

DEPARTMENT OF PHYSICS
FLORIDA STATE UNIVERSITY
BYLAWS
(13 May 2015)

Departmental Structure

The department bylaws adhere to and are consistent with University policies found in the FSU Constitution, BOT-UFF Collective Bargaining Agreement, Faculty Handbook, and annual Promotion and Tenure letter. The department consists of the members of the department, certain affiliated members, and an extensive infrastructure. Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university web site <http://provost.fsu.edu/sacs>.

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;
2. other professional appointees, including those serving in specialized faculty lines, temporary visiting faculty, courtesy appointees, adjunct appointees, postdoctoral fellows, professors emeriti, teaching assistants, and graduate and undergraduate research assistants;
3. Administrative and Professional personnel;
4. University Service Personnel System personnel.

Section 2.

Only faculty members in tenured or tenure-earning positions 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 Chairs 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 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 Chairs or a previous Chair (if deemed desirable by the 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 ensure 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 Chairs

Two Associate Chairs, one with responsibility for Academics and Teaching, and another with responsibility for Research and Infrastructure serve the Department.

A. The duties of the Associate Chair for Academics and Teaching (hereafter ACA) are as follows:

1. The ACA 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 ACA shall have primary responsibility for coordinating with the teaching faculty course offerings and scheduling.
3. The ACA shall coordinate requests for curriculum changes, both graduate and undergraduate, and forward such requests to the appropriate College and University committees.
4. The ACA 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 ACA shall serve on the Administrative Advisory Committee and shall provide an independent merit score for the faculty when appropriate for merit raises or other purposes.

6. The ACA 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.

B. The duties of the **Associate Chair for Research and Infrastructure** (hereafter ACR) are as follows:

1. The ACR shall have signature authority for grants and contracts in the absence of the Chair (and if both absent, the ACA), and for policies, changes, and assignments associated with research and infrastructure laboratory spaces.

2. The ACR shall serve on the Administrative Advisory Committee and shall provide an independent merit score for the faculty when appropriate for merit raises or other purposes.

3. The ACR shall serve on the Planning committee and the New Building Committee. The ACR shall share responsibility, along with the New Building Committee and Physics faculty and staff for planning for the New Building – layout, space assignments, interactions with architects, admin representatives, donors, etc.

4. The ACR shall have oversight of Physics buildings, including Keen, UPL, Le Roy Collins and others.

5. The ACR shall provide research mentorship of new faculty hires: help with and advising on managing startup packages, laboratory space needs/renovation, proposal preparation, etc.

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. Such meetings can be triggered by individual faculty members requesting the Chair to call a meeting.
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 eight voting Department members and ad-hoc members:
 - the Chair, who shall chair the Committee;
 - the Associate Chairs (ACA and ACR)
 - five 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 or two members elected each Spring for a term to begin 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. The committee shall meet as often as needed during the academic year.
7. A subset of the AAC forms the faculty evaluation committee (FEC). It consists of :
 - The five elected members of the AAC
 - The Associate Chair for Academics (ACA)
 - The Associate Chair for Research (ACR)

Each member of the FEC shall provide to the Chair, for use in determining merit pay recommendations, a merit score for each faculty member, other than themselves, see Article V below. 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 merit scores for each faculty member and use this as the recommendation for merit increases from the AAC. If the merit scores from the FEC differ substantially from those based on the evaluation by the Chair, both can be forwarded to the Dean. No member of the FEC is permitted to self-evaluate or to evaluate his or her spouse/partner or another relative.

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 Second and Fourth 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 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. Limitation or removal of any of these authorizations from individual GFS faculty is delegated to the unit level authority where such assignments are made.
 - **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. Annual Evaluations

Annual faculty evaluations will be performed to comply with the current version of the Collective Bargaining Agreement and the Faculty Handbook, Section 5, and implemented as follows:

Faculty annual evaluation will be conducted in the spring semester of each year. The following evaluation criteria and procedure will be effective on January 1, 2013. Each faculty shall submit his/her annual report of Evidence of Performance (EoP) in teaching, research or creative activities, service, and other Universities duties to the department chair who will pass these materials along to the members of the FEC for their individual evaluation ratings, see Article IV Section 1.A.6. .

The Evidence of Performance Report shall include the following parts:

- 1) Teaching Assignments: including courses taught, graduate degrees awarded, graduate student direction, graduate student committees;
- 2) Research Assignments: including papers and books published, papers in press, papers submitted, papers given in meetings, invited papers, colloquia and individual talks, grant funding;
- 3) Service Assignments: including department committee service, university and SUS committee service, international, national, and regional committee service, office held, honors received, service to public schools, and service to industry;

- 4) Curriculum Vitae;
- 5) Summary Statement.

The members of the FEC shall read the EoP Reports and determine a merit score for each tenure track faculty and specialized faculty member in the department. The evaluation criteria for faculty will be in agreement with our departmental academic standards. For each member subject to annual evaluation, a score in the scale of 0 to 5 with 5 as the highest score will be determined by each member of the FEC for each of the three areas: teaching, research, and service, based on the performance of the member in the evaluation period. A member of the FEC shall not assign scores to herself/himself. For evaluation of specialized faculty and only for this purpose, the FEC will be augmented by one specialized faculty member of at least equal rank from within the department, or, if none is available, from outside the department. The Annual Performance Evaluation shall provide for an assessment of performance for each faculty member using the following ratings:

- a. Substantially Exceeds FSU's High Expectations (score ≥ 4)
- b. Exceeds FSU's High Expectations ($3 \leq \text{score} < 4$)
- c. Meets FSU's High Expectations ($2 \leq \text{score} < 3$)
- d. Official Concern ($1 \leq \text{score} < 2$)
- e. Does Not Meet FSU's High Expectations score < 1)

The final merit score shall be calculated as a weighted average in accord with the Assignment of Responsibility (AORs) for the calendar year being considered and achievements during the period being reviewed.

Based on the final merit scores, faculty performance during the evaluation period will be classified in the following categories (in agreement with the corresponding boxes on evaluation summary form):

1) Substantially Exceeds FSU's High Expectations:

A faculty member who far exceeds performance expectations during the evaluation period and achieves an extraordinary accomplishment or recognition in teaching, research, and service, which may include several of the following: highly significant research or creative activities; demonstrated recognition of the individual by peers as an authority in his/her field; securing significant external funding; attaining significant national or international achievements, awards, and recognition.

2) Exceeds FSU's High Expectations:

A faculty member who exceeds expectations during the evaluation period by virtue of demonstrating noted achievements in teaching, research, and service, which may include several of the following: high level of research/creative activity, professional recognitions, willingness to accept additional responsibilities, high level of commitment to serving students and the overall mission of the Department, involvement/leadership in professional associations, initiative in solving problems or developing new ideas.

3) Meets FSU's High Expectations:

A faculty member who demonstrates the requisite knowledge and skills in his/her field of specialty and completes assigned responsibilities in a manner that is both timely and consistent with the high expectations of the university.

4) Official Concern:

A faculty member who demonstrates the requisite knowledge and skills in his/her field of specialty but is not completing assigned responsibilities in a manner that is consistent with the high standards of the university.

5) Does Not Meet FSU's High Expectations.

A faculty who fails to demonstrate with consistency the knowledge, skills, or abilities required in his/her field of specialty and/or in completing assigned responsibilities.

The Chair of the department shall write annual evaluation narrative for all faculty. The narrative shall be attached to the Annual Evaluation Summary Form. A tenured faculty member whose overall performance is rated 'Does Not Meet FSU's High Expectations' in more than two of the previous six evaluations shall be placed on a Performance Improvement Plan. A non-tenured faculty member (including specialized faculty members) whose overall performance is rated "Does Not Meet FSU's High Expectations" shall be placed on a Performance Improvement Plan (PIP) in one or more areas of assigned duties. The Performance Improvement Plan shall include specific performance targets goals and timetables to assist the faculty member in achieving at least a "Meets FSU's High Expectations" rating.

As stated in Article IV Section 1.A.6: Each member of the FEC shall provide to the Chair, for use in determining merit pay recommendations, merit score 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 merit scores for each faculty member and use this as the recommendation for merit increases from the voting members of the AAC. Should these merit scores based on the evaluation by the Chair and the AAC substantially differ, both can be forwarded to the Dean. No member of the committee is permitted to self-evaluate or to evaluate his or her spouse/partner or another relative.

Article VI. Sustained Performance Evaluation

Tenured faculty members in the department shall receive a sustained performance evaluation once every seven years following the award of tenure or their most recent promotion, whichever is most recent. The purpose of this evaluation is to document sustained performance during the previous six years of assigned duties at FSU and to encourage continued professional growth and development.

The sustained performance evaluation of a tenured faculty member shall be conducted by the voting members of the AAC of the department and based on the annual performance evaluations of the faculty member. A faculty member who received "Meets FSU's High Expectations" or better as an Overall result on her or his annual Evaluations Summary Form during the previous six years shall not be rated below "Meets FSU's High Expectations" in the sustained performance evaluation nor subject to a performance improvement plan. Faculty whose performance falls below "Meets FSU's High Expectations" in more than two of the previous six evaluations shall develop a performance improvement plan.

Article VII. 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 VIII. "Sunset" Provision

These bylaws shall cease to apply after the September 2027 faculty meeting unless they are approved again by a ballot vote of a majority of the voting members of the faculty.

Article IX. 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 Department of Physics criteria for promotion and tenure of tenure track faculty members do not differ from the University criteria as described in the Faculty Handbook, Section 5.

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: EVALUATION PROCEDURES FOR SPECIALIZED FACULTY

The Department of Physics occasionally hires non-ranked faculty in support of research or instruction. Included in this group are the Research Faculty I/II/III series, the Research Assistant/Associate/Senior series, the Teaching Faculty I/II/II series, and the Instructional Specialist I/II/II. The initial criteria for these positions are established by the Collective Bargaining Agreement.

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.

Procedures for annual evaluation of specialized faculty will adhere to the same processes and deadlines as those for tenure track faculty regarding completion of the EoP forms. EoP forms will be standardized for each category of specialized faculty and will reflect their specific job classifications. Faculty who do not provide the requested information will be assigned an evaluation of "Does not meet FSU's high expectations" and will not be eligible for merit consideration that year.

Specialized faculty will be evaluated by the Faculty Evaluation Committee augmented by a member of the Specialized Faculty.

The FEC will rate the performance of each specialized faculty excepting selves and spouses/partners. A score of 0 (low) to 5 (high) will be given separately for teaching, research, and service (as applicable). These scores will be used to determine an overall categorical score, e.g. "Meets", "Exceeds", etc.

For **all Specialized Faculty**, performance in service assignments will be based on material reported in the EoP form with the expectation that the faculty member participates effectively in the governance of the Department or in University programs with which they are affiliated.

Research Faculty. Research productivity will be measured by the number and quality of peer reviewed publications, of patents, of invited and contributed scholarly presentations, and of other appropriate scholarly works as reported in the EoP. It is expected that all faculty aggressively seek research funding.

Teaching Faculty. Teaching performance will be evaluated based on several factors that must be reported in the EoP. All faculty members with a teaching assignment will generate evaluations based on the currently approved FSU form. It will be a cause for concern for faculty members who consistently have relatively unsatisfactory rankings on these forms.

Assistant/Associate in Research / Senior Research Associate. Performance in support of research will be evaluated based on evidence provided in the EoP in support of their assigned duties.

Instructional Specialist Faculty. Performance in support of instruction will be evaluated based on evidence provided in the EoP in support of their assigned duties.

Appendix C: **PROMOTION CRITERIA FOR SPECIALIZED FACULTY**

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 Research Faculty series. (This requirement is repeated at each promotion level.)

The following elements, which are in no particular order, will be considered when recommending specialized 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 specialized 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.

Senior 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.

Research Faculty I

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 of the work required for the highest degree appropriate to the field and otherwise qualified to perform assigned duties.*

Research Faculty II

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 Research Faculty II level is regarded as a promotion from the Research Faculty I 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.*

Research Faculty III

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 Research Faculty III level is regarded as a promotion from the Research Faculty II 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.*

Teaching Faculty (Teaching Faculty I,II,II and Instructional Specialist I,II,II):

- Promotion to the second rank shall be based on recognition of demonstrated effectiveness in the areas of assigned duties.
- Promotion to the third rank shall be based on superior performance in the areas of assigned duties.
- Promotion decisions shall take into account the following:
 - a. annual evaluations
 - b. annual assignments
 - c. fulfillment of the department/unit written promotion criteria in relation to the assignment

- d. evidence of sustained effectiveness relative to opportunity and according to assignment, e.g.:
 - i. evidence of well-planned and delivered courses
 - ii. summaries of data from Student Perceptions of Courses and Instructors (SPCI) questionnaires
 - iii. letters from faculty members who have conducted peer evaluations of the candidate's teaching
 - iv. ability to teach multiple courses within a discipline/major
 - v. other teaching-related activities, such as instructional innovation, involvement in curriculum development, authorship of educational materials, and participation in professional organizations related to the area of instruction

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 Faculty Development and Advancement . Promotional title changes become effective in August, the beginning of the following academic year.