PROCEDURES FOR APPOINTMENTS, PROMOTIONS, MERIT INCREASES,
AND OTHER SUBSTANTIAL QUESTIONS
IN THE DEPARTMENT OF PHYSICS AND ASTRONOMY

Passed by Senate Faculty (2/3 majority of those voting by secret
ballot); 36 yes; 2 no; abstain 1; 04/18/2016

I. This document constitutes the Physics and Astronomy
Department's Implementation of By-Law 55, and supersedes
completely the current document, as amended, dated February
1, 2012.

II. COMMITTEES

A. POLICY COUNCIL This committee shall include the principal
departamental officers and other members appointed by
the Chair to include at least one member from each area
committee, and the Astronomy and Astrophysics Division. The Vice Chairs of the Academic Affairs Committee, the
Resource Committee, and the Astronomy and Astrophysics
Division serve as ex officio members of the Policy
Council. The Policy Council shall meet regularly to
advise the Chair. All substantial departmental
questions, except academic personnel cases, shall
generally be presented to this committee. Members
should report regularly to their area committees
questions before the Department.

B. APPOINTMENTS COMMITTEE: This committee shall consist of
at least five members appointed by the Chair; members
will normally serve two-year staggered terms. The
committee shall meet regularly, generally with the
Chair presiding. It shall have two principal duties.
First, the Appointments Committee shall formulate and
review policy or guideline for new appointments, while
consulting fairly and wisely with all members of the
Department. A formal policy statement shall be
submitted to the Policy Council and the full faculty
for consideration at least once every three years.
Second, the Appointments Committee shall consider
carefully but with dispatch proposals for new regular
faculty appointments at any level. Following a
positive vote on a new appointment, the Chair shall
call a meeting of the full faculty to consider the case
as soon as possible.
C. AREA COMMITTEES: All members of the faculty who are members of the Academic Senate shall be assigned to an area committee. At the request of the Chair, Area Committees shall meet to consider matters before the Department and report their opinions. The Area Committees shall discuss, when appropriate, the organization of journal clubs and seminars, teaching specialty courses, etc. Area committees coordinate teaching and mentoring efforts, for the development of graduate and upper division curriculum in subfields, for the organization of advanced courses and seminars, and any other activities related to the research and teaching missions of the individual subfields of physics and astronomy. Area committees are useful for organizing search committees for new faculty members, but are not the exclusive source for search committee members. Area Committees are encouraged to originate proposals for new appointments. The Chair of each area committee shall be responsible for keeping records of applications for academic positions and for circulating these applications among members of the committee. At present we have the following area committees: Atomic, Molecular and Optical Physics, Plasma and Advanced Accelerators Physics, Condensed Matter Physics, Soft Condensed Matter Physics, Experimental Elementary Particle Physics, Nuclear Physics, Theory of Elementary Particles,Astroparticle Physics, and Phenomenology, and Theoretical Elementary Particle Physics. It is understood that it might be convenient to reorganize these Area Committees from time to time.

D. DIVISION OF ASTRONOMY AND ASTROPHYSICS: The Division of Astronomy and Astrophysics consists of the faculty of the former Department of Astronomy and any faculty of the former Department of Physics who elect membership in the Division. The Division will supervise the academic programs in Astronomy and Astrophysics, including the undergraduate Astrophysics majors, and the graduate programs leading to the M.S. and Ph.D. degrees in Astronomy, by maintaining and reviewing the curriculum, overseeing the admissions of graduate students, advising undergraduates and graduate students, and conducting the graduate comprehensive examination. The Division will recommend to the Chair teaching assignments for the Astronomy and Astrophysics courses and appointments of Divisional faculty to the Departmental committees. The Division will advise the Department on the need for new faculty appointments, and conduct searches for new faculty in Astronomy and Astrophysics. The Division will also maintain a colloquium series in astronomy.
E. MERIT INCREASE COMMITTEE: The MIC shall meet regularly in order to consider all proposals for merit increases (within ranks) and promotions. The MIC shall consult wisely and widely as appropriate, and may request additional information as described in III.A. The MIC will appoint its own Chair, who will preside over the meeting and will appoint a substitute in case of his or her absence. The vote of the MIC shall constitute the official Departmental recommendation to the Dean on merit increases, as delegated by all ladder faculty (except in residence faculty and acting faculty) (1/11/16 Faculty Meeting. 43 in favor; 0 against; 0 abstain). The Chair shall submit proposals for promotions to Associate Professor and Professor and for advancement to Professor Step VI and Professor Initial Above Scale to the MIC for discussion and vote. In this case the MIC’s vote shall be an advisory recommendation and shall be reported to the eligible faculty prior to their vote.

The MIC must consist of at least four members, which shall be elected by secret ballot. All departmental faculty are eligible to vote. Candidates willing to serve must be nominated by at least three faculty members. Each member entitled to vote shall vote for two candidates, and any candidate receiving at least 20% of the vote cast shall be eligible to election to the MIC. The members of the MIC shall not all be elected during the same year in order to ensure an overlapping membership and continuity.

A minimum of three members (out of the four) presents a quorum for conducting business. If an insufficient number of members is elected by the above procedure, a run off election shall be held. Elected members shall serve for two years; membership can be terminated earlier by a leave of absence or resignation.

III. ACADEMIC ADVANCEMENTS AND APPOINTMENTS

Attendance at faculty meetings that consider promotions to Associate Professor and Professor, and advancements to Professor Step VI and Professor Initial Above Scale are open to all members of the faculty exclusive of the candidate. The Department’s procedures and voting rights on academic advancements and appointments are specified below:

A. MERIT INCREASES: Approximately one year before the normative time at rank and step will have passed, the Chair notifies the candidate of eligibility for a merit
advancement or promotion. Individual faculty may also request to be considered for an accelerated merit advancement or promotion. The Chair and the MIC appoint a Departmental Ad Hoc Review Committee to prepare and submit a report on the proposed merit advancement or promotion. The Chair requests that the candidate prepare and submit a self-statement in support of the proposed advancement. The MIC considers the submitted reports, solicits further advice on its own initiative if it deems necessary, and, by its vote, makes the official Departmental recommendation to the Dean for normal merit advancements and an advisory recommendation to the Department on promotions, and on advancements to Professor Step VI and Professor Initial Above Scale. In the event of serious differences between the Ad Hoc Review Committee, the MIC, or the Chair, the proposal will be submitted to and discussed by the faculty, and a vote of the eligible faculty will become the Department’s official recommendation.

B. PROMOTION TO ASSOCIATE PROFESSOR: The procedure is as stated above for merit advancements. After a preliminary review, vote and advisory recommendation to the Department by the MIC, the Chair will call a meeting of all faculty to discuss the proposal and to call for a vote. The vote is restricted to tenured professors (associate and full professors, except in residence faculty and acting faculty), and recalled emeriti and will constitute the official Departmental recommendation to the Dean. The Senate Faculty of the Department have extended the right to vote on personnel actions to recalled emeriti (2/8/16 Faculty Meeting by secret ballot; 2/3 majority 26 in favor; 6 against; 3 abstain).

C. PROMOTION TO FULL PROFESSOR: The procedure will be the same as for promotion to Associate Professor, except that voting is restricted to full professors (except In residence faculty and acting faculty), and recalled emeriti. The Senate Faculty of the Department have extended the right to vote on personnel actions to recalled emeriti (2/8/16 Faculty Meeting by secret ballot; 2/3 majority 26 in favor; 6 against; 3 abstain).

D. ADVANCEMENT TO PROFESSOR STEP VI AND PROFESSOR INITIAL ABOVE SCALE: The procedure shall be the same as for promotion to Associate Professor except that voting for Professor Step VI and Professor Initial Above Scale is restricted to professors at or above Professor Step VI (except in residence faculty and acting faculty) and recalled emeriti. The Senate Faculty of the Department
have extended the right to vote on personnel actions to recalled emeriti (2/8/16 Faculty Meeting; by secret ballot; 2/3 majority. 26 in favor; 6 against; 3 abstain).

E. NEW APPOINTMENTS: Proposals for new regular faculty appointments at any level may be submitted to the Appointments Committee by an ad hoc committee or upon recommendation by the Chair. Following a positive vote by the Appointments Committee, the Chair shall call a meeting of the full faculty. The vote of the full senate faculty (except in residence faculty and acting faculty) and recalled emeriti shall constitute the official Departmental recommendation. Full and Associate Professors of the Department have extended the right to vote on new appointments to Assistant Professors (1/22/16 Faculty Meeting. 36 in favor; 2 against; 3 abstain). The Senate Faculty of the Department have extended the right to vote on personnel actions to recalled emeriti (2/8/16 Faculty Meeting; by secret ballot; 2/3 majority. 26 in favor; 6 against; 3 abstain). Transfers from adjunct or other non-ladder professorial series shall be considered new appointments.

F. EMERITI FACULTY VOTING RIGHTS: In accordance with Senate Bylaw 55, emeriti faculty who are recalled to service in teaching and/or research have voting rights on all Departmental matters except personnel matters (appointments, promotions, and merit advancements to Professor Step VI and Professor Initial Above Scale). In accordance with Article D.4, extension of voting rights on personnel matters to recalled emeriti requires a 2/3 majority vote of the faculty by secret ballot. Extension of voting rights to all emeriti on non-personnel matters requires a majority vote of the faculty, and on personnel matters requires a 2/3 majority vote by the faculty, both by secret ballot. The voting status of all classes of emeriti shall be subject to renewal via full departmental vote every three years.

G. ZERO FTE APPOINTMENT VOTING RIGHTS: A zero (0.00) FTE appointment is considered a new appointment, and requires a full faculty vote. If the candidate subsequently chooses to waive voting rights in the Department, this request will be made through the candidate’s primary department. The MIC is hereby authorized to provide the official concurrence of the Department of Physics & Astronomy on the candidate’s request to waive voting rights. The voting status of each 0.00 FTE faculty member shall be reviewed by the
IV. MISCELLANEOUS

A. ADJUNCT PROFESSORS SERIES: Proposals for appointments, merit increases and promotion for adjunct (assistant, associate) professors shall be submitted to the Chair. Proposals for merit increases and promotions within this series shall be submitted to the MIC or all tenured faculty or all full professors, as appropriate, for discussion and vote. The Chair shall appoint ad hoc committees to report a recommendation on promotions and new appointments to adjunct (associate) Professor. Similar procedures shall be used for appointments and advancements in the In-Residence, Acting, Lecturer or Research Physicist series.

B. FOURTH-YEAR APPRAISALS: The Chair shall appoint an ad hoc committee to recommend fourth-year appraisals for assistant professors. These recommendations, after review by the MIC, shall be submitted to all tenured faculty for discussion and vote.

C. MANDATORY REVIEW: Regular faculty shall always be considered for advancement after two years at any step of assistant or associate professor, or three years after any step of full professor up to Step V, except at the request of the candidate.

D. SECRET BALLOT: All final recommendations of the Appointments Committee and all votes of the full faculty, tenured professors, full professors, or the MIC which constitute an official departmental recommendation, shall be by secret ballot. However any one who abstains or votes "no" may identify himself or herself and the reason for such a vote, and the reasons for such votes shall be submitted to the Dean. The result of all secret ballots shall be reported by the Chair to all faculty eligible to vote.

E. TWO MIC COMMITTEES: In case of disagreement between the full professors and the tenured professors, there shall be two MIC committees to deliberate all cases the original authority over which belongs to the two subsets.

F. APPEAL: Any faculty member who is a candidate for advancement or any faculty with a negative decision of the MIC, may request a meeting of the entire tenured faculty in the case of assistant professors and appropriate eligible tenured professors for higher
ranks to review the case. No one should be discouraged from appealing a negative decision of the MIC or the Chair to the members of the faculty which has delegated its authority. Anyone, including the candidate, who disagrees with a departmental decision, or who wishes to submit additional information after a vote, shall be given the opportunity to write a letter to the Chair to be included in the candidate's dossier. Upon the request of a candidate, a proposed advancement shall be submitted to the Dean even following a negative vote.

G. CANDIDATE'S RIGHT OF INFORMATION: Before submitting a proposal to the Dean for advancement, the Chair shall inform the candidate of the content of the recommendation to the extent permitted by university policy.

H. FACULTY MEETINGS
The Department Chair shall call regular meetings of all faculty in order to discuss all major academic personnel actions and matters that concern the department and its faculty. Meetings shall occur at least once per quarter. All academic senate faculty and all emeriti, except In Residence Faculty and Acting Faculty, may vote on substantial department questions. The Senate Faculty of the Department have extended the right to vote on substantial department questions to non-recalled emeriti (2/8/16 Faculty Meeting; by secret ballot; 2/3 majority. 28 in favor; 7 against; 0 abstain).