

**DEPARTMENT OF PHYSICS
FLORIDA STATE UNIVERSITY
BYLAWS**

(Approved by a majority of faculty members by secret ballot, 7th November 2008)

Departmental Structure

The department consists of the members of the department, certain affiliated members, and an extensive infrastructure.

Article I. Membership

Section 1.

Membership in the Department of Physics shall include persons appointed to the Department of Physics in the following capacities:

1. full-time or part-time regularly appointed faculty in tenured or tenure-track positions and in visiting positions when the department's intent is to make them tenure earning;
2. other professional appointees, including those serving in faculty lines as Staff Physicists, instructors, temporary visiting faculty, courtesy appointees, adjunct appointees, postdoctoral fellows, professors emeriti, research associates, assistants and associates in research, Scholar Scientists, Instructional Faculty, Research Faculty, Support Faculty, teaching assistants, and research assistants;
3. Administrative and Professional personnel;
4. University Service Personnel System personnel.

Section 2.

Only faculty members in tenured or tenure-earning positions, including tenure-earning faculty on visiting appointments, shall be entitled to vote in faculty meetings and by mail ballot. This is the group that shall vote on all matters unless specified otherwise.

Article II. Officers

Section 1. Department Chair

A. Term of office

The Chair shall be appointed by, and serve at the pleasure of, the Dean of Arts and Sciences. The Chair will serve for a length of time determined by the Dean, normally three years. An individual may be reappointed as Chair, at the discretion of the Dean, normally for a maximum of two terms.

B. Procedures for nomination of the Chair

1. Prior to the expiration of a term of the Chair or upon the office becoming vacant from another cause, the Dean shall appoint a search committee from the voting membership of the Department and at least one faculty member from outside the Department. The members of the search committee from within the department shall be suggested to the Dean following a vote of the faculty. Normally, this shall be done in the fall term of the last year of an incumbent Chair's term.
2. The search committee shall make a formal recommendation to the Dean for consideration and appointment after the nomination has been approved by a majority vote of the voting members of the department in a secret ballot.

C. Authority and duties of the Chair

1. The Chair shall serve as the chief administrative officer of the Department and will be responsible for:
 - a. seeing that the department's administrative obligations are met,
 - b. preparing the agenda for, scheduling of, and presiding over faculty meetings, and
 - c. supervision of the departmental personnel (directly or indirectly).
2. The Chair shall appoint all faculty members under his/her supervision to service on at least one standing committee.
3. The Chair shall designate the chairs of the standing committees and the Associate Chair of the Department.
4. The Chair, serving as principal financial officer of the department shall:
 - a. supervise receipt and expenditures of all moneys,
 - b. prepare periodic reports of budgets and expenditures for the Administrative Advisory Committee.

5. The Chair, in conjunction with appropriate faculty committees, shall supervise and coordinate the recruiting of new faculty members.
6. The Chair shall hold an annual evaluation and assignment meeting (typically in the latter part of the Spring term) with each faculty member. The evaluation of performance of professional responsibilities consistent with that member's annual assignment of duties will be for the previous calendar year. The assignment of responsibilities will be for the next academic year. The Associate Chair may be present. All such evaluations are to follow the *Faculty Handbook* and the most recent *Collective Bargaining Agreement*, should one exist.
7. The Chair shall provide letters annually to faculty members advising them of their progress toward promotion and, if applicable, tenure.
8. The Chair shall be responsible for establishing subcommittees to report to the Promotion and Tenure Committee in order to insure timely preparation of materials and recommendations for promotion and tenure decisions in the Department and at the College level.
9. The Chair shall coordinate all segments of the academic program, such as degree requirements, curricular offerings, and catalog announcements. S/He shall determine and supervise, in consultation with appropriate committees, such matters as the scheduling of classes and the assignment of duties to faculty members.
10. Except when provided for otherwise, the Chair or his/her designee shall serve as liaison officer and departmental representative to officers and bodies outside the department.
11. The Chair shall regularly report to the faculty the actions performed in administering departmental affairs.
12. The Chair shall recommend salary merit increases to the Dean with input from the Administrative Advisory Committee.

Section 2. Associate Chair

The duties of the Associate Chair are as follows:

1. The Associate Chair shall serve as the Chair's representative on various University and Departmental committees and in other ways assist the Chair in administration of the Department.
2. The Associate Chair shall have primary responsibility for coordinating with the teaching faculty course offerings and scheduling.

3. The Associate Chair shall coordinate requests for curriculum changes, both graduate and undergraduate, and forward such requests to the appropriate College and University committees.
4. The Associate Chair shall assist the Chair in the annual assignment of duties to faculty and in the selection of faculty (and courses) for the summer term.
5. The Associate Chair shall serve on the Administrative Advisory Committee and shall provide an independent ranking of the faculty when appropriate for merit raises or other purposes.
6. The Associate Chair shall assign faculty members to summer teaching on a rotation schedule so that all faculty members desiring summer teaching appointments have an equitable opportunity to teach. This shall be done in consultation with the Chair as necessary.

Section 3. Director of Undergraduate Affairs

The Chair of the Undergraduate Affairs Committee shall be appointed by the Chair of the Department. The duties of the office shall be concerned with undergraduate students' affairs including coordinating matters relating to undergraduate training in the Department including curricula, recruitment and admission of students, program requirements, etc. and planning and coordinating upper- and lower-division advising assignments, orientation meetings for new students, etc.

Section 4. Director of Graduate Affairs

The Chair of the Graduate Affairs Committee shall be appointed by the Chair of the Department. The duties of the office shall be concerned with graduate students' affairs, including coordinating matters relating to department-wide issues pertinent to graduate training including curriculum, recruitment and admission of students.

Section 5. Faculty Senators

The department will elect its faculty senator(s) and official alternate(s) at such times as specified in the constitution of the Faculty Senate. S/he is responsible for attending Faculty Senate meetings and informing the department of developments affecting the department and its members.

Article III. Faculty Meetings

Section 1. Kinds and frequency of meetings

1. The faculty of the department shall meet in regular session two or three times each semester, during the regular academic year. The Chair shall establish the dates of meetings.
2. Additional sessions may be called by the Chair or the Chair's designated representative when needed to conduct appropriate business.
3. Faculty members are expected to attend and participate in faculty meetings as part of their service duties.

Section 2. Meeting governance

The Chair shall normally preside at faculty meetings. In the absence of the Chair another voting member designated by the Chair shall preside.

Section 3. Agenda

The Chair shall prepare the agenda for each meeting and faculty members may request in writing (email is sufficient) that items be included on agendas.

Section 4. Quorum

One-half of the voting members of the Department shall constitute a quorum at any faculty meeting. If a quorum is not achieved, the meeting may proceed, but no votes may be taken.

Section 5. Disputes

In case of dispute, meetings shall be conducted in accordance with Robert's Rules of Order, latest revision, except as otherwise provided in these bylaws.

Section 6. Attendance

Each voting member of the Department shall consider attendance at departmental meetings an obligation to be disregarded only for good reason. The Secretary shall record in the minutes the names of all voting members absent from each meeting.

Section 7. Other attendees

The Departmental Office Manager shall normally attend meetings. The Chair's office assistant shall normally serve as Secretary. In the absence of the Secretary, the Chair shall appoint a substitute. The duties of the Secretary shall be:

1. to record the minutes of departmental meetings,
2. to keep in the departmental office a complete file of departmental minutes.

Section 8. Voting

1. A majority vote of those voting on an issue is required for its passage. The majority is to be based on percentage of votes cast, not the percentage of eligible voters.
2. Voting members of the Department who are on leave, sabbatical, or release time may vote on departmental issues with the understanding that they make an effort to inform themselves of the issue at hand.
3. Voting faculty may, if they wish, assign their vote on specific issues by proxy to another member of the voting faculty.
4. Voting members not voting on an issue, either themselves or by proxy (including votes in the form of approve, disapprove, or abstain) are considered to have removed themselves from voting status on that issue.

Article IV. Committees

Service on departmental committees is considered to be part of each department member's assignment of responsibilities. In addition, all faculty members are encouraged to raise issues and suggest changes to be considered by any committee. Meetings of committees shall be held only when a majority of the voting members of the committee are present. Unless otherwise specified, all committee members serve in a voting capacity.

At the discretion of the Chair, non-voting members of the faculty may serve on committees and may vote on the committee's decisions. Determination of committee membership for the following year is normally done during the evaluation and assignment meetings with faculty members in the spring.

Section 1. Standing Committees

A. Administrative Advisory Committee

1. This committee shall be the principal coordinating committee of the department.
2. The committee shall function as an advisory body in implementing departmental policies dealing with budgetary policy, the academic program, and departmental planning and development.
3. This committee shall consist of the following five voting Department members and ad-hoc members:
 - the Chair, who shall chair the Committee;
 - the Associate Chair;
 - three members elected by the Department from the ranks of eligible voters;
 - the chairs of the Graduate Affairs Committee, the Undergraduate Affairs Committee and the Technical Personnel Committee, who shall serve on the AAC in an ad-hoc capacity for advice; and
 - the Office Manager, who shall serve in an ad-hoc capacity for informational purposes.
4. The elected committee members will serve three-year terms with one member elected each Spring for the following academic year.
5. Meetings of the committee shall be held only when a majority of the voting members or their faculty proxies are present.
6. Each voting committee member shall provide to the Chair, for use in determining merit pay recommendations, a single, department-wide ranking for each faculty member, other than themselves. These recommendations will be based on evaluations according to the duties assigned in the relevant Assignments of Responsibilities. They shall make use of all available information included in the evaluation files and will follow any merit pay guidelines provided by the University that are consistent with the *Faculty Handbook* and/or the *Collective Bargaining Agreement*, if any. The Chair or her/his designee will compile the distribution of the rankings for each faculty member and use this as the recommendation for merit increases from the AAC. Should these two rankings (the Chair's ranking and the AAC ranking) differ, both can be forwarded to the Dean.
7. No member of the committee is permitted to self-evaluate or to evaluate his or her spouse or

another relative.

8. The committee shall meet as often as needed during the academic year.

B. Promotion, Tenure, and Graduate Faculty Status Committee

This committee shall make recommendations regarding promotion and tenure. These recommendations will be made in accordance with previously adopted guidelines (see Appendix A: Statement of Promotion and Tenure). The committee shall also make recommendations regarding Graduate Faculty Status (GFS). Criteria for nominating graduate faculty status are given below.

1. The members of the Departmental Promotion and Tenure Committee are the Full Professors.
2. Sub-committees of the tenured faculty shall also specifically examine the performance of selected faculty members with respect to Third Year Promotion/Tenure Review and/or *qualifications* for Promotion, Tenure. Those reviewed will be all untenured faculty members as well as tenured associate professors who request a review for possible promotion. The sub-committees shall provide a written summary of their reviews to this committee at a date chosen by the Chair to meet University requirements (typically during the spring semester).
3. The committee shall also perform a *Sustained Performance Review* of University-selected full professors when so requested and provide the Chair with a written summary of its review. Faculty members selected for the review may not participate in this review.
4. One member of this committee shall be elected by the committee to serve as the representative of the department on the Natural Sciences Area Promotion and Tenure Committee. This person shall report back to the faculty on his or her impressions of criteria being applied by the area committee and any other committee to which he or she may be elected.
5. Criteria related to nominating Graduate Faculty Status (GFS):
 - **Definition of GFS:** Membership in the Graduate Faculty of the Department of Physics authorizes faculty to teach all graduate level courses, to sit on all graduate level committees, to chair all graduate student dissertation committees, and to participate fully in all components of graduate education, research, and service.

- ***GFS Nomination Criteria:*** The Faculty member under consideration for nomination to Graduate Faculty Status subject to consideration of special circumstances, must (1) hold the Ph.D. in Physics or a closely related discipline; (2) have proven expertise in the teaching area. Final nomination to GFS is by two-thirds vote of all physics Graduate Faculty.
- ***GFS Limitations / Restrictions:*** Faculty holding GFS are expected to actively engage in graduate education through teaching, mentoring and research supervision. They should show evidence of research-based scholarship and/or creative work resulting in peer reviewed publications or equivalent work. Upon review of a faculty member's performance, the Chair, in consultation with a supportive vote by two-thirds majority of the Departmental Promotion and Tenure Committee, may place restrictions on a faculty member's participation in graduate education activities in the department, to direct PhD or Masters dissertations and theses, to serve on graduate student committees, or to teach graduate courses.

C. Graduate Affairs Committee

This committee shall establish and help implement policies relating to department-wide aspects of graduate admissions, recruiting, training, curriculum, program requirements, etc.

The committee shall consist of several members with the chair (or co-chairs) designated by the department Chair.

D. Undergraduate Affairs Committee

This committee shall establish and help implement policies relating to undergraduate training, recruiting, advising, and curriculum changes (both lower- and upper-division).

The committee shall consist of several faculty members with the chair (or co-chairs) designated by the department Chair.

E. Colloquium Committee

This committee shall identify people willing to present a colloquium style presentation (where the topics are understandable to upper division undergraduates). It is hoped that the speakers consist of some local talent as well as people who travel to FSU.

The committee shall consist of several faculty members with the chair (or co-chairs) designated by the department Chair.

F. Information Resources Committee

This committee shall manage information resources for the department. This involves coordinating the computational infrastructure needs of the various groups from physics in the three buildings: Keen, UPL, and Collins.

The committee shall consist of several faculty members with the chair (or co-chairs) designated by the department Chair.

G. Publicity and Awards Committee

This committee shall gather appropriate information and nominate faculty and students for applicable professional awards on the local, national, and international levels. This committee shall also review and recommend possible changes to the manner by which the Department publicizes its activities (i.e., brochures, web page, handouts, etc.).

The committee shall consist of two or three faculty members with the chair (or co-chairs) designated by the department Chair.

H. Newsletter Committee

This committee is responsible for the organization of materials and writing of a departmental newsletter to send to alumni and friends regarding changes in the department and highlights of accomplishments.

I. Salary Survey Committee

This committee is responsible for surveying physics department chairs regarding the salaries of their faculty members. Results of the survey will be conveyed as appropriate to the Chair.

The committee will normally consist of one faculty member appointed by the Chair.

J. Technical Personnel Committee

This committee will coordinate all issues regarding supervision of technical personnel and maintenance of the various technical shops of the department. The committee will be responsible for managing the distribution of duties and responsibilities of the various technical personnel. The committee shall consist of several faculty members with the chair (or co-chairs) designated by the department Chair.

K. Web Page Committee

This committee shall supervise maintenance and upgrades of the departmental web page.

In consultation with the technical personnel committee and the department office manager, the web page committee will coordinate the gathering and design of information displayed on the web by working with appropriate departmental staff members.

The committee shall consist of (a) faculty member(s) with the chair (or co-chairs) designated by the department Chair.

L. Written Preliminary Exam Committee

This committee shall be responsible for the organization, production, administration, and grading of the written preliminary exam. Graduate Ph.D. students must pass this exam as one of the steps to qualify for candidacy for the Ph.D. Details regarding all aspects of the exam are contained in the Guide to Graduate Studies in Physics available through the departmental web page.

The committee shall consist of several faculty members with the chair (or co-chairs) designated by the department Chair.

Section 2. Ad Hoc Committees

The Chair shall establish such additional committees for the 12-month academic year as are needed to conduct the affairs of the department. The functions and membership of each committee shall be made known to the department as soon as practicable in the academic year.

Article V. Recruiting

New faculty members will be recruited through internationally placed advertisements in various media following University procedures. All such searches will be carried out by search committees appointed by the Chair following consultation with faculty members closest to the potential recruit's area of expertise. The search committee will include at least one member from outside the research area being recruited. The committee will be expected to prepare a preference ranked list of candidates for review by the faculty, who in turn will recommend a preference ranked list to the Chair for consideration for recommendation to the Dean of Arts and Sciences.

Article VI. "Sunset" Provision

These bylaws shall cease to apply after the September 2011 faculty meeting unless they are approved again by a ballot vote of a majority of the voting members of the faculty.

Article VII. Amendments to the Bylaws

Any three voting members of the Department may propose an amendment to these bylaws. A proposed amendment must be made available to the voting members at or before a departmental meeting that occurs at least two weeks prior to the date of the meeting at which a vote on adoption is to be taken.

Appendix A: STATEMENT OF PROMOTION AND TENURE

The Development of Physics criteria for promotion and tenure of tenure track faculty members do not differ from the University criteria.

University Promotion Criteria

- Promotion to the rank of associate professor shall be based on recognition of demonstrated effectiveness in teaching, service, definite scholarly or creative accomplishments, and recognized standing in the discipline and profession, as attested to by three letters from outstanding scholars outside the University.
- Promotion to the rank of professor shall be based on recognition of superior teaching, service, scholarly or creative accomplishment of high quality and recognized standing in the discipline and profession, as attested to by three letters from outstanding scholars outside the University. In addition to being recognized nationally (or internationally) as a scholar in his or her field, a successful candidate's record should also reflect working with graduate students to completion of their programs of study as well as noted service.
- Although the period of time in a given rank is normally five years, demonstrated merit, not years of service, shall be the guiding factor. Promotion is not automatic, nor is it regarded as guaranteed upon completion of a given term of service. Early promotion is possible where there is sufficient justification. Typically an assistant professor is considered simultaneously for promotion and tenure during the 6th year of service.

University Tenure Criteria

- The criteria for awarding tenure are the same as those for promotion to the rank to which the candidate is being considered for promotion (or the rank held by the candidate if the candidate is not being considered for promotion). Tenure, however, is guaranteed neither by promotion nor by previous attainment of the rank of associate or full professor.

Appendix B: **PROMOTION CRITERIA FOR NON-TENURE EARNING FACULTY**

CRITERIA FOR PROMOTION

The Department of Physics occasionally hires non-ranked faculty in support of research. Included in this group are the Scholar Scientist series, and the Research Associate series. The initial promotional criteria for these positions are meeting the time-in-grade and degree requirements established by the College. A Bachelors' degree and five years or a Master's degree and five years in grade in the Department are typically required for promotion in the Research Associate series. Typically, a Ph.D. and five years in grade in the Department is required for the Scholar Scientist series. (This requirement is repeated at each promotion level.)

Beyond that, assessment is in terms of performance of assigned duties and responsibilities and other contributions to the enhancement of the Department in the scientific and user communities. Elements to be considered are provided below.

The following elements, which are in no particular order, will be considered when recommending non-tenure earning faculty member for promotion. Each element will be applied as appropriate based on the duties, responsibilities, and expectations of the position.

PROFESSIONAL ACCOMPLISHMENT. For example, but not limited to:

- Relevant years of experience
- Increased effectiveness in the performance of duties
- Demonstrated expertise in the field of specialty
- Contributions to instrument, technique and applications development
- Publications and citations in refereed journals and professional publications
- Presentations at professional meetings and conferences
- Features in professional magazines, newsletters, journal covers, professional web sites

PROFESSIONAL RECOGNITION. For example, but not limited to:

- Increased recognition as an authority in the field of specialization
- Invited talks at meetings and universities
- Membership and/or positions of responsibility in professional organizations
- Reviewer for professional publications and funding agencies
- Organization of professional conferences, local seminars, workshops
- Professional awards and other recognitions
- External funding

PROFESSIONAL SERVICE. For example, but not limited to:

- Service to University, Community, Profession – Direction of undergraduate and graduate research, community and professional service in support of the outreach activities and the research mission

LETTERS OF RECOMMENDATION.

- Letter from supervisor

Letters from Department Chair

POSITIONS ELIGIBLE FOR PROMOTION

The Department of Physics utilizes the following non-tenure faculty titles:

Assistant in Research

The appointee shall hold a Master's degree in the field of specialization, or a Bachelor's degree in an appropriate area plus three years of related professional experience. Qualifying experience or training may substitute for the degree requirements. The appointee shall not be eligible to accrue tenure.

Associate in Research

The appointee shall hold a Master's degree in the field of specialization and three years related professional experience; or a Bachelor's degree in an appropriate area and five years of related professional experience. Qualifying experience or training may substitute for the degree requirements. The Associate in Research level is regarded as a promotion from the Assistant in Research level. The appointee shall not be eligible to accrue tenure. For some positions assigned to this appointee, special qualifications may be added to the minimum, such as Doctoral degree.

Research Associate

The appointee shall possess a Doctoral degree or equivalent combination of training and experience. Research Associates shall normally be responsible for defining problem areas within a university or the university system; outlining and participating in research programs, compiling and analyzing statistical data for studies of various types and making cost projections as required.

Assistant Scholar Scientist

The appointee shall hold the equivalent qualifications of "Assistant Professor"* and shall not be eligible to accrue tenure. Persons holding this title shall have no regular teaching duties. However, teaching on an incidental, occasional basis, if voluntary, is not precluded. Generally, appointees to this class will have held the doctorate for a period of less than five years.

**Holds the highest degree appropriate to the field or possesses equivalent qualifications based on professional experience, or shall have completed a substantial portion or the work required for the highest degree appropriate to the field and otherwise qualified to perform assigned duties.*

Associate Scholar Scientist

The appointee shall hold the equivalent qualifications of "Associate Professor"* and shall not be eligible to accrue tenure. Persons holding this title shall have no regular teaching duties. However, teaching on an incidental, occasional basis, if voluntary, is not precluded. The Associate Scholar Scientist level is regarded as a promotion from the Assistant Scholar Scientist level. Generally, appointees to this class will have held the Doctorate for a period of five to ten years.

**Holds the highest degree appropriate to the field or possesses professional qualifications in the field above those which would be equivalent to the highest degree. Normally, will have produced creative work, professional writing or research, have had successful teaching or professional experience in the field of specialization.*

Scholar Scientist

The appointee shall hold the equivalent qualification of “Professor”* and shall not be eligible to accrue tenure. Persons holding this title shall have no regular teaching duties. However, teaching on an incidental, occasional basis, if voluntary, is not precluded. The Scholar Scientist level is regarded as a promotion from the Associate Scholar Scientist level. Generally appointees to this class will have held the Doctorate for a period of ten years.

**Holds the highest degree appropriate to the field or possesses professional qualifications in the field above those which would be equivalent to the highest degree. Normally will have produced significant creative work, professional writing or research, have had successful teaching or professional experience and be a recognized authority or an outstanding teacher in the field of specialization.*

The four promotional opportunities for non-tenure faculty in Physics Department are:

Assistant in Research to Associate in Research
Associate in Research to Research Associate
Assistant Scholar Scientist to Associate Scholar Scientist
Associate Scholar Scientist to Scholar Scientist

RESPONSIBILITY

At the time of initial hire, the appointee will be informed of his/her classification, as set forth by the above guidelines, which will then determine the path of promotional opportunity that is available to the appointee.

IMPLEMENTATION

Upon final approval by the President and Provost, promotions and corresponding salary increases will be implemented as specified in guidelines provided by the Office of the Dean of the Faculties. Promotional title changes become effective in August, the beginning of the following academic year.