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h/h=his/her

BYLAWS OF THE  
DEPARTMENT OF PHYSICS AND ASTRONOMY  
MICHIGAN STATE UNIVERSITY

Approved by the faculty,  
April 12, 2011  
Amended October 3 2014 (1.4.11)  
Amended October 20 2015 (4.1.1)

## 1. COMPOSITION AND ORGANIZATION OF THE DEPARTMENT

### 1.1. Composition of the Department

1.1.1. The Department consists of PA regular faculty, fixed-term faculty, NSCL faculty, visiting and adjunct faculty, specialists, lecturers, research associates, assistant instructors, A-P staff, technical and clerical staff, performing duties assigned to them by the Chairperson, and graduate and undergraduate students who have declared a major offered by the Department. These individuals shall be known as Department members.

1.1.1.1. PA regular faculty are defined as all regular faculty members with tenure-home in the Department.

### 1.2. Voting privileges

1.2.1. The voting faculty are all PA regular faculty, other regular faculty with joint appointments in PA, fixed-term faculty with salary fraction of at least 51% controlled by the Department, and NSCL faculty with joint appointments in PA.

1.2.2. The voting graduate students are the seven members of the Physics Graduate Council.

1.2.3. Faculty voting privileges shall be in conformity with the Bylaws for Academic Governance (BAG). Voting privileges for the graduate student members shall not extend to areas reserved to the faculty in rule BAG 1.2.3.

1.2.4. Faculty are eligible to participate in Department governance through regularly constituted standing committees. The eligibility and Modes of Participation are specified herein according to the BAG.

1.2.4.1. None of the above shall be considered as a restriction on any individual member of the Department to make h/h views known to the Chairperson in private conferences.

1.2.5. For the purpose of electing members of certain standing committees, the voting faculty shall be divided into interest groups according to their stated research interests. Currently these interest groups are Nuclear Physics (NP), High Energy Physics (HEP), Condensed Matter Physics (CMP) and Astronomy and Astrophysics (AA).

1.2.5.1. Before the End of Fall Semester each new voting faculty member shall inform the Chairperson which interest group h/s wishes to join.

1.2.5.2. A voting member may change h/h affiliation to another interest group. However, unless informed otherwise, the Chairperson will continue to list the voting faculty member with the interest group to which h/s belonged the preceding year.

1.2.5.3. If the constituency of any of the interest groups falls below 10% of the PA regular faculty, that interest group shall be discontinued as a separate entity. Each voting faculty member of the interest group shall have the option of joining any of the remaining interest groups.

1.2.5.4. If, as the Department develops, 20% of the voting faculty feel that their common interests warrant restructuring of the interest groups, such a restructuring shall be considered at a Department meeting following the procedures of the "Amendments" section. Such restructuring, if approved, shall become effective the following Spring Semester.

1.2.6. All members of the department appointed to a committee are voting members of that committee.

### 1.3. Duties, Responsibilities and Term of Office of the Chairperson

1.3.1. The Chairperson shall discharge all administrative duties and responsibilities consistent with the BAG and Bylaws of the College of Natural Science. The Chairperson may appoint up to four Associate Chairpersons, an Associate Chairperson for the Undergraduate Program (ACUP), an Associate Chairperson for the Graduate Program (ACGP), an Associate Chairperson for Operations (ACO), and an Associate Chairperson for Astronomy (ACA). Specific duties are outlined below.

1.3.1.1. The chairperson shall provide salary information (2.3.6) to faculty.

- 1.3.1.2. The chairperson shall conduct an annual review with each member of the PA regular faculty and fixed-term faculty with salary fraction of at least 51%. The chairperson shall be familiar with all relevant university and college policies concerning faculty performance and evaluation and space allocation. Written documentation of the meeting shall be given to the faculty member and kept on file.
- 1.3.1.3. The chairperson, or a designee, shall generally be present at meetings of an academic governance body.
- 1.3.1.4. The Chairperson may, at h/h discretion, delegate to other members of the Department duties and responsibilities.
- 1.3.1.5. Review. The chairperson shall be subject to a regular review at an interval not to exceed five years. ADCOM must schedule a meeting with the dean to review CNS policies and formulate specific procedures for the periodic review of the chairperson. The PA regular faculty shall have shared responsibility with the CNS dean to determine procedures for review of the chairperson.
- 1.3.2. During the temporary absence of the Chairperson, the sequential order for serving as Chairperson shall be the ACO, the ACUP, ACGP, and the Chairperson of ADCOM. If the designated position for serving as Chairperson is unfilled, or the designated individual is also temporarily absent, the next person on this list shall serve as Chairperson.
  - 1.3.2.1. A temporary absence shall be an absence, for reasons other than health, not to exceed 12 weeks.
- 1.3.3. In the event of an absence by the Chairperson, which is anticipated to exceed 12 weeks, an Acting Chairperson shall be selected following the same procedures that prevail for Election of the Chairperson (3.2).
- 1.3.4. In the performance of h/h duties, the Chairperson shall seek the advice of voting faculty through the various mechanisms provided in these Bylaws.
  - 1.3.4.1. The Chairperson shall make every reasonable effort to inform the voting faculty, insofar as h/s is aware, of all College and University decisions, policies, proposed policies or changes in policies that may bear on the future of the Department so that h/s may derive the full benefit of informed advice.
- 1.3.5. The Chairperson shall serve for four-year terms.
  - 1.3.5.1. There is no limit, other than the limit imposed by the University rules on retirement from administration positions, on the number of terms an individual may serve as Chairperson.
- 1.4. Department Meetings
  - 1.4.1. Meetings of the Department shall be open to all members of the Department.
    - 1.4.1.1. The Chairperson may restrict meetings to PA regular faculty in order to deal with matters pertaining to these Bylaws and matters pertaining to department budget, space allocation, personnel, including hiring, promotion, and staff affairs.
  - 1.4.2. Meetings of the Department may be called by the Chairperson or the Chairperson of ADCOM.
  - 1.4.3. The Chairperson of ADCOM shall call a department meeting at the request of five or more voting faculty members.
  - 1.4.4. Department meetings shall be chaired by the Chairperson or the Chairperson of ADCOM, whoever called the meeting.
  - 1.4.5. An agenda for the Department meeting shall be distributed to the voting faculty at least three working days prior to the meeting. The individual who called the meeting shall be responsible for the preparation and distribution of the agenda.
    - 1.4.5.1. The agenda of Department meetings shall include any item brought by the ADCOM, by the Chairperson, or two or more voting faculty members.
    - 1.4.5.2. Under exceptional circumstances a Department meeting may be called by the Department Chairman or the Chairman of ADCOM on 24 hours notice. In that case, a serious effort shall be made to communicate the agenda for this meeting to members of the Department. Unless at least two-thirds of the voting faculty in residence attend this meeting, action on any agenda item shall be by ballot or

shall be delayed to a subsequent faculty meeting, according to the wish of the faculty present at the time.

- 1.4.6. The Secretary for the Department meetings shall be the youngest (in terms of appointment) PA regular faculty member.
- 1.4.7. The Secretary shall prepare and distribute the Minutes of Department meetings.
- 1.4.8. A quorum for conducting business shall exist when half of the PA regular faculty members in residence are present. Faculty on authorized travel or on leave are the only individuals not considered to be in residence.
- 1.4.9. No matter shall be voted upon unless it is on the agenda.
- 1.4.10. Except on matters reserved to the PA regular faculty, motions shall be approved by a simple majority of the total votes cast by faculty who are eligible to vote on the matter, and the elected graduate student representatives who are present at the meeting.
- 1.4.11. On matters reserved to the PA regular faculty motions shall normally be approved by a simple majority of the PA regular faculty present. However any of the PA regular faculty present at a faculty meeting may request, for a specific issue, that a vote rescaling be applied. In a vote rescaling the number of votes of the largest group is scaled down so that it is equal to the number of votes of the second largest group. Votes shall normally be by show of hands, but any voter may request a secret ballot. In a secret rescaled ballot, each faculty member writes their group affiliation on the back of the ballot and their vote on the front. A ballot on any issue may be approved by the majority vote..

## 2. DEPARTMENT COMMITTEES

### 2.1. The Standing Committees of the Department are:

- 2.1.1. Advisory-Finance (ADCOM) consisting of 6 PA regular faculty members.
- 2.1.2. Salary Review (SRC) consisting of 4 PA regular faculty members.
- 2.1.3. Teaching Assignments (TAC)
- 2.1.4. Undergraduate Program Committee (UPC)
- 2.1.5. Graduate Program Committee (GPC)
- 2.1.6. Graduate Recruiting and Admissions (GRAC)
- 2.1.7. Qualifying Examination (QEC)
- 2.1.8. Subject Exam Committee (SEC)
- 2.1.9. Graduate Advisors Committee (GAC)
- 2.1.10. Physics Shop and Technical Services (PSTSC)
- 2.1.11. Colloquium and Seminars (CSC)
- 2.1.12. Promotion, Tenure and Reappointment (PTRC)
- 2.1.13. Computer Operations Committee (COC)

### 2.2. Function and Composition of ADCOM (Advisory-Finance Committee)

- 2.2.1. The Mode of Participation of ADCOM shall be Advisory. On matters reserved to the voting faculty (BAG 1.2.3) for which student input is appropriate, the Mode of Participation of the student members shall be Consultation.
- 2.2.2. The ADCOM shall consist of six (6) PA regular faculty members; one each from the four interest groups (1.2.3) and two members-at-large. In addition, if the Physics Graduate Student Organization (PGO) wishes, it may elect two (2) graduate students to the ADCOM.
- 2.2.3. Members of ADCOM shall serve for two-year terms, starting July 1. Interest groups HEP and CMP shall elect members one year; interest groups AA and NP shall elect a member the other year. The members-at-large shall be elected in alternate years.
  - 2.2.3.1. Graduate student members shall serve for one-year terms and shall be elected by procedures formulated by the PGO.
  - 2.2.3.2. If any interest group is subsumed according to 1.2.5.3. the composition of ADCOM shall thereafter consist of 6 PA regular faculty members of whom three shall be members-at-large.
- 2.2.4. AA, HEP, CMP, NP, and at-large members of ADCOM shall be elected by the PA regular faculty according to the following procedures.

- 2.2.4.1. Faculty serving a continuing term on the Salary Review Committee are ineligible to serve on ADCOM.
- 2.2.4.2. No later than the first week of April the interest group whose members' terms end the following June 30 shall meet and, by voting procedure, nominate three PA regular faculty members for their position on ADCOM. No later than the beginning of the second week of April the names of the nominees so selected shall appear on a ballot distributed to the PA regular faculty. Each PA regular faculty member may vote for no more than one nominee from those submitted by each interest group. Election of the interest group member nominees to the ADCOM shall be by a plurality.
- 2.2.4.3. When a member-at-large is to be elected to ADCOM, a ballot shall be distributed to the PA regular faculty listing the names of all PA regular faculty members, except members who have been elected to serve on ADCOM after July 1 of that year and those who are members of that year's SRC. There will be an indication of anticipated leaves on that ballot. PA regular faculty members may vote for two names on that list. The two names receiving the largest number of votes shall appear on a final ballot to be distributed to the PA regular faculty no later than the beginning of the fourth week of April. The PA regular faculty receiving the majority of votes shall serve as member-at-large for the following two-year term.
- 2.2.4.4. The Chairperson of ADCOM shall be responsible for following the election procedures of 2.2.4.
- 2.2.5. Before June 15, the Chairperson shall call a first meeting of the newly elected ADCOM. The only item of business for that group shall be the election of a new Chairperson and secretary of ADCOM and alternates for these positions who will serve in the case of their absences. These new officers shall preside at meetings of ADCOM after July 1. At this meeting members of ADCOM shall also give to the Chairperson the names of PA regular faculty members who shall serve as alternates during the absence of any elected member of ADCOM.
- 2.2.6. A quorum for a meeting of ADCOM shall consist of five members or alternates.
- 2.2.7. Meetings of ADCOM shall be open to Department members.
  - 2.2.7.1. Any member of ADCOM or the Chairperson may request a meeting closed to non-members of ADCOM. If at least two members of ADCOM object, the meeting shall remain open. Meetings of the faculty members of ADCOM to consider candidates for faculty positions shall be closed to all except PA regular faculty members. For meetings dealing with other items reserved to the faculty (BAG 1.2.3), the Chairperson, or any faculty member of ADCOM, may request that the meeting be closed to all but PA regular faculty members. If two or more faculty members of ADCOM object, the meeting shall remain open. By majority vote of the ADCOM members present, any individual may be admitted to a meeting, which would otherwise be closed to h/h.
- 2.2.8. The ADCOM must meet at the request of any one of the members or at the request of the Chairperson.
- 2.2.9. An agenda shall be distributed to all voting faculty members at least two working days prior to each meeting of ADCOM. Whoever called the meeting shall be responsible for the distribution of the agenda.
- 2.2.10. The Secretary shall be responsible for the preparation and distribution of the Minutes.
- 2.2.11. Duties of the ADCOM – All members of ADCOM shall represent the interests of the entire department.
  - 2.2.11.1. The ADCOM shall act as a Committee on Committees.
  - 2.2.11.2. The ADCOM shall recommend to the voting faculty a slate for the Ad Hoc Committee for Election of the Chairperson.
  - 2.2.11.3. The ADCOM shall debate matters of concern to the Department. It shall advise the Chairperson on teaching assignments and all minor matters and refer advice on all major matters to the voting faculty. Major matters shall include the division of faculty positions, the division of finances, and recommendations that would result in substantial changes in curriculum, academic policy and course

content. On all other matters, if two or more members of ADCOM vote to refer to the voting faculty, the issue shall be deemed a major matter.

2.2.11.4. The faculty members of ADCOM shall screen all proposed candidates for faculty appointments and shall make recommendations on such appointments after consulting the student members of ADCOM.

2.2.11.5. The ADCOM may constitute subcommittees as needed. Such subcommittees shall be ad hoc committees and serve for specified purposes and times. Such subcommittees may draw their membership from the voting faculty, provided at least one member of each subcommittee is also a member of ADCOM.

2.2.11.6. The ADCOM is responsible for arranging Chair reviews as stated in 1.3.1.5.

### 2.3. Function and Composition of SRC (Salary Review Committee)

2.3.1. The Mode of Participation of SRC shall be Advisory.

2.3.2. The SRC shall consist of four PA regular faculty members, one from each interest group. The voting members of the SRC shall consult the ACUP and ACGP in formulating their recommendations concerning teaching and student mentoring.

2.3.3. If one of the interest groups is subsumed according to 1.2.5.3, a member-at-large shall be the fourth member of the SRC.

2.3.4. Members of SRC shall serve for two-year terms, starting July 1.

2.3.5. The members of SRC shall be elected in a manner identical to the election of members of ADCOM but in an election following the election for ADCOM (2.2.4).

2.3.5.1. No individual may serve simultaneously on ADCOM and SRC.

2.3.5.2. Only those PA regular faculty members whose salaries are subject to review by the SRC shall be eligible for election to the SRC.

2.3.5.3. Each year, the SRC shall designate one of its members as a Convenor. The Convenor shall be responsible for calling meetings, collecting data, and coordinating the report of the SRC.

2.3.6. Each year during April the SRC shall review the faculty folders and all other relevant information. The members of the SRC shall review the other members of the SRC, with that internal effort coordinated by the Convenor. The SRC shall prepare three sets of indicators:

2.3.6.1. An ordered list ranking the members of PA regular faculty, excluding faculty with primary administrative duties outside of PA as explicitly listed by the Chairperson prior to the start of SRC process. In some cases the Chairperson may also add to the SRC list regular faculty with tenure home in another unit, but with a significant percentage research appointment in PA. In preparing this list SRC shall bear in mind both the activities of the current year as well as the performance of each PA regular faculty member integrated over the years of professional activity. The SRC will evaluate its own membership for the previous year's performance without input of the member being evaluated.

2.3.6.2. As advice to the Chairperson, a measure of progress averaged over the members of the SRC of the overall performance for each assistant and associate professor shall be provided. This progress measure shall indicate: "1", for less than satisfactory overall progress toward the next promotion; "2", for satisfactory progress toward the next promotion; or "3", for better than satisfactory performance toward the next promotion. If relevant, the SRC will evaluate its own membership for promotion progress without input of the member being evaluated.

2.3.6.3. As advice to the Chairperson, three performance measures for all reviewed faculty shall be provided to the Chairperson: "3" for above average performance, "2" for average performance, or "1" for below average performance in each of three different activities: Research, Student Mentoring (including classroom teaching), and Service. The SRC will evaluate its own membership for the previous year's performance without input of the member being evaluated.

- 2.3.6.4. On or before April 30, SRC shall transmit these measures to the Chairperson. They shall constitute the advice of the PA regular faculty to the Chairperson on salary adjustments for the PA regular faculty.
- 2.3.6.5. None of the above shall be construed as restricting any member of the faculty from conferring with the Chairperson on salary matters.
- 2.3.6.6. The Chairperson shall be responsible for salary recommendations transmitted to the Dean.
- 2.3.7. Salary Information
  - 2.3.7.1. Each year, after receiving confirmation from the Dean that the transmitted salary recommendations have been approved, the Chairperson shall transmit to each PA regular faculty member at least the following information in the form of a written Faculty Notification of Salary:
    - 2.3.7.1.1. The salary increase for that member sent forward from the College;
    - 2.3.7.1.2. The overall ranking of that faculty member as determined by the SRC;
    - 2.3.7.1.3. The individual performance measures in each of the above categories for the previous year's activity as determined by the Chairperson using the information provided by the SRC plus other information that the Chairperson may gather;
    - 2.3.7.1.4. The progress measure for each assistant and associate professor as determined by the Chairperson using the information provided by the SRC.
    - 2.3.7.1.5. The ordered list of salaries of all faculty, rounded to the nearest \$100.
  - 2.3.7.2. Commentary may be provided by the Chairperson in the Faculty Notification of Salary, but is not required by the Department of Physics and Astronomy beyond the information listed above.
- 2.3.8. Sources of information for SRC
  - 2.3.8.1. The duties of each faculty member shall be divided into three major categories: (1) Research (2) Student Mentoring (including classroom instruction) and (3) Service to the Department, University, and physics and astronomy communities.
  - 2.3.8.2. Faculty Folder. It shall be the responsibility of each PA regular faculty member to organize and maintain an up-to-date folder describing h/h activities, both past and present. This folder shall be kept by the Department Chairperson and used in evaluation procedures, annual report preparation, etc. This folder shall contain an up-to-date list of talks and publications, selected reprints of publications, a brief description of on-going research program, and a description of plans for the future. It shall also contain a list of courses taught and committees served on during the past three years. It may contain any other information, which a faculty member considers pertinent (for example, chairing of APS sessions, consulting, seminar talks, etc.)
  - 2.3.8.3. Classroom Instruction. It is recognized that the evaluation of teaching performance is a complex process, involving criteria, which are not easily quantifiable. It is also recognized that student evaluation of faculty performance is not always reliable. Nonetheless, quantitative student evaluation of faculty performance can provide useful information not easily obtained in any other manner. Each faculty member, before final examination time, shall request students in h/h class or classes to evaluate them using a standard form. The form and a procedure for administering it shall be prepared by the UPC and GPC and submitted to the ADCOM and then the voting faculty for approval at a Departmental meeting. The ADCOM shall periodically review this document. The completed forms shall be placed in the faculty member's files; the faculty member may also append h/h comments, and h/h own evaluation of h/h teaching performance. In addition to this information the SRC shall also consider such factors as: the teaching load carried, how long the faculty member has taught the course in question; whether h/s requested, or was assigned the course; h/h effectiveness in teaching development; supervision of graduate students and any other information considered relevant.

- 2.3.8.3.1. The ACUP and ACGP shall provide information to the SRC regarding faculty performance in the classroom, mentoring of students, and a summary of graduate student supervision.
- 2.3.8.4. Evaluation of Faculty. To aid in its evaluation of faculty performance, the SRC will solicit from each PA regular faculty member a written evaluation of those other members of the PA regular faculty whom he or she feels competent to evaluate.
- 2.3.9. Special Salary Adjustments. In situations where a special adjustment of the salary of some faculty member is requested or seems necessary, the Chairperson will review the matter with the SRC. If the evaluation of the faculty member compared to h/h salary is deemed to warrant a special adjustment the Chairperson will seek to obtain the necessary funds from the Dean or other University sources.
- 2.4. Function and Composition of the TAC (Teaching Assignments Committee)
  - 2.4.1. The Mode of Participation of the TAC shall be Shared Responsibility.
  - 2.4.2. The TAC shall be consist of the ACUP and the ACGP plus one PA regular faculty member appointed by the Chairperson. The ACUP shall be the Chairperson of the TAC.
  - 2.4.3. The PA regular faculty member of the TAC shall serve for one year, but may be reappointed for any number of terms.
  - 2.4.4. The TAC shall make all assignments of teaching duties of voting faculty with the approval of the ADCOM.
  - 2.4.5. The TAC shall, in the performance of its task, solicit information from the voting faculty as to their teaching relief submitted to the Chairperson.
  - 2.4.6. The Chairperson shall consult with the TAC as well as ADCOM before acting on any request for teaching relief submitted to the Chairperson.
  - 2.4.7. The TAC shall be responsible for scheduling of courses.
  - 2.4.8. The TAC may constitute subcommittees as needed. Such subcommittees shall serve for specified purposes and times, and may contain any members of the voting faculty provided at least one member of each subcommittee is also a member of the TAC.
- 2.5. Function and Mode of UPC (Undergraduate Program Committee)
  - 2.5.1. The Mode of Participation of UPC shall be Advisory.
  - 2.5.2. The UPC shall be appointed by the Chairperson with the advice of ADCOM. Voting faculty are eligible to serve on the UPC and it shall be chaired by the ACUP. The UPC may also consist of staff members employed to assist in the teaching program.
  - 2.5.3. Members of UPC shall serve for one year, but may be reappointed for any number of terms.
  - 2.5.4. The UPC shall consider and make recommendations on all matters relating to the Department's undergraduate programs, such as educational policies, service courses, lecture demonstration facilities, undergraduate laboratory facilities, courses for physics undergraduate majors, general education courses, etc.
    - 2.5.4.1. A primary function of the UPC shall be to advise the Chairperson of budgetary requests. This shall be accomplished by January 15 of each year for the University fiscal year beginning on July 1. The preparation of these requests shall occur in public sessions among the members of the UPC and other interested faculty. It is expected that all requests for funds for the undergraduate program will come from this discussion.
  - 2.5.5. The UPC may constitute subcommittees as needed. Such subcommittees shall serve for specified purposes and times, and may contain any members of the voting faculty provided at least one member of each subcommittee is also a member of UPC.
- 2.6. Function and Composition of GPC (Graduate Program Committee)
  - 2.6.1. The Mode of Participation of GPC shall be Advisory.
  - 2.6.2. The GPC shall be appointed by the Chairperson with the advice of ADCOM. Voting faculty are eligible to serve on the GPC and it shall be chaired by the ACGP. The GPC may also include staff members employed to assist in the teaching program.
  - 2.6.3. Members of GPC shall serve for one year, but may be reappointed for any number of terms.



- 2.6.4. The GPC shall be the oversight committee for all aspects of the graduate program, including the GRAC, SEC, QEC, and AAC.
- 2.6.5. The GPC shall consider and make recommendation on all matters relating to the Department's graduate programs, such as graduate courses requirements for graduate degrees, joint graduate programs, and direction of Teaching Assistant resources.
  - 2.6.5.1. A primary function of the GPC shall be to advise the Chairperson of budgetary requests and on matters of the graduate academic program. This shall be accomplished by January 15 of each year for the University fiscal year beginning on July 1. The preparation of these requests shall occur in public sessions among the members of the GPC and other interested faculty. It is expected that all requests for funds for the graduate program will come from this discussion.
- 2.6.6. The GPC may institute subcommittees as needed. Such subcommittees shall serve for specified purposes and times, and may contain any members of the voting faculty provided at least one member of each subcommittee is also a member of GPC.
- 2.7. Function and Composition of GRAC (Graduate Recruiting and Admissions Committee)
  - 2.7.1. The Mode of Participation of GRAC shall be Advisory.
  - 2.7.2. The GRAC shall be appointed by the Chairperson with the advice of ADCOM. Voting faculty are eligible to serve on the GRAC and it shall be chaired by the ACGP.
  - 2.7.3. Members of GRAC shall serve for one year, but may be reappointed for any number of terms.
  - 2.7.4. The GRAC shall: prepare a graduate brochure, review applications for graduate admissions and for Teaching Assistantships, and recommend suitable action to the Chairperson with respect to admission and the granting of teaching assistantships to applicants.
    - 2.7.4.1. A primary function of the GPC shall be to advise the ACGP and the Chairperson of budgetary requests necessary for graduate student recruitment.
  - 2.7.5. The GRAC may institute subcommittees as needed. Such subcommittees shall serve for specified purposes and times, and may contain any members of the voting faculty provided at least one member of each subcommittee is also a member of GRAC.
- 2.8. Function and Composition of the QEC (Qualifying Examination Committee)
  - 2.8.1. The Mode of Participation of the QEC shall be Delegated Authority.
  - 2.8.2. The Chairperson shall appoint the three members of the QEC with the advice of ADCOM. PA regular and NSCL faculty are eligible to serve on the QEC and the Chairperson shall designate the Chairperson of QEC.
  - 2.8.3. Members of QEC, shall serve for one year, but may be reappointed for any number of terms.
  - 2.8.4. The QEC shall prepare, administer and grade the Qualifying Examination offered once each year.
  - 2.8.5. The QEC shall perform its duties in conformity with the Handbook for Graduate Students, Department of Physics and Astronomy.
- 2.9. Function and Composition of SEC (Subject Exam Committee)
  - 2.9.1. The Mode of Participation of the SEC shall be Delegated Authority.
  - 2.9.2. The Chairperson shall appoint the ten members of the SEC with the advice of ADCOM. PA regular and NSCL faculty are eligible to serve on the SEC and the Chairperson shall designate the Chairperson of SEC. Member shall include the ACGP and those teaching the following graduate courses: Mechanics, Electricity and Magnetism (first term), Statistical Physics, and Quantum Mechanics, or Graduate Astronomy. The Chairperson shall designate the Chairperson of the SEC.
  - 2.9.3. Members of SEC shall serve during their teaching assignment, or one year, but may be reappointed for any number of terms.
  - 2.9.4. The SEC shall prepare, administer and grade the Subject Examinations offered during the regular final exam periods of each semester for the courses listed in 2.9.2. They shall also prepare, administer, and grade the Subject Examinations offered in the early weeks of the Fall Semester.

- 2.9.5. The SEC shall perform its duties in conformance with the Handbook for Graduate Students, Department of Physics and Astronomy.
- 2.10. Function and Composition of the GAC (Graduate Advisors Committee)
  - 2.10.1. The Mode of Participation of the GAC shall be Delegated Authority.
  - 2.10.2. The Chairperson shall appoint the three members of the GAC with the advice of ADCOM. PA regular and NSCL faculty are eligible to serve on the GAC and the Chairperson shall designate the Chairperson of GAC
  - 2.10.3. Members of GAC, shall serve for one year, but may be reappointed for any number of terms.
  - 2.10.4. The GAC shall provide informed and consistent advice to all graduate students. The GAC should consult with the QEC after each qualifying examination to advise each student on h/h plan for coursework in the coming year.
  - 2.10.5. The GAC shall continuously monitor all graduate student's progress until they reach the Ph.D. stream, acquire an MS, or leave the program.
  - 2.10.6. The GAC shall perform its duties in conformity with the Handbook for Graduate Students, Department of Physics and Astronomy.
- 2.11. Function and Composition of PSTSC (Physics Shop and Technical Services Committee)
  - 2.11.1. The Mode of Participation of PSTSC shall be Advisory.
  - 2.11.2. Here "shops" refers to both the Departmental Mechanical and the Electronics Shops.
  - 2.11.3. The PSTSC shall be appointed by the Chairperson with the advice of ADCOM. Voting faculty are eligible to serve on the PSTSC and the Chairperson shall designate the Chairperson of the PSTSC. The PSTSC may also include supervisory staff members from the shops.
  - 2.11.4. Members of the PSTSC shall serve for one year, but may be reappointed for any number of terms.
  - 2.11.5. The PSTSC shall function as an appeals body concerning the priorities of shop work orders, shall recommend on purchases of shop equipment, and shall be the primary source of information to the Chairperson in the evaluation of shop and technical personnel.
  - 2.11.6. The PSTSC may constitute subcommittees as needed. Such subcommittees shall serve for specified purposes and times, and may contain any members of the voting faculty provided at least one member of each subcommittee is also a member of PSTSC.
- 2.12. Function and Composition of CSC (Colloquium and Seminars Committee)
  - 2.12.1. The Mode of Participation of CSC shall be Shared Responsibility.
  - 2.12.2. The CSC shall be appointed by the Chairperson with the advice of ADCOM. Voting faculty are eligible to serve on the CSC. It shall have at least one member from each of the interest groups. Each member of the CSC shall function in an individual capacity.
  - 2.12.3. Members of the CSC shall serve for one year, but may be reappointed for any number of terms.
  - 2.12.4. The CSC shall be responsible for arranging the colloquium and seminar programs of the Department. It shall invite speakers, plan for their accommodations and entertainment, and shall be responsible for arranging honoraria for outside speakers. The CSC shall be advised of the budget by the Chairperson at the start of each fiscal year and shall be responsible for operating within that budget. Members of the CSC shall solicit suggestions for speakers from the faculty.
  - 2.12.5. The CSC may institute subcommittees as needed. Such subcommittees shall serve for specified purposes and times, and may contain any members of the voting faculty.
- 2.13. Function and Composition of PTRC (Promotion, Tenure, and Reappointment Committee)
  - 2.13.1. The Mode of Participation of the PTRC shall be Advisory.
  - 2.13.2. Each PTRC shall consist of all tenured, PA regular faculty members with tenure-home in the Department, of rank higher than those faculty members under consideration for promotion, tenure or reappointment.

- 2.13.2.1. The criteria for evaluation regarding promotion, tenure, and reappointment are based on quality of (1) Research, (2) Student Mentoring, and (3) Service, in that order of priority.
- 2.13.2.2. Guidelines for Faculty Reappointment, Promotion and Tenure in the College of Natural Science at Michigan State University available on the CNS website will be consulted when implementing PTR procedures.
- 2.13.3. The Chairperson of each PTRC shall be the Department Chairperson.
- 2.13.4. Promotion, Tenure, and Reappointment Procedures
  - 2.13.4.1. By a date specified by the Chairperson, each junior faculty member shall submit to the Department Chairperson a file containing material relevant to promotion, tenure, or reappointment, presented according to a uniform scheme devised by the Chairperson. Included should be the name of one senior faculty member (the faculty mentor) whom the candidate wishes to designate to serve on the appropriate Review Subcommittee. Said files shall be available for inspection by members of the PTRC.
  - 2.13.4.2. Whenever any promotions, tenure decisions, or reappointments are being considered, the Chairperson shall convene each PTRC and shall briefly review the status and progress of each junior faculty member, according to a standard procedure. The faculty mentor for each potential promotion candidate shall briefly describe the research progress and service contributions of their junior colleague. Data and information on the student mentoring progress of each junior faculty member will be available from the ACUP and ACGP at the meeting. After each review, additional comments shall be solicited from the faculty members present. When all the reviews are completed, a poll shall be taken of all members present at the meeting. Each person recommended by at least 60% of the PTRC members present will be further considered by the Review Subcommittee to be formed from that PTRC. If the Chairperson states that University regulations require reappointment recommendations for certain faculty members, then these faculty members will be considered by the Review Subcommittee regardless of the vote by the PTRC.
  - 2.13.4.3. Based on recommendations of the faculty members of the ADCOM, the Department Chairperson shall appoint a Review Subcommittee for each rank drawn from the members of the appropriate PTRC, to consider all faculty members requiring review as identified in 2.13.4.2. The size of each Review Subcommittee shall be 3 plus the number of candidates considered, plus a subcommittee Chairperson who shall be appointed by the Chairperson on advice of the faculty members of the Advisory Committee. The Subcommittee membership shall include those persons designated by the candidates in their files.
  - 2.13.4.4. It shall be the duty of each Review Subcommittee to study the case for promotion, tenure, or reappointment of each junior faculty member under consideration. The Department Chairperson shall provide to each Review Subcommittee a list of information to be obtained, and a set of guidelines for organizing this information of representation to the Faculty Committee of Promotion, Tenure, and Reappointment (PTRC). Each subcommittee shall solicit first hand relevant information from faculty and students. Requests for information from sources outside the Department shall originate from the Office of the Chairperson. The candidate shall be invited to appear before the subcommittee and present h/h case.
  - 2.13.4.5. No earlier than four weeks following the formation of each Review Subcommittee, the Department Chairperson shall call a meeting of each PTRC. The Review Subcommittee shall present its report and recommendations at that time, having made a written copy available at least three working days before the PTRC meeting. After the report has been presented and discussed, a vote shall be taken and the results – announced to those present – shall constitute the faculty's recommendation to the Department Chairperson. A faculty member who

is unable to attend the meeting may give the Chairperson an absentee ballot prior to the meeting. The vote may be postponed until a later meeting if the PTRC determines by a majority vote that additional information is needed before the vote is taken. Such information shall be obtained, and a new meeting scheduled, as quickly as possible.

2.13.4.6. The Chairperson shall convene the PTRC whenever promotion of a faculty member to a higher rank is being considered. In exceptional circumstances the PTRC may recommend or advise against promotion without prior formation of a Promotion Review Subcommittee.

#### 2.14. Function and Mode of COC (Computer Operations Committee)

2.14.1. The Mode of Participation of the COC shall be Advisory

2.14.2. The COC shall be appointed by the Chairperson with the advice of ADCOM. Voting faculty are eligible to serve on the COC and it shall include the ACO. The Chairperson shall designate the Chairperson of the COC. The COC shall also consist of staff members specifically charged with matters pertaining to the computing functions of the Department.

2.14.3. Members of the COC shall serve for one year, but may be reappointed for any number of terms.

2.14.4. The COC shall consider and make recommendations on all matters relating to the Department's computing systems: computers in the teaching program, computers utilized in the research program, departmental video conferencing systems, as well as all networking systems and equipment.

2.14.4.1. A primary function of the COC shall be to advise the Chairperson of budgetary requests. This shall be accomplished by January 15 of each year for the University fiscal year beginning on July 1. The preparation of these requests shall occur in public sessions among the members of the COC and other interested faculty.

2.14.5. The COC may constitute subcommittees as needed. Such subcommittees shall serve for specified purposes and times, and may contain any members of the voting faculty provided at least one member of each subcommittee is also a member of COC.

#### 2.15. Student participation in Standing Committees.

2.15.1. Any Standing Committee except the SRC, the SEC, and the PTRC, may be augmented by one or two students, graduate and/or undergraduate, to be selected by a representative student organization. If a Committee so desires it may augment its rank from members of the support staff.

### 3. AD HOC COMMITTEES

#### 3.1. Appointment of ad hoc committees.

3.1.1. The Chairperson, with the advice of ADCOM, may appoint any Ad Hoc Committee if h/s feels such a committee will assist the efficient operation of the Department. Such committees shall have a specific purpose and shall serve for a specified time. The Chairperson shall establish the Mode of Participation of such Ad Hoc Committee.

#### 3.2. Committee for the Election of the Chairperson (CEC)

3.2.1. At the beginning of the last year of the Chairperson's term, an election process for the office of Chairperson shall be initiated by the following procedures.

3.2.1.1. Initial Appointment. ADCOM must schedule a meeting with the dean to review CNS policies and formulate specific procedures for selection of the chairperson. The PA regular faculty shall have shared responsibility with the CNS dean to determine procedures for selecting the chairperson to be nominated to the provost.

3.2.2. A CEC shall be established which shall consist of five PA regular faculty members elected by the voting faculty from a slate proposed by ADCOM plus nominations from the floor. The election of the CEC shall be by secret ballot at a regular Department meeting. Absent changes negotiated with the CNS dean (3.2.1.1), at this meeting, the voting faculty shall instruct the CEC to do one of the following: (a) limit itself to

internal candidates; (b) include external candidates; or (c) examine the advisability of considering external candidates and report back at a departmental meeting within two weeks, at which time the voting faculty shall instruct the CEC to do either (a) or (b). If instruction (a) is adopted, the CEC shall adjourn until the first week after spring break before the end of the Chairperson's term. At this time:

3.2.2.1. The CEC shall choose its own officers.

3.2.2.2. The CEC shall develop a slate of candidates for Chairperson. The CEC shall present to the PA regular faculty, meeting as a whole in a closed meeting, this slate of candidates, having first submitted this list of candidates to the Dean for comments.

3.2.2.3. The Chairperson of the CEC shall chair this meeting of the PA regular faculty. Following discussions, during which each candidate may be asked to state h/h views on the activities of the Department and answer questions from the floor, the members present (1) shall vote to determine one or more names to be forwarded to the Dean as the Department's choice of the new Chairperson. The members shall also vote to determine the number of names to be forwarded to the Dean.

3.2.2.3.1. PA regular faculty members who are on leave shall be mailed (or emailed) the slate of candidates and shall have an opportunity to cast a mail (or email) ballot.

#### 4. FACULTY APPOINTMENTS

##### 4.1. Composition of Faculty Search Committees.

4.1.1. Whenever a regular or fixed-term faculty member is to be appointed to the Physics and Astronomy Department an ad hoc Search Committee shall be appointed by the Chairperson. This committee shall contain at least two PA regular faculty members from outside the interest group. NSCL faculty may serve on a Search Committee for faculty in the NP interest group. The chair shall appoint one or two grad representatives (GAreps) who will report to the search committee chair and to the department chair. The chair of the search committee will inform the GAreps about candidate visits and involve graduate students in the schedule when possible. The GAreps will solicit comments from the graduate students during and after the candidate interview process.

4.1.2. The Search Committee shall have the responsibility to investigate the credentials of each candidate fully, including the task of gathering information from all sectors within the Department as well as from outside the Department. Letters or comments from outside reviewers to be included in the candidate's file are to be solicited by the Chairperson. The Search Committee shall solicit formal advice from the affected interest group before recommending that an offer be extended.

4.1.3. Candidates for such a position shall be invited to MSU for interviews and presentation of colloquia or seminars only after the faculty members of ADCOM have reviewed their credentials and approved them as candidates for the position.

4.1.4. After these visits and a recommendation from the Search Committee that an offer be extended to one of the candidates, the procedure shall normally be as follows.

4.1.4.1. The relative merits of the candidates will be discussed at a meeting of the faculty members of ADCOM. This meeting shall be open to all PA regular and NSCL faculty members. Following this discussion, and after consultation with the student members of ADCOM concerning the teaching qualifications of the candidates, the faculty members of ADCOM shall vote to recommend to which candidate, if any, an offer should be extended by the Chairman, and at what rank that offer should be made. The PA regular faculty at a regularly called meeting shall then advise the Chairman of its preference.

##### 4.2. Joint Appointments.

4.2.1. In the case of searches for joint appointments with other departments, the Chairperson shall negotiate a procedure consistent with these general guidelines, giving the PA department appropriate input to the search.

- 4.3. Joint Appointments of NSCL Faculty
  - 4.3.1. Whenever a faculty member is to be appointed to an NSCL faculty position with a joint appointment in the Physics and Astronomy Department at least one PA regular faculty member from the AA, CMP or HEP interest groups shall be member of the search committee.
  - 4.3.2. Candidates for such a position shall be invited to MSU for interviews and presentation of colloquia or seminars only after the faculty members of ADCOM have reviewed their credentials and approved them as candidates for the position.
  - 4.3.3. After these visits and a recommendation from the Search Committee that an offer be extended to one of the candidates, the procedure shall normally be as follows.
    - 4.3.3.1. The relative merits of the candidates will be discussed at a meeting of the faculty members of ADCOM. This meeting shall be open to all PA regular and NSCL faculty members. Following this discussion, and after consultation with the student members of ADCOM concerning the teaching qualifications of the candidates, the faculty members of ADCOM shall vote to recommend to which candidate, if any, a joint offer should be extended by the Chairman, and at what rank that offer should be made. The PA regular faculty at a regularly called meeting shall then advise the Chairman of its preference.
  - 4.3.4. Whenever a current NSCL faculty member is to be appointed to a joint appointment in the Physics and Astronomy Department the faculty members of ADCOM shall review the credentials and approve him/her as a candidate for the position. The candidate shall present a colloquium or seminar and interview with PA regular faculty members.
  - 4.3.5. The procedure to approve a candidate shall normally be as follows:
    - 4.3.5.1. The merits of the candidate will be discussed at a meeting of the faculty members of ADCOM. This meeting shall be open to all PA regular and NSCL faculty members. Following this discussion, and after consultation with the student members of ADCOM concerning the teaching qualifications of the candidate, the faculty members of ADCOM shall vote if a joint offer should be extended by the Chairman, and at what rank that offer should be made. The PA regular faculty at a regularly called meeting shall then advise the Chairman of its preference.
- 4.4. Research, Visiting, and Adjunct Faculty Appointments.
  - 4.4.1. Research, Visiting, and Adjunct faculty appointments at all levels shall be recommended by ADCOM. A vita as well as at least two external letters and one internal letter shall be available for inspection by the ADCOM and the PA regular faculty.
5. STUDENT ACADEMIC DISHONESTY GUIDELINES AND PROCEDURES
  - 5.1. Penalty Grades.
    - 5.1.1. An instructor has discretion to give a student a "penalty grade" for alleged academic dishonesty in class, up to and including a 0.0. The penalty may be for the work at issue (exam, paper, etc.) or for the entire course.
  - 5.2. Student dishonesty accusation.
    - 5.2.1. ADCOM shall establish a hearing board whenever a grievance is filed by a student, who alleges violations of academic rights. The hearing board shall follow the Department of Physics and Astronomy Academic Hearing Procedure.
6. FACULTY GRIEVANCE PROCEDURE
  - 6.1. Initiation of Grievance and Hearing Procedures
    - 6.1.1. The Department of Physics and Astronomy follows the Faculty Grievance Policy published in the Faculty Handbook and approved by the Board of Trustees for resolving employment related disputes that arise between faculty or academic staff members and administrators. However, a faculty or academic staff member who feels aggrieved should first seek an informal resolution at the unit, department, or college level before filing a formal grievance.
    - 6.1.2. Faculty or academic staff wishing to pursue an informal resolution may contact the department chairperson.
7. AMENDMENTS

- 7.1. Procedure for amending the Bylaws.
  - 7.1.1. Amendments to these Bylaws may be proposed by any PA regular faculty member.
  - 7.1.2. Such amendments shall appear in written form on the agenda of a faculty meeting.
  - 7.1.3. Amendments to these Bylaws shall be passed by a simple majority of the PA regular faculty in a ballot.
  - 7.1.4. Bylaws shall be reviewed at intervals not to exceed five years.