I. This document constitutes the Physics and Astronomy Department's Implementation of By-Law 55, and supersedes completely the current document, as amended, dated July 1, 1994.

II. COMMITTEES
   A. POLICY COUNCIL This committee shall include the principal departmental 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 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. The Area Committees shall discuss, when appropriate, the organization of journal clubs and seminars, teaching specialty courses, etc. Area Committees are encouraged to originate proposals for new appointments. At present we have area committees: Advanced Accelerators, Condensed Matter Physics, Experimental Elementary Particle Physics, Intermediate Energy and Nuclear Physics, Plasma Physics, 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 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 shall meet regularly at the call of the Chair, who shall generally preside at its meetings. The vote of the MIC shall constitute the official Departmental recommendation to the Dean on merit increases. 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. The Chair and the Vice-Chair of the Division of Astronomy
and Astrophysics will be ex officio members without a vote of the MIC. The other four members of the MIC 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.

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), and will constitute the official Departmental recommendation to the Dean.

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.

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 faculty at or above Professor Step VI.

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 faculty shall constitute the official Departmental recommendation. 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 MIC every three years.

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 or 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.