

# DEPARTMENT OF PHYSICS BYLAWS

## I. Faculty Appointments

### A. Appointment categories

The Department makes two types of appointment: regular and special. The titles associated with the two categories are discussed in detail on the Policies, Rules and Regulations website: [www2.ncsu.edu/prr/homepage.php](http://www2.ncsu.edu/prr/homepage.php). Regular appointments involve teaching, research and service and are state-funded, tenure-track. Performance of regular faculty will be evaluated according to the Departmental Reappointment, Promotion and Tenure (RPT) guidelines. Special appointments involve some subset of research or teaching, and are contingent upon the availability of support. They are not tenure-track. Specific examples include research professorships and clinical (teaching) professorships. Special faculty members will be evaluated for reappointment and promotion on the basis of the RPT guideline criteria that relate to their specific duties. The appointments are renewed provided both satisfactory performance and appropriate funding are maintained.

The Departmental Voting Faculty (DVF) are the regular Full Professors and the regular Associate Professors with tenure. The DVF vote on appointment, promotion, and tenure decisions for tenure track faculty, appointment decisions for Research and Adjunct faculty, and Associate and Joint status for faculty members in other NCSU academic departments. However, Associate Professors do not vote on tenure track appointments at the Full Professor level or promotions to Full Professor level.

The Graduate Faculty members are approved by the Dean of the Graduate School, on the basis of a recommendation from the Department Head. Both regular and special faculty members are eligible for appointment to the Graduate Faculty. Physics department graduate students can be advised and supervised only by members of the Graduate Faculty. All members of the Graduate Faculty may serve on M.S. and Ph.D. committees. Regular faculty in Physics can chair M.S. and Ph.D. committees. Research faculty in Physics can co-chair M.S. and Ph.D. committees.

### B. Criteria for appointment to regular faculty positions

1. Candidates for a regular faculty appointment must show potential for contributing to the teaching, research and/or extension missions of the Department. In most cases it will be expected that regular faculty will actively teach, publish and generate external funding to enhance their research programs.
2. As part of the search procedure, candidates will present a seminar to the general faculty, will be available for group and individual discussion with interested faculty, and will be interviewed by the Department Head, and the Dean of PAMS, or designate. At least three letters of recommendation must be supplied along with a current CV and proof of highest degree.
3. A decision to appoint will require a positive majority vote of the DVF and separate approval by the Department Head.

### C. Criteria for appointment to research faculty positions

1. Before being considered for a research faculty appointment, candidates will normally have spent at least one year in the Department as a research associate or as a visiting scientist.
2. Candidates must have the ability to generate successful funding proposals, either in conjunction with regular faculty within the University, or as independent researchers.
3. As part of the search procedure, candidates will present a seminar to the general faculty, will be available for group and individual discussion with interested faculty, and will be interviewed by the Department Head, and Dean of PAMS, or designate. At least three letters of recommendation must be supplied along with a current CV.
4. A decision to appoint will require a positive majority vote of the DVF and separate approval by the Department Head.

### D. Criteria for appointment to other faculty positions

1. Adjunct faculty. Candidates will be suggested by members of the tenure track faculty on the basis of mutual research interests. A complete CV of the candidate will be required along with at least one letter of recommendation and proof of highest degree. Appointment is approved by vote of the DVF and Department Head. Appointments are for a fixed term and terminate automatically unless renewed by the same process as the original appointment.
2. Visiting faculty, visiting scholars. Candidates will be suggested by members of the faculty on the basis of mutual teaching and research interests. A complete CV of the candidate will be required. Appointment is approved by the Department Head. A vote of the DVF is not required. Appointments terminate automatically after a year unless renewed by the same process as the original appointment.
3. Emeritus Professor. Emeritus status is available to retiring regular faculty upon written request to the Department Head. A vote of the DVF is not required.
4. Instructors, Lecturers. Candidates will be appointed by the Department Head on the basis of teaching needs within the department. A vote of the DVF is not required.
5. Research Associates and Senior Research Associates. Candidates will be suggested by faculty members on the basis of mutual research interests. Appointment is approved by the faculty member serving as Principal Investigator, and the Department Head. A vote of the DVF is not required.
6. Associate status. Faculty with regular appointments in other NCSU Departments will be eligible for associate status. Candidates will be suggested by members of the DVF on the basis of mutual research interests. Appointment is approved by vote of the DVF and the Department Head. Associate status does not confer voting privileges within the Physics Department.
7. Joint status. A faculty member at any level may be supported jointly by two departments. That faculty member will retain full voting rights, appropriate to his or her rank, in one of the departments, and associate status in the other department. This arrangement will be determined at the time of appointment. The appointment is approved by vote of the DVF and the Department Head.

## II. Departmental Committees

The Department has the following standing committees:

- Advisory committee
- Comprehensive Review of Tenured Faculty committee
- Computing committee
- Course and Curriculum committee
- Personnel committee
- Physics Liaison committee for 100- 200 level courses
- Reappointment, Promotion, and Tenure committee
- Safety committee
- Staff Liaison committee
- Teaching assignment committee

Ad-hoc committees are appointed and charged by the Department Head on an as-needed basis. The Advisory committee consists of three tenure-track faculty and ex officio the Director of Undergraduate Programs and the Director of Graduate Programs. The faculty members are chosen by the Department Head from among the regular tenure track faculty. The members serve staggered three year terms. Each fall the senior member of the committee is replaced in the following manner: The Physics faculty elect two nominees by secret ballot, then the Department Head appoints one of these two persons to the committee. A member of the Advisory Committee is eligible for re-election to the committee.

The Comprehensive Review committee is elected according to the procedures outlined in the CRTF procedures.

The RPT committee is reconstituted each January and is comprised of the past years committee chair, a new committee chair, plus one patron for each candidate who will be considered for reappointment, promotion, or tenure in the fall semester of that year. The Department Head appoints the committee chair. The individual patrons are appointed by the Department Head with the consent of the candidate in each case.

The Chair of each Committee is appointed by the Department Head, in consultation with the Advisory committee. Appointment to the committee itself is by the Department Head in consultation with the Committee chair. All members of the Department are eligible to serve on Department Standing committees. Committees dealing with undergraduate and graduate curriculum issues will also have at least one physics undergraduate and graduate student member, respectively nominated by SPS and GPSA. These students will have full voting privileges on course and curricula issues.

The Department Head appoints the following personnel:

- Director of Graduate Programs
- Director of Undergraduate Programs
- Undergraduate advisers
- Honors Program adviser and faculty adviser to SPS
- Sigma Pi Sigma adviser
- Course coordinator for 205/208
- Library liaison
- WWW page coordinator
- WebAssign contact person
- Sophomore labs coordinator
- Astronomy lab coordinator
- Senior laboratory adviser
- LH Thomas Lecture coordinator
- Open House coordinators
- Colloquium chair
- McCormick award coordinator

### **III. Departmental Meetings**

1. General faculty meetings are called by the Department Head and will normally be held the first Wednesday of each month during the fall and spring semesters. The Department Head should publicize the agenda prior to the meeting. The general faculty consists of all faculty at all ranks, including lecturers, and all EPA Professional Staff with instructional duties. Any issue requiring a vote of the general faculty must have been discussed in at least one preceding faculty meeting in the same academic year, or be the result of a recommendation from a Departmental standing committee. A 2/3 vote of the faculty present is sufficient to suspend this rule in order to vote immediately on an issue.
2. Graduate faculty meetings are called by the Director of Graduate Programs and will be held at least once a year in the spring, to approve continuation of Ph.D. candidates. Only graduate faculty are eligible to vote.
3. Departmental voting faculty meetings are called by the Department Head and will be held during the academic year to consider the performance and progress of non-tenured faculty.
4. Committees will meet at least once per year and at the discretion of the chair of the committee. Minutes will be kept at the discretion of the committee chair. At the end of the academic year, the committee chair shall provide the Department Head with a written summary of the committee's recommendations and activities for the year.

### **IV. Amendment of the Bylaws**

These bylaws may be amended by a majority vote of the regular tenure track faculty at two successive faculty meetings.

APPROVED by the Physics Faculty 12/8/99. Update approved 10/1/03