappointment, tenure, and promotion that have been, or may be adopted by the University and/or the College, the Department normally 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 six (6) 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 five (5) years of service in the rank of Associate Professor.

PROFESSOR SALARY  
ADJUSTMENT: 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 professor or a minimum of four (4) years since the previous professor salary adjustment.

The minimum service requirements at each rank may be reduced as provided by the Agreement and/or the Letter of Appointment.

2. Faculty members who meet these minimum educational and service criteria must demonstrate achievement in the following three areas: teaching, scholarship and creative activity, and university service.
3. In addition, candidates for reappointment or tenure will be evaluated in terms of the following two criteria:
  - a. Promise, which includes an evaluation of the candidate's potential for continued professional growth and development, and a judgment as to whether the candidate will contribute to the goals and objectives established by the Department, and

- b. The future needs of the university.

## **C. Standards for Promotion to Associate Professor**

### **1. Teaching**

#### **a. Description**

Teaching is one of the principal functions of a faculty member. It encompasses not only classroom teaching, but also those significant interactions with students outside the classroom such as laboratory instruction, academic advising, thesis supervision, student-teacher supervision or direction, supervision of research and independent studies, and supervision of graduate teaching assistants. Teaching also includes the development of new or modified courses, programs and curricula, as well as the implementation of new instruction or assessment techniques.

#### **b. Standards**

Department standards require that the candidate be a fully engaged, good<sup>a</sup> and effective teacher, committed to academic excellence and student learning. Attributes of good teaching include appropriate course content, use of effective teaching methodologies, well-organized presentation of material, and grading of student work consistent with Department and discipline practices. In addition, the candidate must demonstrate significant interactions with students in teaching situations outside the classroom.

#### **c. Documentation**

Evaluating teaching performance and effectiveness is a complex task that requires multiple measures. It is the candidate's responsibility to give sufficient evidence to establish the quality of her/his teaching. The following documentation normally provides a multi-faceted view of the candidate's teaching and is expected:

- A detailed description of all courses taught since last/initial appointment including intended student audience, enrollment, grade distributions and Student Opinion Survey information along with relevant comparison data,
- Examples of course materials including syllabi for a

- representative sample of courses,
- A representative sample of written student comments over the past three years, along with information on how the sample was obtained,
- Summary of supervision of students, including description of student accomplishments,
- Description of advising duties, including extent of involvement.

Additional evidence of teaching effectiveness is welcome.

d. Notes

<sup>a</sup>The term ‘good’ refers to an overall evaluation of teaching as described in III.C.1.a. It does not refer to any one measure of that teaching.

2. Scholarly and Creative Activity

a. Description

Scholarly and creative activity is on a par with teaching as a principal responsibility of a faculty member. Broadly defined, scholarship is systematic activity devoted to the creation of new knowledge and/or understanding in physics, astronomy or other areas embraced by the Department, or related teaching initiatives. It encompasses original research in a sub-field of the discipline, as well as keeping abreast of new developments in the field. Active scholarship results in the faculty member maintaining a high level of expertise in the discipline. This expertise represents a valuable intellectual asset for students, the department and the broader university community. Scholarly and creative activity also includes presenting and publishing research results in appropriate venues, and, more generally, active participation in the discipline.

b. Standards

Department standards require that the candidate be engaged in sustained, high-quality, original scholarly work that results in significant contributions to the state of knowledge or understanding in the discipline. The candidate’s publications provide primary evidence of productive scholarly engagement. Normally, at least three<sup>a</sup> publications<sup>b,c</sup> in refereed professional journals of

acknowledged quality<sup>d</sup> are expected.

Proceedings papers are sometimes used to communicate important research. Thus a significant refereed publication in the proceedings of a national or international professional conference<sup>e</sup> may be substituted for one publication.

Furthermore, the Department recognizes external grant funding to be of central importance in establishing an active scholarly program.

The candidate is therefore required to submit at least one competitive external grant proposal<sup>c</sup> during the time in rank to support research or teaching initiatives. A funded, competitive<sup>f</sup> grant may be substituted for one of the required publications, but only if a proceedings paper is not being substituted for a publication.

Finally, the candidate is expected to demonstrate an on-going commitment to scholarship and more general participation in the profession. It is therefore required that the candidate present research at professional conferences and/or invited seminars. Additional indicators of active participation in the profession include, among others:

- Other professional publications,
- Regular participation at professional meetings,
- Internal funding for research or equipment (e.g., REF, PRIF, FRCE),
- Participation in workshops or short courses related to physics, astronomy, or related education research,
- Service on dissertation committees at other universities,
- A grant to support professional growth.

c. Documentation

It is the candidate's responsibility to give sufficient evidence to establish the quality of her/his scholarly activity. The following documentation of the candidate's record is expected:

- Copies of published papers,
- Copies of abstracts and award notifications for funded grants,
- A brief account of the candidate's contributions to multi-authored papers and grant proposals,

- Information about the quality and level of review for publications in lesser known journals,
- Evidence concerning the quality and level of review given to proceedings papers,
- Copies of pending or unfunded grant proposals with agency evaluations as available,
- A brief discussion of research in progress,
- Brief summary and supporting documentation of other professional activities.

d. Notes

<sup>a</sup>It is generally understood that the publications are to be distinct works.

The minimum requirement may be relaxed in the case of an exceptional publication or funded external grant. In the case of publications, a paper published in a high-impact journal might well be seen as exceptional. A highly competitive external grant providing multi-year support for graduate students or a post-doc, or for a major piece of laboratory equipment, also might be seen as exceptional. The burden is on the candidate to make the case for the exceptional characterization.

If the candidate has reduced teaching responsibilities (recommended by the Chair and approved by the Dean) with the intent of promoting research and grant-writing, the minimum requirement would be correspondingly raised. In general, one course release in any two semesters during the time under consideration should result in one additional publication or grant, or a corresponding increase in the quality of the publications. This does not apply to any teaching release granted in the candidate's first year at CMU.

<sup>b</sup>A paper accepted for publication without qualifications is considered published.

<sup>c</sup>The candidate is expected to demonstrate an independent, creative role in any collaborative research efforts included for evaluation in personnel decisions. In the case of a multi-authored publication or grant proposal

the candidate's contribution is central to the evaluation of how that work counts toward department standards for scholarship. If the candidate's contribution is substantial (e.g. wrote large sections of the work, provided measurements or analysis that are essential to the integrity of the work, etc.), that publication or grant proposal shall count as if the candidate were the sole author. When the candidate's contribution is judged to be less substantial, the value of the work toward meeting the standards in this area shall be correspondingly reduced. The burden is on the candidate to make the case for their contribution to multi-authored publications and grants.

<sup>d</sup>A quality journal is understood as one that would typically be carried in the reference collection of a research extensive institution.

<sup>e</sup>To qualify, the proceedings paper must include original research, it must not substantially duplicate the content of other publications included for evaluation, and the level of refereeing must be comparable to that of a regular journal article.

<sup>f</sup>Competitive implies that the proposal is subject to independent, external review and competes with other proposals for funding.

### 3. University Service

#### a. Description

As a self-sustaining academic community, the university relies on the active service of its members to fulfill its mission. The Department understands service to include activities that support the life and governance of the Department, College and University. The service responsibilities of a faculty member also extend to supporting the discipline and providing professional service to the general public.

#### b. Standards

Department standards require the candidate to be actively engaged in significant University service. The normal requirement for

promotion to associate professor is active service on at least two departmental committees each academic year (unless on approved leave) and similarly active service on at least one college or university committee during the time in rank<sup>a</sup>. The candidate is also required to participate in at least one valuable, non-committee-based service activity. Typical examples include, among others:

- Service on thesis or dissertation committees,
- Professional service to state or national agencies,
- Service to state, national, or international scientific organizations,
- Reviewing of grant proposals, textbooks, or manuscripts submitted to professional journals,
- Service to other departments or divisions of the university,
- Student recruitment activities,
- Community service or outreach of a professional nature,
- Public relations activities, alumni relations or fund-raising activities,
- Guest lecturing for other departments,
- Receiving a grant to support service activities.

c. Documentation

It is the candidate's responsibility to give sufficient evidence to establish the quality and quantity of her/his professional service. The candidate is expected to include a clear summary of the nature and extent of her/his contributions to each service activity cited.

d. Notes

<sup>a</sup>While candidates are expected to take active roles in Department and University or College committees, leadership positions on committees is not required.

## **D. Standards for Reappointment**

Candidates for reappointment are judged on the basis of performance in the three areas of teaching, creative and scholarly activity, and university service, as well as promise, and the future needs of the university. The standards used to assess performance are the same as those used for promotion to associate professor with the understanding that the standards in these three areas progressively approach the standards for promotion to associate professor with time in rank. To evaluate a candidate's promise the Department will look for evidence of continuing



development and growth of the faculty member during the pre-tenure years at CMU.

1. Examples of activities that support a claim of promise during a candidate's first reappointment at CMU include, among others:
  - a. Teaching
    - Effective teaching in initial assignments,
    - Efforts to apply grading standards consistent with those in the Department and the discipline,
    - Supervision of student research,
    - Participation in college and university teaching workshops.
  - b. Scholarly and Creative Activity
    - Initial development of a research program,
    - Activity as an independent researcher in a field that is promising or growing,
    - Involvement in a promising collaboration,
    - Adapting research activities to the CMU environment,
    - Participation in a grant-writing workshop.
  - c. University Service
    - Evidence of regular and continuing involvement in professional activities,
    - Support of the Department through service on Department committees and a departmental service activity, and regular attendance at Department meetings and seminars.
2. Activities that support a claim of promise during a candidate's subsequent reappointment decisions include, among others:
  - a. Teaching
    - Continued progress in all areas associated with teaching as defined in section III.C.1.a.,
    - Creative contributions to existing courses,
    - Ongoing efforts to improve student learning,
    - Supervision of productive student research,
    - A demonstrated commitment to monitor student learning, for example, through assessment activities.

b. Scholarly and Creative Activity

- Establishment of an independent research program,
- Involvement in productive collaborations,
- Integration of research activities to the CMU environment,
- Two of the three publication requirements completed and evidence that the third requirement will be forthcoming.

c. University Service

- Evidence of sustained support of the Department, College and University through active committee work, and regular attendance at Department meetings and seminars,
- Active participation in at least one significant non-committee-based service activity.

**E. Standards for Tenure**

1. The criteria and standards for tenure are the same as those for promotion to associate professor with two additions:

a. The promise of the candidate, which includes:

- An evaluation, based upon the performance up to the present time, as to the candidate's potential for professional growth and development, and
- A judgment as to whether the candidate will contribute to the goals and objectives established by the Department.

b. The future needs of the University.

2. To evaluate the promise of a tenure candidate the Department will look for evidence of development and growth of the faculty member during the pre-tenure years at CMU.

Examples of activities that support the claim of promise include, among others:

a. Teaching

- Continued progress in all areas associated with teaching as defined in section III.C.1.a.

- Sustained supervision of students engaged in productive research.
- b. Scholarly and Creative Activity
  - A sustained record of scholarly activity,
  - A funded external competitive grant,
  - An established research program within the CMU environment.
- c. University Service
  - Evidence of significant support of the Department, and College and/or University through sustained service activities,
  - Evidence of continuing involvement in other professional service activities.

**F. Standards for Promotion to Professor and Professor Salary Adjustment**

1. The general expectation is that all faculty members will continue to develop as teachers, scholars, and professionals throughout their careers. The standards for promotion to professor and for professor salary adjustment are the same as those for promotion to associate professor with the following changes:
  - a. The time period to be considered will be the time in service since promotion to associate professor, professor, or previous professor salary adjustment, not to exceed seven years (i.e., so as to reflect the importance of a sustained effort, accomplishments made more than seven years prior to the promotion review will not be considered).
  - b. In the area of teaching, the candidate must demonstrate a sustained commitment to the craft of teaching and to overall teaching excellence both in and outside the classroom.
  - c. In the area of creative and scholarly activity, the candidate must demonstrate a sustained record of quality. The submission of a competitive external grant proposal in rank is not required if adequate research support is available from other sources. In such cases the minimum number of publications in rank is increased by one.

- d. In the area of university service, the candidate is required to demonstrate leadership roles in the Department, such as chairing a Department committee or advising a student organization. In addition, the candidate is expected to demonstrate significant service on a College or University committee.

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

##### **A. Committees and Their Responsibilities**

1. Faculty Personnel Committee
  - a. The committee charged with evaluating the candidate's Personal Action File (PAF) and formulating a recommendation shall be known as the Faculty Personnel Committee (FPC). The FPC will evaluate the PAF and decide whether the applicant has met the relevant Department standards. In deciding each case the FPC will judge both the quantity and quality of the candidate's accomplishments, based on the evidence presented in the PAF.
  - b. This committee will be composed of five standing members and one alternate member from the tenured members of the Department. Should the number of tenured faculty in the Department fall below six, then the number of standing members of the FPC will be reduced accordingly. The normal term of a standing member of the FPC is three years. When possible, standing members should not serve for more than three consecutive years. Memberships will be staggered. The Department Chair shall not serve on this committee. A member of the committee shall not participate in discussion of or vote on her or his own case. She or he will be replaced by the alternate member. A quorum shall consist of four of the eligible FPC members.

##### **B. The Timeline for Reappointment, Tenure, and Promotion**

1. In the semester before a personnel recommendation is to be made by the FPC, a candidate for a scheduled reappointment or tenure decision will be notified by the chair that his or her case will be considered. A faculty member seeking promotion or early tenure should inform the chair that he or she desires to be considered in the semester before a personnel decision would be made.

2. On or before the date specified in the contract on which the PAF is due in the Department, the completed PAF will be delivered by the candidate to the chair of the Faculty Personnel Committee.
3. After receiving the PAF, the FPC will meet to discuss the case. Following the 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 chair to the candidate and the Department Chair. The decision of the FPC shall be made at least two weeks prior to the date on which the Department's recommendation is due in the Dean's Office.
4. After receiving the PAF and the FPC's recommendation, the Department Chair will review the material and make an independent recommendation.
5. The Department's recommendation in the personnel action under consideration shall consist of the FPC vote, any written comments by the FPC, and the Department Chair's evaluation. The recommendations and the PAF will be forwarded to the Dean.

**C. Penultimate Reappointment Review**

In the academic year prior to that in which a tenure decision is scheduled for a probationary faculty member, the candidate's PAF should include material 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 standards. The results of the FPC review shall be communicated to the probationary faculty member in writing.

**D. Temporary Faculty**

1. To be considered for a subsequent appointment, a full-time temporary faculty member will assemble a Personal Action File (PAF) that addresses his or her teaching competence and the needs of the Department.
2. The FPC shall consider the full-time temporary faculty individually, as to whether a subsequent appointment is recommended, and as a group in order to establish priorities related to the special needs of the Department. The FPC will use effective teaching and needs of the Department as the criteria for making their recommendation.

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

## **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 ProfEd**

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, ProfEd, 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 ProfEd instructor is a member of the Curriculum Committee, he or she may participate in the review but not vote in that decision.

2. When ProfEd contracts the Department about developing, revising, and/or teaching a Department course for ProfEd, 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 ProfEd 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 ProfEd 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 ProfEd 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