

APPROVED

James Kordach 7/26/02  
UMPA

Date DEPARTMENT OF PHYSICS AND ASTRONOMY

Physics Personnel Committee

BYLAWS

Edward M. Cho  
Office of the Senior Vice President  
and Executive Vice Chancellor  
8-22-99  
Date

In order to avoid duplication of effort and to effect consistent decisions based upon careful comparative considerations of parallel cases and precedents, personnel questions involving physicists in the Department of Physics and Astronomy shall be reviewed by a single, continuing Physics Personnel Committee. This Committee shall consist of seven regular (BU 07, occupying a College of Natural Sciences tenure track physics position of at least 0.5 FTE) tenured professors in the Department, each of whom will normally serve for two consecutive years. All final decisions of the Committee in personnel matters shall be by secret ballot.

The Department Chair shall refer, when necessary, to the Physics Personnel Committee for its recommendations such questions as the hiring of new faculty, contract renewals, promotion, tenure, and merit-equity awards. The Committee's written recommendations of promotions to (Full) Professor shall be reviewed by all regular tenured physics (Full) Professors. Written recommendations for promotion to Associate Professor shall be reviewed by the group of regular tenured physics Associate Professors and regular tenured physics (Full) Professors. Recommendations for tenure shall be reviewed by the regular tenured physics professors of all ranks. The total of the larger groups' secret votes, "abstention", "for", and "against" promotion or tenure shall be recorded and attached to the Committee's recommendations. The recommendations shall then be submitted to the Dean (University procedure) with the parallel recommendation of the Department Chair. The Committee shall present its recommendations on the appointment of new physics faculty members to the regular physics professors of all ranks for their review and secret vote. This vote shall also be recorded and submitted to the Department Chair.

The Physics Personnel Committee shall review the granting and continuation of Affiliate Graduate Faculty status for physicists in the Department. Nominations for Affiliate Graduate Faculty status, accompanied by a curriculum vita and a list of publications, shall be referred to the Committee by the Department Chair. After consideration of the nomination and after informal

consultation with interested members of the Department, the Committee shall present its recommendation to the Department Chair. At the first meeting of each academic year, the Committee shall review the list of current physics Affiliate Graduate Faculty. No written material shall be required. A recommendation "for" or "against" renewal of Affiliate status for each such member shall be presented to the Department Chair.

The Physics Personnel Committee shall be an "open" committee in that it should seek out and welcome the opinions of staff and students who represent special viewpoints relevant to pertinent personnel matters. It is also expected that the Physics Personnel Committee, as well as the other major committees of the Department, shall make full use of the "Committee of the Whole" (Department meetings) for those matters which are of considerable general interest and for which this type of communication could be helpful. Finally, the Physics Personnel Committee has the responsibility for avoiding conflicts of role in their recommendations.

#### Physics Personnel Committee Membership

The Department Chair is not eligible for the Committee.

The Physics Personnel Committee shall consist of seven regular tenured physics professors of any rank who are not simultaneously being reviewed for promotion. Four of this group shall be elected by the regular physics faculty. The election shall be conducted by the continuing members of the preceding year's Committee (see below). The remaining three members shall be appointed by the Department Chair. The Chair is charged with the responsibility for making his/her appointments so as to achieve a good balance with respect to the elected group -- in particular, to make the Committee as representative as possible with respect to such areas of activity as teaching and research, and with respect to areas of research concentration in physics.

Because the work of the Physics Personnel Committee often involves the review of privileged and sensitive information, the continuing Committee shall consist of a relatively small but representative number of experienced regular tenured physics professors. For this same reason, and because the Committee demands an appreciable amount of effort, it is not practical or appropriate to have students participate directly as members. Nevertheless, carefully formulated

student evaluation of Departmental programs and personnel shall be considered in making personnel recommendations.

The term of duty of the Committee shall be for one year, from the end of the academic duty year in May to end of the academic duty year on the following May.

#### Physics Personnel Committee Election Procedures

As soon as possible after the Spring vacation of each academic year, the continuing members of this Committee shall conduct the election for the new members for the following year. A printed ballot shall be delivered to each regular physics professor, regardless of rank, listing the names of the regular tenured physics professors, with the exception of those who during the preceding year served by virtue of being elected or appointed in the usual way. This means that a regular faculty member who has been appointed as a replacement for an absent member will still be eligible for the following year if he has not served more than one year. The individual sealed ballots shall be given to the Department Secretary personally by each member, who shall be checked as having done so on a voting list. Absentee ballots may be cast by mail. A majority of the votes cast is required for election. If no majority is obtained, a run-off election will be held. The runners-up will be alternates.

As soon as possible after the election of the new members, the Department Chair shall appoint the remaining members. Then, before the end of the academic year, the new Physics Personnel Committee shall meet and elect its new Vice-Chair, who will normally succeed as Chair one year later.

In the event that a Physics Personnel Committee member is considered for promotion or is legally disabled during the time of normal service on the Committee, that individual's membership will cease for the remainder of the term, and that individual will be replaced by a new member appointed by the Department Chair.

The DC may appoint a temporary replacement for a member of DPC who is away on a sabbatical Leave or a Leave of Absence. The member on his/her return will resume his/her position on the DPC to serve out the remainder (if any) of his/her term on the DPC.

*Approved by DPC on 5-12-97*