

University of Delaware
Department of Physics and Astronomy
POLICIES AND PROCEDURES

(BYLAWS)

April 20, 2009

1. Introduction

This document describes the policies and procedures by which the Department of Physics and Astronomy (DPA) of the University of Delaware (UD) operates to achieve its mission of teaching, research, and other scholarly activities related to physics and astronomy. The mission includes science education in general, as well as relevant areas of service to the University, community, and profession. Department policies, procedures, and operations are subject to and consistent with those of the University and of the College of Arts and Sciences.

2. Departmental Organization and Operation

2.1 Membership of the Department

Members consist of the Department Chair and faculty on appointment. The voting membership consists of full-time faculty members of the University – tenured and tenure-track faculty, including the Chair, and non-tenure-track faculty – who are paid 50% or more of their base salary from funds administered by the Department.

2.2 Officers of the Department

2.2.1 The **Chair** is the chief administrative officer of the Department, responsible for administering policies and procedures of the University and of the Department and for representing the Department within the institution. Duties of the chair are listed in the Policy Guide for Department Chairs and Academic Program Directors. In particular, the Chair is responsible for course assignments for faculty and the TA course assignment for graduate students. In addition to these responsibilities, at the first regular DPA faculty meeting in Fall, the Chair will present a financial report detailing departmental income and expenditure during the preceding fiscal year, and give an overview of the budget for the current year. The budget will be developed by the Chair with advice of the Executive Committee.

Subject to the procedures established by the President of the University, the Provost, and the Dean of the College, the Department participates in the appointment process by presenting its recommendation for Chair to the search committee. Such recommendation requires a majority of the voting members of the Department.

In accordance with University regulations, the Chair is appointed by the President, normally for a five-year term, upon the recommendation of the Dean and the Provost. The appointment is renewable for a like period after a positive review.

2.2.2 The Department may formally recommend to the Dean that the Chair be removed from office before the Chair's term is completed. Such a formal recommendation requires the support of a two-thirds majority of the Department in a mail ballot, following a duly announced faculty meeting called for the purpose of discussing the Chair's performance in office.

The faculty may request the Dean to review the Chair in the final year of the Chair's term of appointment. In accordance with section II-I-4 of the Faculty Handbook, the advice of a majority of the faculty within the department, by a formal vote of the faculty, is required for the appointment or re-appointment of the Department Chair.

2.2.3 An **Associate Chair** is appointed annually by the Chair with primary responsibility for assuming the administrative duties of the Chair in his/her absence. The Associate Chair serves at the pleasure of the Chair. The Department may recommend to the Chair that the Associate Chair be removed from office. Any such recommendation requires a simple majority of the voting members of the Department in a mail ballot, following a duly announced faculty meeting called for the purpose of discussing the Associate Chair's performance in office.

2.2.4 A **Director of the Undergraduate Program** is appointed annually by the Chair and is responsible for the supervision of the undergraduate curriculum. A **Director of the Graduate Program** is appointed annually by the Chair and is responsible for the supervision of the graduate curriculum. The Program Directors serve at the pleasure of the Chair.

The Directors of the Undergraduate and Graduate Programs are jointly responsible for the educational and research content of the Departmental web pages.

The Directors of the Undergraduate and Graduate Programs will regularly present reports, and at least once per semester, to the faculty on the status of their respective programs.

The Department may recommend to the Chair that the Director of the Undergraduate or the Graduate Program be removed from office. Any such recommendation requires a simple majority of the voting members of the Department in a mail ballot, following a duly announced faculty meeting called for the purpose of discussing the Director's performance in office.

2.3 Standing Committees

Unless otherwise stipulated below, chairs and members of standing committees are appointed annually by the Department Chair. The function and duties of standing committees are to meet programmatic objectives of the Department. All such committees shall be appointed during the spring semester to take office on September 1, unless otherwise specified in this document.

2.3.1. The **Executive Committee** consists of six members elected by the voting members of the Department. The Department Chair is an ex-officio member without voting privilege; however, the Executive Committee reserves the right to meet without the Department Chair.

Before the end of the spring semester each year, the Executive Committee calls an election of new members for the following academic year. To be eligible for election, a faculty member must be a voting member of the Department. The term of an elected member is three years, and members cannot be elected for consecutive terms. Membership is staggered so that two new members are

elected each year. When a member's service on the committee is interrupted by sabbatical or leave of absence, especially when longer than one semester off-campus, withdrawal from the committee is encouraged. When a member withdraws from the committee, an election will be called for an immediate replacement. The new member will serve the remainder of the term of the member being replaced.

The Executive Committee elects a convener annually. The convener will call a meeting at least monthly. Any member of the committee may propose items for each meeting's agenda. A quorum consists of four or more of the six voting members.

Responsibilities of the Executive Committee are to:

- Advise the Department Chair concerning the general administration of the Department.
- Advise the Chair with regards to committee assignments and the appointment of the Associate Chair and the Program Directors.
- Annually review all departmental documents and propose modifications when warranted.
- Oversee procedures for hiring as described in Section 3.
- Review at regular intervals but at least once per semester the budget and financial situation of the Department and reports its findings at a faculty meeting.

The entire membership of the Executive Committee may be removed by a two-thirds majority vote by the voting members of the department. Immediately following their removal, an election will be held to form a new Executive Committee.

2.3.2 The **Undergraduate Studies Committee** periodically reviews the Department's undergraduate curriculum and physics major programs and advises the Department Chair on policy affecting the entire undergraduate curriculum. The committee is chaired by the Director of the Undergraduate Program and has five additional members including the chairs of the following standing committees:

- Undergraduate Curriculum
- Undergraduate Recruitment Committee

These committees report to the Director of the Undergraduate Program.

2.3.3 The **Graduate Studies Committee** establishes policy for the graduate program and advises and assists the Chair and the Department in administering the program and enforcing degree requirements. The committee is chaired by the Director of the Graduate Program and has five additional members including the chairs of the following standing committees:

- Graduate Admissions Committee
- Graduate Review Committee
- Candidacy Exam Committee (term runs from October 1st through September 30th)

These committees report to the Director of the Graduate Program.

2.3.4 The **Promotion and Tenure Committee** consists of all voting members of the Department except the Chair. The Committee makes recommendations concerning (a) promotion and tenure and (b) renewal and termination of contracts. The Committee also conducts peer reviews of faculty members as prescribed by the Faculty Handbook.

Cases involving promotion to Associate Professor and/or tenure are considered by a subcommittee comprised of tenured full and associate professors. Cases involving promotion to full professor are considered by a subcommittee comprised of tenured full professors. Peer reviews are done by a 3 person subcommittee of the full P&T Committee, appointed by the Chair of the Department after consultation with the faculty member and the Chair of the Promotion and Tenure Committee.

The Committee conducts its business in accordance with the "Department of Physics and Astronomy Policy on Promotion and Tenure."

2.3.5 The **Seminar and Colloquium Committees** plan, coordinate, and, when appropriate, seek funding for the Department's program of invited seminars and colloquia. They invite suggestions from faculty and students and make their own suggestions to establish a balanced program in cooperation with other department and university bodies. These committees include:

- Colloquium Committee
- Astrophysics Seminar Committee
- Atomic, Molecular, and Optical Physics Seminar Committee
- Condensed Matter Seminar Committee
- Elementary Particle Physics Seminar Committee
- Fluids and Plasmas Seminar Committee

Membership of these committees is not restricted to faculty. The terms for these committees run from July 1st through June 30th.

2.3.6 The following committees oversee the Departmental infrastructure.

- Safety Committee
- Machine Shop Committee
- Electronic Shop Committee
- Space Committee
- Computing Committee

Membership of these committees is not restricted to faculty.

2.3.7 Other committees may be formed and members appointed by the Department Chair in consultation with the Executive Committee.

2.4 Departmental Faculty Meetings

In accordance with the by-laws of the College of Arts and Sciences, the Department Chair will call at least two faculty meetings each semester to consider matters of Department policy.

Scheduling. Meetings may be called for special purposes by the Department Chair, by the Associate Chair, by the chair or convener of any standing committee, or by a call of one-fourth of the voting members of the Department upon petition to the Chair. Such special meetings may consider only the business for which they are called.

Agendas. Each meeting follows an agenda prepared by the Chair and is circulated at least 48 hours in advance by the Chair. Any voting member of the Department may, prior to a

scheduled meeting, request that items be placed on the agenda. Any agenda item may be brought to a vote at that meeting, if supporting materials have been circulated to the faculty at least 48 hours in advance. Any additional new business items may be introduced from the floor for discussion at a meeting, but no action may be taken on them until a subsequent meeting. Such business is normally included on the agenda of the next meeting.

Minutes. Departmental faculty meeting minutes will be taken and distributed to the faculty for review. Discussion by the faculty and approval of minutes are to follow at the next meeting.

Attendance and voting privileges. Section 2.1 defines the voting membership of the Department. Faculty holding secondary, joint or visiting appointments, emeritus faculty, adjunct faculty, designated graduate student representatives, and the Assistant to the Chair may attend and participate in all meetings except those including confidential discussions of personnel matters; however, they do not have voting privileges.

Voting procedures. Any voting member present may call for a secret ballot to be taken at that meeting. A mail ballot must be taken if requested by one-third of those present. A mail ballot is required for the appointment or removal of the Chair, tenure-track appointment decisions, changes to the policies governing the graduate or undergraduate program and amendment to these Policies and Procedures (Bylaws). Results on mail ballots will not be revealed until the voting is closed and the identity of individual voters will be kept confidential.

Quorum. A quorum shall be achieved when at least one-half of the voting members are present. Written proxies may be voted, and count toward a quorum. Notification of proxy should be communicated by email or in writing to the meeting convener with a copy to the Assistant to the Chair.

Decisions. Except where otherwise specified in this document, binding decisions require a simple majority of those voting either yes or no. Votes specified as requiring more than a simple majority will likewise be based on yes or no votes only. In a mail ballot, at least half of the voting members of the Department must participate through a yes or no vote or an abstention for the vote to be valid. Through such votes, the Department makes binding decisions concerning matters of Department policy.

3. Appointments

3.1 Non-Tenure-Track Faculty

The Department recognizes the following non-tenure track appointments, as described in section 4 of the UD Faculty Handbook.

Research faculty appointments: Research faculty appointments may be made at the level of Assistant, Associate or Full Professor. These are temporary non-tenure-track faculty positions. Such appointments and their renewal require the approval of the Department. Research faculty holding full-time appointments in the Department are voting members on all departmental matters with the exception of those stated in Sections 4 & 5 of this document. Further details concerning Research Faculty appointments can be found in Appendix A of this document.

Visiting faculty appointments: Appointments of visiting faculty are upon recommendation of the Department Chair to and approval by the Executive Committee. At least one week prior to Executive Committee action upon any such recommendation, the Department is advised, either by

the Department Chair or by the Executive Committee through its minutes, of the names of candidates proposed for appointment.

Adjunct faculty appointments (non-University employees): Appointments to adjunct positions of appropriate rank are upon recommendation of the Department Chair and the Executive Committee and upon approval by the Department faculty and the Dean.

Secondary faculty appointments (University employees, but not members of the faculty): Appointment is upon recommendation of the Department Chair and the Executive Committee and upon approval by the Department faculty and the Dean. The rank is reviewed annually.

Joint faculty appointments (University faculty members whose principal appointments are in other units): Appointment is upon recommendation of the Department Chair and the Executive Committee and upon approval by the Department faculty and the Dean.

Supplemental faculty appointments: Supplemental faculty are hired by the Chair in consultation with the Director of the Undergraduate or Graduate Programs. The Executive Committee or the faculty as a whole may choose to advise the Chair regarding the re-hiring of any such person.

Visiting, adjunct and supplemental faculty, and faculty on secondary or joint appointments do not have voting rights.

3.2 Emeritus Faculty

Appointments to emeritus positions of appropriate rank are decided upon by the Provost with recommendation from the Department Chair and the Dean and approval by a majority vote of the faculty. Emeritus faculty do not have voting rights in the Department.

3.3 Professional Staff

The professional staff consists of those members of the Department classified with professional level positions and job titles. Appointments are consistent with University policy. Duties are as assigned and outlined in annual performance documents.

4. Position planning and hiring process for Tenure-Track Faculty positions

Each year, in the first half of the Fall semester, a faculty meeting will be held for discussion of position planning. Based on that discussion, the Chair and the Executive Committee together will prepare a draft of a position plan by October 1st. The draft position plan will be presented to the faculty for discussion and revision. The final position plan needs the approval of the faculty. This is to be accomplished before the end of the Fall semester.

The Chair will submit the position plan and supporting materials to the Dean. Following the response from the Dean, a faculty meeting will be held to review the response, ensure that it meets departmental priorities and formulate a reply.

If searches are approved, the Executive Committee will seek input from all faculty members as to the optimal membership of the search committee(s). The Chair, following approval by the voting faculty, appoints the search committee(s). The search committee membership should attempt to:

- a) represent a cross section of research and teaching interests in DPA

- b) represent faculty with expertise in the search area.
- c) contain representation from faculty external to DPA.
- d) avoid obvious conflicts of interest.

The search committee will formulate a position advertisement. The advertisement will then be submitted to the faculty for approval. After the application deadline, the search committee will solicit input from the faculty at a Departmental meeting in order to facilitate construction of the short list.

The short listed candidates, selected by the search committee, are invited for interviews. Following the interviewing process, the search committee presents a slate of nominees at a Department faculty meeting for discussion and refinement. The tenured and tenure-track faculty confirm by a yes or no mail ballot the name of the candidate to be forwarded to the Dean.

5. Promotion, Tenure, and Reviews

5.1 Promotion and Tenure Policies

The Department's promotion and tenure procedures are embodied in the "Department of Physics and Astronomy Policy on Promotion and Tenure."

5.2 Reviews

Assistant professors and other tenure-track faculty in the Department are reviewed at least once every two years, but normally not more often than once a year. Assistant professors are reviewed for promotion not later than the fall of the sixth year of service in accordance with the University's Promotion & Tenure guidelines.

Tenured associate professors in the Department are reviewed at least once within every five years of service, but normally not more often than once every two years. Untenured associate professors are reviewed in the year prior to their eligibility for tenure.

Full professors in the Department are reviewed at least once within every seven years of service, but normally not more often than once every two years.

6. The Bartol Research Institute

The Bartol Research Institute is a Center within the Department of Physics and Astronomy. The regulations for the Center are embodied in the Bartol Charter and the Policies and Procedures of the Center. All members of the Institute have academic appointments in the Department and are subject to the same rules and regulations, workload agreement and access to Departmental resources as other faculty members of the Department.

The Center has a Director, appointed in accordance with the Bartol Charter. The Director will present a report to the faculty of the Department on the status of the Center at least once a year.

7. Overhead Return

A portion of the overhead funds returned to the Department will be returned to the Principal Investigator of the grant that generated the overhead, or to other faculty investigators on the grant as designated by the Principal Investigator. That portion will be equal to seven percent of the total overhead collected by the University, and will go into individual accounts that roll over from year to year. Should the Chair declare a financial exigency in the Department, and should this be endorsed by a 2/3 majority vote of the faculty, the Chair will have discretion to reduce the percentage returned for that year to meet the exigency.

8. Buy-out policy

Faculty may buy out instructional time through salary release at a rate set by the College of Arts and Sciences course buy-out policy.

9. Programs Conducted Jointly with Other Units

Each program conducted jointly with another department or institute will follow policies and procedures given in a separate agreement document created by the DPA and the other unit. The agreement must be approved by a two-thirds majority of the voting members of the Department. It may be amended or nullified at any time by a two-thirds majority of the voting members of the Department.

10. Merit Pay Allocation

The Department's procedures regarding the allocation of merit pay are embodied in the "Merit metric for the Department of Physics and Astronomy". It is incumbent upon the Chair to inform individual faculty of merit points they obtained in each category, and to publish the distribution of merit points for the Department as a whole.

11. Amendment

These Policies and Procedures may be amended by a two-thirds majority of the voting members of the Department following discussion at a duly constituted Department meeting.

References

UD Policy Guide for Department Chairs and Academic Program Directors
<http://www.udel.edu/provost/chr-ad/>

UD Handbook for Faculty
<http://www.udel.edu/provost/fachb/>

Document History

May 10, 2000	Approved by DPA faculty without dissent.
Oct. 24, 2001	Revised by DPA faculty without dissent.

Dec. 12, 2001	Section 3.1 Revised by DPA faculty without dissent.
Apr. 15, 2002	Section 4.1 Revised by DPA faculty without dissent.
May 7, 2003	Revised by DPA faculty 12 in favor, 2 against, no abstentions.
March 7, 2005	Revised/approved by both DPA and BRI faculty as part of merger documents.
May 2, 2005	Dean's office required revision.
May 4, 2005	Revision approved by BRI faculty without dissent.
May 5, 2005	DPA approval of changes.
April 25, 2007	Revised by DPA faculty, 26 in favor, 4 opposed. No subsequent Dean's office concurrence received by DPA.
April 30, 2008	Revised by DPA faculty, 23 in favor, 1 opposed. Returned from Dean's office with comments.
April 20, 2009	Revised by DPA faculty, __ in favor, __ opposed.

Appendix A

Policy on Full-Time Research Faculty

1. Definition

Research faculty are hired as Research Assistant Professor, Research Associate Professor, and Research Professor in ascending order of seniority. These are full-time positions that closely parallel the corresponding ranks of Assistant Professor, Associate Professor, and Professor of the tenure-track faculty, with these important exceptions:

- These are temporary non-tenured positions.
- There are no classroom teaching obligations on the part of either the Department or the research faculty member.
- These appointments do not include voting privileges on appointment, retention, tenure, or promotion of tenured and tenure-track faculty, as stipulated in Sections 4 & 5 of these Bylaws.

2. Appointments

Recommendations for appointments to a research faculty rank must demonstrate that the research record and potential of the candidate are at least at the level expected for appointment to the tenure-track faculty at the equivalent rank. Documentation must include a complete resume with list of publications or other scholarly works.

Additional conditions that apply are:

- Evidence of a substantially independent research program.
- Salary and fringe benefits paid to research faculty are to be provided primarily by the faculty member's external research funds. Some support may be provided by internal sources within the Department, and if so must be defined in the appointment letter.
- Appointments shall specify commitment of any other Departmental resources, such as office and laboratory space, equipment, supplies, and access to facilities at departmental rates.
- Appointments are ordinarily limited to a term of one year. If accepted proposals or other funding commitments are in place the term may extend through the duration of such commitments, but in no case may be longer than three years. Recommendation for appointment requires a simple majority vote of the voting faculty.

3. Renewal of Appointments

Renewal of appointment requires recommendation by a simple majority vote of the voting faculty. Renewals must also specify the source of funding and any commitment of Departmental resources.

4. Supervision of Graduate Students

As specified in the UD Faculty Handbook, research faculty may supervise undergraduate and graduate students who participate in their research programs, and direct their theses.

5. Departmental Service

Research faculty may serve as members of standing and ad-hoc Departmental committees.