

## **Mandatory Statement**

It is the right, the responsibility, and the privilege of University faculties to participate in the governance of their departments. Fundamentally, what is desirable and intended by the Department Policy Statement is to ensure meaningful participation by department faculties and procedural regularity within departments. It is understood that the ultimate power of decision-making resides with the administration. This Policy Statement is one means by which the faculty of this department make recommendations to Western.

### **I. Definitions of Faculty Members and Faculty Meetings**

#### Physics Faculty Members

For the purposes of the Physics Department Policy Statement, department faculty members are defined as all full-time ranked teaching faculty and part-time ranked teaching faculty who are assigned more than half-time to the Physics Department over the academic year.

#### Faculty Meetings

It is suggested that the Department Chair call a faculty meeting at least every second full working week (i.e. when classes are in session all week) of the fall and winter semesters. In addition, faculty members may request that the Department Chair call a faculty meeting. A detailed agenda for the meeting should normally be distributed at least a day in advance of the meeting.

Except in the case of emergencies or other unusual circumstances, department meetings shall be held at times when all or most of the faculty members are free of classes or other assigned duties.

A quorum for all faculty meetings shall be a majority of the Physics Department faculty members. Affirmative voting at a faculty meeting shall be a majority of the faculty present. Directed and undirected proxy votes (written and submitted to the chairperson of the meeting) shall be allowed. The Department Chair will only cast a vote when needed to break a tie. Any faculty member at a faculty meeting can propose that a vote be taken by secret ballot. Secret ballots shall be used if this proposal is seconded.

Departmental decisions by the faculty shall be made only at a faculty meeting.

### **II. Administration of the Department**

The Chair of the Physics Department has the administrative responsibility for the department. The Chair is the presiding officer of the department and official University representative.

The faculty recommend that the Chair an Assistant Chair, Chair of the Undergraduate Committee, Undergraduate Advisor, Graduate Advisor, and Chair of the Graduate Committee to assist the Department Chair with the administration of the department.

### **III. Department Structure**

The various duties, functions and obligations of the department will be carried out in the following manner:

#### **A. Undergraduate Program and Undergraduate Advising**

Overall responsibility for the undergraduate program lies with the Assistant Chair.

Some recommended duties of the Assistant Chair are listed in Appendix A, and those of the Undergraduate Advisor in Appendix B.

#### **B. Graduate Program and Graduate Advising**

Overall responsibility is assigned to the Graduate Adviser. The Graduate Adviser will provide academic guidance to the student until a research adviser is selected. Some recommended duties of the Graduate Adviser are listed in Appendix C.

### **C. Undergraduate Committee**

The Chair of this committee will be appointed by the Department Chair to serve a term of length which is mutually agreed upon. The Undergraduate Advisor and the Assistant Chair shall be members of this committee. The Department Chair and the Committee Chair will together appoint additional members.

The responsibilities of this committee include:

#### **1. Curricular Review**

The committee will conduct periodic review of the contents of the undergraduate courses. Consideration will be given to appropriateness of the material for the intended audience and the skills to be developed by students. The curriculum of every undergraduate course must, at some time, be approved by the undergraduate committee. The same oversight is to be extended to general undergraduate programs offered by the department, whose changing needs and enrollment are to be reviewed regularly. Recommendations will be made by this committee to the faculty for any substantial changes. Interdisciplinary programs are to be reviewed periodically by members of this committee and their colleagues in other departments, with a report given to the committee and the full faculty.

#### **2. Text Selection**

The same text must be chosen for all sections of a given course. The Undergraduate Committee, usually through a subcommittee, will investigate potential texts in a timely manner, choose appropriate texts, and convey their decisions to the faculty and to the department secretary. Text selection does not require a vote of the faculty. The committee will solicit input on text selection from (at least) all department faculty members who have recently taught the course.

#### **3. New Instructional Techniques**

Faculty are encouraged to experiment with new teaching technologies and methods. Any innovative instructional technique, method, or technology that has the potential for a broad impact on the curriculum should be reviewed for suitability by the committee, with recommendations made to the faculty. Faculty who implement new technology or methods should report the success or failure to the committee.

#### **4. Instructional Equipment**

The Undergraduate Committee will recommend changes to, purchase or construction of, and repair of instructional equipment. The contents and organization of the prep room are the responsibility of this committee.

#### **5. New Courses and Programs**

Recommendations for new undergraduate courses and programs will be made by the committee to the faculty. The committee will take into account all criteria usually used by the College and University Curriculum Committees in evaluating new courses and programs, and will also consider the impact on existing physics courses and programs, whether the proposed curriculum could be better delivered through modification of existing courses or programs, the general impact on department resources and the compatibility with long term goals. The committee may recommend termination of any course or program whose enrollment is considered unsatisfactory or whose mission longer no satisfies a department need.

#### **6. Undergraduate Laboratories**

The Undergraduate Committee will conduct periodic reviews of the undergraduate laboratories. These reviews will include assessment of the need for new laboratory equipment and for revision of content.

## 7. Quality Assessment

The committee will administer the approved assessment program.

## 8. Undergraduate Recruitment

Consult with and support Assistant Chair in matters concerning undergraduate recruitment.

### **D. Graduate Committee**

The chair of this committee will be appointed by the Department Chair to serve a term of length which is mutually agreed upon. The Graduate Adviser shall be a member of this committee. The Department Chair and the Committee Chair will together appoint an additional person to this committee.

The responsibilities of this committee include:

1. Selection of prospective teaching assistants.
2. Determination of the duties of teaching assistants.
3. Consideration of complaints from teaching assistants.
4. The development of guidelines concerning the continued employment of graduate assistants.
5. Recommendation of candidates for fellowships and awards.
6. Fulfilling any other duties associated with the graduate program that are not otherwise assigned specifically to the Graduate Adviser.
7. Selection of the TA mentor in consultation with the laboratory supervisor.

### **E. Research**

It is recommended that overall responsibility for the research program of the department be assumed by the Department Chair. These responsibilities include:

1. Making policy recommendations to the faculty regarding departmental research concerns.
2. Encouraging vigorous research efforts by department faculty.
3. Oversee the departmental colloquium.
4. Oversee the preparation of the department's annual research report.
5. Encouraging the presentation and publication of research results.
6. Encouraging the preparation and submission of proposals for external support.

### **F. Faculty Representative**

The faculty will elect a person, the Faculty Representative, to:

1. Organize any elections such as for AAUP representative and Faculty Senate Representative.
2. Convene merit pay meetings.
3. Chair the sabbatical leave committee.
4. Supervise the election of persons to be recommended to the Dean for the position of Department Chair.
5. Organize and oversee any other department business not involving the Chair.

The Faculty Representative will serve for a period of two years.

The general rules governing the election of the Faculty Representative is that a person once nominated may not eliminate himself or herself from the election although he or she may decline the post if elected, that every ballot has at least two candidates, and that the person elected has received a majority of the votes cast in the final election. Only Physics Department faculty as defined in Section I are eligible to vote.

A teller shall be elected at a faculty meeting to assist the outgoing Faculty Representative. The latter shall see that nominating slips or election ballots are prepared as required. He or she shall distribute these different slips

and ballots to the faculty members' mailboxes. Directed and undirected proxy votes (written permission for which must be submitted to the Faculty Representative) shall be allowed. A ballot box shall be provided for the return of nominating slips or election ballots. The teller and the Faculty Representative shall count the ballots on the second full school day following distribution. On the first full school day following counting of the ballots the Faculty Representative shall distribute slips to the faculty giving the exact count on the nomination or election. At this time he or she shall also distribute the next batch of ballots if the election process is not complete.

The order of this election process shall be as follows. Nominating slips shall be distributed on which each faculty member may nominate two eligible candidates. All people who receive three or more nominations (two or more if this is necessary to ensure two candidates) shall be placed on a ballot and a first election shall be held. If a candidate receives a majority of the votes cast on this first election, he or she shall be declared the winner. If no candidate receives a majority, then the top two candidates shall run in a second election. It may be necessary for more than two candidates to run in this second election, if some candidates receive the same number of votes in the first election. If a candidate receives a majority on this second election, he or she shall be declared the winner. Otherwise the process shall be repeated. If a person who is elected declines the post, then the election reverts to the first stage at which at least two other candidates are left.

If a vacancy in the position of Faculty Representative occurs during a term of office, an election following the usual procedures shall be held to determine a successor to serve out the remainder of the term.

#### **IV. Tenure Reviews**

Tenure deliberations are governed by the current WMU-AAUP Contract and are implemented by the following procedures:

##### **A. Committee Selection**

The Tenure Committee shall consist of all tenured faculty members in the department except for the Department Chair.

Each year the Department Chair will provide a list of the untenured faculty members on tenure track appointments and convene the first meeting of the Tenure Committee at a date consistent with the current contract. At this meeting, the first order of business of the committee shall be to select a chair from its number. The term of office for the Committee Chair shall be one year.

##### **B. Acquisition of Data**

Each untenured faculty member shall see that the student teaching evaluation forms are distributed in all of his/her classes as required by departmental policy (see Section XIII). The original evaluation forms and one of the computer-tabulated summary evaluations shall be returned to the faculty member shortly after the grades are turned in. Additionally, untenured faculty members shall provide an activity report of what he/she has done professionally in the last calendar year. The summary teaching evaluations and the annual activity reports shall be used by the committee, provided that the candidate releases them to the committee as specified by the procedure in the current contract.

Any access to the candidate's official personnel file shall conform to the procedures in the current contract.

##### **C. Criteria for Tenure Reviews**

Untenured faculty on tenure track appointments shall be evaluated each year on the basis of the three areas of performance given below.

1. **Professional Competence:** Professional competence, in particular, competence in teaching, is an absolute requirement for the awarding of tenure to faculty. Insofar as they pertain to teaching competence, efforts by the faculty member at curriculum development, teaching innovations, and continuing self-education shall be included in the evaluation. For non-teaching faculty, competence in performance of other

professional duties as may be designated in the letter of appointment is correspondingly an absolute requirement for awarding tenure.

2. **Professional Recognition:** Professional recognition is a necessity for tenure. Professional recognition comes in many forms. Research, publication, and evidence of creative work are considered valuable. Consequently, the publication of scholarly books, monographs and articles should be recognized. External consultation and work with colleagues and advanced graduate students on research and scholarly projects are appropriate bases for recognition. In addition, holding office in national and state professional associations, and contributing papers or services to such organizations, are worthy of professional recognition.
3. **Professional Service:** Professionally relevant activities directed towards service to the department, the University, the community and major efforts on behalf of the Chapter shall contribute to favorable consideration for tenure. In order to obtain tenure, the faculty member shall have demonstrated meaningful participation in at least one of these areas as a group member and, when possible, in leadership roles.
4. **Professional Conduct:** Adherence to ethical standards in research, interactions with students, and interactions with colleagues is essential for tenure. A candidate for tenure is expected to abide by the professional ethics and professional conduct criteria set forth in the current contract.

#### **D. Procedures for Departmental Tenure Reviews**

For a meeting in which a tenure recommendation is discussed, a quorum shall consist of 2/3 of the committee members. In the meeting, an open discussion shall be carried out regarding how well the tenure candidate meets the criteria indicated above in part (C). A secret ballot shall be taken to determine the Tenure-Committee recommendation concerning that particular faculty member. In tenure reviews [prior to the final review], the Tenure Committee shall send to the particular faculty member a letter pointing out any areas that require improvement to insure a favorable final review. A copy of this letter shall be submitted to the Department Chair, who will forward the letter along with the Chair's review to the Dean before the appropriate deadline as specified in the Contract. The Tenure Committee Chair shall discuss the contents of this letter with the particular faculty member.

A simple majority vote of the tenured faculty is required for all Tenure-Committee recommendations. Absentee ballots shall be encouraged for those who cannot attend the meeting because of such things as sabbatical leave, leave of absence, or illness. Those faculty members away from campus because of illness, sabbatical leave, or leave of absence who do not cast an absentee ballot, shall not be counted in determining the majority vote needed for recommending that tenure be granted.

Circumstances could arise in which Tenure Committee meetings are needed at other times of the year. The Committee Chair has the authority to call such meetings.

#### **E. Appeals**

Before any initial recommendation regarding an untenured faculty member is forwarded by the Tenure Committee to the Department Chair, the Committee Chair shall inform the faculty member of the nature of the recommendation. If the faculty member requests it, the Tenure Committee shall grant him or her a hearing; if the faculty member wishes to present any additional material to the committee, the committee shall convene and consider it. After any such hearing, and after considering any additional material provided by the faculty member, the Tenure Committee can decide to forward the initial recommendation or to make a new recommendation regarding that faculty member.

Any faculty member applying for tenure shall have the right to appeal in accordance with the specifications of the current WMU-AAUP contract.

Any faculty member who is eligible for tenure whose tenure is denied has the right to use the grievance procedures of the WMU-AAUP Agreement in effect.

If the initial decision of the Department Chair, Dean or Provost is to terminate the appointment of the tenure candidate, and if this decision is contrary to the Tenure Committee's recommendation, the faculty member may request the Tenure Committee to send a letter to that individual regarding their decision. If such a request is made, the Tenure Committee shall convene and may decide by a simple majority vote whether or not to send such a letter. The Committee Chair shall inform the candidate of the committee's decision and shall discuss with him or her the contents of any letter which may be sent. Such a letter is not required in the appeal process.

## **V. Reappointment Reviews**

Reappointment deliberations are governed by the current WMU-AAUP Contract and are implemented following the same guidelines and procedures as those for preliminary tenure review. The criteria of professional competence, professional recognition, and professional service shall be applied as appropriate to the type of appointment. The Department Tenure Committee will conduct these reviews.

## **VI. Promotion Policy**

Promotion deliberations are governed by the current WMU-AAUP Contract and are implemented by the following procedures:

### **A. Committee Selection**

The Promotion Committee shall consist of all the full professors in the department except for the Department Chair.

Each year the Department Chair will provide a list of faculty members eligible for promotion and convene the first meeting of the Promotion Committee at a date consistent with the current contract. At this meeting the first order of business of the Promotion Committee shall be to select a chair from its number. The term of office for the Committee Chair shall be one year.

### **B. Acquisition of Data**

The procedures for acquisition of data and access to candidate's files for promotion purposes are the same as those given for tenure consideration in Section IV.

### **C. Criteria for Promotion**

The criteria for promotion are based on the following assumptions:

1. Promotion should be based on merit, not solely on years of service.
2. Promotion should not be used to solve salary inequity problems.
3. Merit can be fairly assessed only after a faculty member has spent a reasonable period of time in a particular rank.
4. Promotion should be awarded without regard to departmental or college rank distribution.

Two categories of criteria shall be considered in promotion decisions--qualifying and judgmental.

#### **1. Qualifying Criteria**

To be eligible for consideration for promotion, a faculty member must meet minimum qualifying standards in educational attainment and number of years in rank. Exceptions to any of these criteria are possible as specified below.

Educational Attainments: To be eligible for promotion, an earned Ph.D. degree in physics or physics-related discipline is necessary.

Length of Service in Rank: Length of service in rank refers to the number of years that a faculty member has spent in his/her present rank. Faculty service at the same or higher rank at other educational institutions shall be included except that service more than seven years previous to joining the Western faculty cannot count towards eligibility at Western Michigan University.

To be eligible for promotion to assistant professor, a faculty member shall have been an instructor for at least three years.

To be eligible for promotion to associate professor, a faculty member shall have been an assistant professor for 6 years.

To be eligible for promotion to professor, a faculty member shall have been an associate professor for seven years.

Exceptions: In unusual cases, exceptions to the above requirements may be requested. Such requests must be made to the Department Promotion Committee.

Eligibility: Meeting these qualifying criteria establishes eligibility, but does not assure either immediate or eventual promotion.

## 2. Judgmental Criteria

Each year all faculty eligible for promotion on the basis of the qualifying criteria and those for whom exceptions may be requested, may be evaluated for promotion by the Promotion Committee. A faculty member eligible in a particular year may request he/she not be considered that particular year.

Teaching Ability: Competence in teaching in an absolute necessity for promotion. Evaluation of a faculty member's teaching ability must include scrutinizing of the results of student teaching evaluations. Insofar they pertain to teaching competence, efforts by the faculty member at curriculum development, teaching innovation, and continuing self-education shall be included in the evaluation.

Professional Recognition: To be promoted to assistant or associate professor there must be evidence that the candidate has performed well the duties assigned by the department. In particular, if the person is expected to have an active research program, there should be tangible evidence of such a program. If the person is expected to devote all efforts to teaching, then development or improvement of courses should be favorably considered. Meritorious performance of other duties should contribute to a recommendation for promotion.

To be promoted to full professor, there must be evidence that the candidate has a continuing research program in a branch of physics or in science education. The major evidence for such a program will be periodic publications in recognized journals. Other evidence will be work with colleagues and graduate students on research problems, as well as the submission of proposals and the obtaining of outside support.

Consideration should also be given to service as an officer or committee member of national or state professional societies, or other contributions to the profession.

Service: Service to the department, the University and the community shall contribute to a favorable consideration for promotion. It might consist, for example, of service on University committees or councils, or of providing leadership to the AAUP or Faculty Senate.

Professional Conduct: The professional ethics and professional conduct criteria which are set forth in the current contract will also be used to determine performance in the above three areas.

## D. Procedures for Departmental Promotion Review

The Committee Chair shall determine if any of the eligible faculty members do not wish to be considered for promotion in a given year. All eligible faculty members except those who withdraw are to be considered. A quorum shall consist of 2/3 of the committee members, and all recommendations that a promotion be approved shall require a simple majority of the committee members to pass. Absentee ballots shall be encouraged for those who cannot attend the meeting because of such things as sabbatical leave, leave of absence, or illness. Those faculty members away (because of sabbatical leave, leave of absence, or illness) who do not cast an absentee ballot, shall not be counted in determining the majority of the Promotion Committee.

The Committee Chair is to inform the Department Chair which persons are to be recommended and which persons are not to be recommended. Candidates for promotion are to be informed by the Committee Chair whether or not they are being recommended for promotion. It shall be the duty of the Committee Chair to organize all materials to be forwarded to the College Promotion Committee (CPC).

Any instructor, assistant professor, or associate professor may address the Promotion Committee concerning matters of promotion at its second meeting by informing the Committee Chair prior to the meeting of his/her desire to do so. The Promotion Committee Chair shall then allot each requesting faculty member a 15-minute interval during the second meeting.

After considering the comments of any instructor, assistant professor, or associate professor who wished to speak, the Promotion Committee shall then prepare a list of faculty to be recommended for promotion. To provide adequate time for appeals, the committee should complete its promotion list as quickly as possible.

Circumstances could arise in which Promotion Committee meetings are needed at other times of the year. The Committee Chair has the authority to call such meetings.

#### **E. Appeals**

Before any initial recommendation regarding the promotion of a faculty member is forwarded by the Promotion Committee to the Department Chair or to the College Promotion Committee, the Committee Chair shall inform the faculty member of the nature of the recommendation. If the faculty member requests it, the Promotion Committee shall grant him or her a hearing; if the faculty member wishes to present any additional material to the committee, the committee shall convene and consider it. After any such hearing, and after considering any additional material provided by the faculty member, the Promotion Committee can decide to forward the initial recommendation or make a new recommendation regarding that faculty member.

Any faculty member applying for promotion shall have the right to appeal in accordance with the specifications of the current WMU-AAUP contract.

Any faculty member who is eligible for promotion whose promotion is denied has the right to use the grievance procedures of the WMU-AAUP Agreement in effect.

If the initial decision of the Department Chair, Dean or Provost is to deny the promotion of the candidate, and if this decision is contrary to the Promotion Committee's recommendation, the faculty member may request the Promotion Committee to send a letter to that individual regarding their decision. If such a request is made, the Promotion Committee shall convene and may decide by a simple majority vote whether or not to send such a letter. The Committee Chair shall inform the candidate of the committee's decision and shall discuss with him or her the contents of any letter which may be sent. Such a letter is not required in the appeal process.

#### **VII. Sabbatical Leaves**

A Sabbatical Leave Committee consisting of the Faculty Representative and two faculty members appointed by the Department Chair shall be formed to make recommendations regarding applications for sabbatical leave. The Faculty Representative shall serve as chair of the committee. In the event that the Faculty Representative is applying for sabbatical leave, the faculty shall elect a chairperson for the Sabbatical Leave Committee from those faculty who are not applying for sabbatical leave. The Department Chairperson (or delegate) may be present during the deliberations, but may not vote. In considering an application for sabbatical leave, the committee shall consider the worth of the

proposal to the individual, to the department, and to the University. Approval of an application by the committee requires a majority vote. The chairperson of the committee shall inform the faculty members applying for leave of the committee's approval or disapproval of their application. If the committee does not approve an application, that faculty member may request a hearing before the committee and resubmit his/her application for a second recommendation by the committee. All recommendations for sabbatical leave determined by the committee shall be given to the Department Chairperson for review and transmittal to the appropriate Dean and the University Sabbatical Leave Committee. The committee shall insure that there is no conflict of interest in these deliberations.

### **VIII. Recommendations Regarding the Appointment and Evaluation of Department Chair**

The physics faculty believes that it is in the best interests of the department and the University if the Chair serves for a term of 3 years. The department encourages the Dean to conduct a departmental evaluation of the Department Chair after the end of two years. It is the responsibility of the Faculty Representative (see Section III) to remind the Dean at the appropriate time and to assist the Dean if requested. It is expected that the Dean will discuss these evaluations with the department and with the Department Chair.

When a change of chair is to be made, the faculty shall elect two individuals to be recommended to the Dean for the position of Department Chair. This election shall occur early in winter semester. The present Chair is allowed to vote in these elections.

A teller shall be elected at a faculty meeting to assist the Faculty Representative. The latter shall see that nominating slips or election ballots are prepared as required. He or she shall distribute these slips and ballots to the faculty members' mailboxes. Directed and undirected proxy votes (written permission for which must be submitted to the Faculty Representative) shall be allowed. A ballot box shall be provided for the return of nominating slips or election ballots. The teller and the Faculty Representative shall count the ballots on the second full school day following distribution. The Faculty Representative shall distribute slips to the faculty giving the exact count on the nomination or election. At this time he or she shall also distribute the next batch of ballots if the election is not complete.

The order of the election process shall be as follows. Nominating slips shall be distributed on which each faculty member may nominate two eligible candidates. All people who receive three or more nominations (two or more if this is necessary to ensure three candidates) shall be placed on a ballot and a first election shall be held. Each faculty member shall vote for one candidate. The winner shall be submitted to the Dean, along with the number of votes. The remaining candidates shall be included in a second election, the winner of which becomes the second name submitted to the Dean, along with the votes for each. If two or more tie for the most votes in either election, a runoff shall be held among them.

### **IX. Budget Allocations**

At an appropriate time during the winter semester, the Department Chair will ask the faculty and staff to submit requests for funds and other resources for the coming academic year. These requests should include anticipated resources needed to support teaching and research. The Department Chair shall consider these requests when participating in the college-wide budgetary process. As early as possible in the fall semester, the Chair will present recommended budget allocations for the department to the faculty, who will review them and may request revisions.

### **X. Faculty Workload Equivalents**

1. Adjustments are made for section sizes.

A standard section size is defined below.

Below are the extra credit hours per semester per contact hour for excess section sizes.

<u>Course level</u>	<u>Standard size</u>	Excess	Extra credit hrs/(sem. · contact hr.)
100-200	35	1-15	0.3
300-400	25	16-35	0.6
500 and over	15	36-115	0.9

- Adjustments are made for level.

The following table give the extra credit hours per semester per contact hour allotted based on the level and on whether the course is “new” or “old” to the instructor. A course is “new” to an instructor if he/she has not taught the course while at WMU.

<u>Course level</u>	<u>Extra credit hrs/(sem. · contact hr.)</u>	
	<u>New</u>	<u>Old</u>
200 and below	0.2	0
300	0.2	0.1 (Assumes instructor does grading, zero otherwise.)
400-500	0.4	0.2
600 and above	0.6	0.3

Research and seminar classes, such as 680, 681, 682, and 610 are not subject to these adjustments.

- For each laboratory contact hour, ½ equivalent credit hours will be allotted. For courses which are entirely laboratory or for combined lecture-lab courses such as 342, 352, and 466, credit hours are calculated by credit hours listed in the catalog + (contact hours - credit hours listed in the catalog)/2.
- Adjustments are made for individual instruction, research, and administrative duties.

Independent Study: 1 credit hour/student/semester

Supervising Ph.D. or master’s student: 1 credit hour/student/semester

Undergraduate Adviser: 2 credit hours/semester

Graduate Adviser: 2 credit hours/semester

Research Report Editor: 1 credit hour/academic year

Assistant Chair: 4 credit hours/semester

Colloquium chair: 1 credit hour/semester

Faculty representative: 1 credit hour/semester

Newsletter editor: 1 credit hour/semester

Physics club adviser: 1 credit hour/semester

Curriculum Development: discretion of the Chair

Research: discretion of the Chair]

## **XI. Class Schedules**

The faculty recommends that the Department Chair schedule classes to maximize: (a) the benefit to the students; (b) the educational effectiveness of the courses; and (c) the productivity of the department.

The faculty also recommends that the scheduling of 100-level and 200-level classes and laboratories not be changed without sufficient justification in order to avoid conflicts with required courses in other departments.

## **XII. Teaching Assignments**

Teaching assignments are the responsibility of the Department Chair. In making these assignments, it is recommended that he/she follow certain guidelines. These guidelines are:

- After three semesters of teaching a course or course sequence, a faculty member should not be required to teach that course or course sequence for a one-year period, provided notification is given in writing before scheduling is completed.
- A faculty member may request in writing that the Department Chair schedule him/her to teach a particular course. If the Department Chair feels that the faculty member is qualified to teach the particular course, it is recommended that he/she be placed on a waiting list. The faculty member highest on the waiting list should be

scheduled to teach the particular course after the current instructor has completed three (3) semesters.

3. The teaching assignments shall be consistent with the faculty workload equivalents policy of the department.
4. The Department Chair should try to maximize the overall efficiency of the departmental effort by making the teaching assignments in a manner which is cognizant of the other responsibilities (for example, research) of the individual faculty member.
5. During any semester in which they have a teaching assignment, faculty should not plan to be away from campus for more than ten class days, and no sequence of consecutive days missed should exceed one calendar week. Exceptions under certain circumstances are at the discretion of the Chair. Faculty are responsible for finding suitable substitutes from the regular faculty to meet all of their classes while away.

### **XIII. Student Evaluation of Faculty**

When a mandatory, College-wide or University-wide, teaching evaluation form is available, it shall be employed as the instrument for student evaluation of faculty. If such an instrument is not available, an ad hoc committee appointed by the Department Chair shall submit a teaching evaluation form to the faculty for their consideration. When the form is approved by the faculty it shall be used for at least three years. The Department Chair shall see that the appropriate forms are available to faculty during the last two weeks of the fall and winter semesters. The faculty representative shall see that the evaluation results are summarized by computer and that copies of the summary are given to the Department Chair and that the original evaluation form is returned to the faculty member. The Department Chair shall place the summarized data in a departmental file and these data shall be considered part of the faculty member's official personnel file.

Faculty members being reviewed for tenure or reappointment shall undergo evaluation in all classes in the winter and fall semesters. Other faculty members shall undergo evaluation in all classes at least one semester of each academic year. For the purpose of student evaluation, classes are defined as those courses taught where the faculty member has major responsibility and where the enrollment is more than five. Because of their nature, courses such as Physics 214, 215, 498, 598, 610, and 700 are excluded.

### **XIV. Amending the Department Policy Statement**

Any faculty member may propose an amendment to the Department Policy Statement. To do this, the faculty member shall distribute the proposed amendment in writing to the faculty and ask the Department Chair to include time for a brief discussion of the proposed amendment at the next faculty meeting.

The Department Chair shall be asked to leave the faculty meeting during the brief discussion (not to exceed 10 minutes) of the proposed amendment during which time the Faculty Representative or designate will chair the meeting. At the end of the discussion a vote will be taken to determine whether the proposed amendment is worthy of further consideration.

If the faculty affirms that it wishes to consider the proposed amendment, the Faculty Representative shall schedule a special meeting at which the faculty shall consider the proposed amendment in detail. The meeting shall be chaired by the Faculty Representative or designate. Affirmation at this meeting shall require a majority of all the faculty (not just those present). Directed or undirected proxy votes (written and submitted to the Faculty Representative or designate) shall be encouraged.

If the proposed amendment is passed, the Faculty Representative shall see that the required copies of the amendment are forwarded to the appropriate people as specified in the AAUP contract.

### **XV. Appendices**

#### **A. The recommended duties of the Assistant Chair include the following:**

1. Attend University or College meetings for the Chair when he/she is unable to attend.
2. Preside over faculty meetings in the Chair's absence.
3. Assist the Chair in identifying agenda items for faculty meetings.
4. Take minutes at faculty meetings and see that they are distributed.
5. Assists the Chair in arranging faculty teaching assignments, class scheduling and room assignments.
6. Assist the Chair with undergraduate curriculum matters. This includes petitioning the appropriate University committees for curriculum changes and devising evaluation and assessment procedures for programs.
7. Oversee undergraduate recruitment. This includes participation in Gold pride Preview and the Medallion Scholars Program as well as developing contacts with high school and junior college physics teachers and students.
8. Administer the University re-enrollment limits and course prerequisites, including Department minimum grades in prerequisite courses.
9. Be a member of the Undergraduate Committee.
10. Update the undergraduate catalog and recruitment brochures.
11. Maintain contact with the Honors College as it relates to the Honors Program in Physics.
12. Survey graduates of the program to evaluate its effectiveness.

**B. The recommended duties of the Undergraduate Advisor include the following:**

1. Academic advising of all undergraduate Physics students.
  - (a) Track majors, secondary education majors, and minors. This includes maintaining complete academic files of current students and well as personal contact with the students through advising or participation in the Physics Club.
  - (b) Advise current and prospective undergraduate students on equivalent courses for transfer credit.
2. Keep a file of current undergraduate research programs and encourage majors to apply for these programs.
3. Oversee credit by examination.
4. Be a member of the Undergraduate Committee.

**C. The recommended duties of the Graduate Advisor include the following:**

1. Supervise the maintenance of complete academic files of current and former graduate students.
2. Recommend requirements for advanced degrees.
3. Periodically review policy regarding graduate matters and recommend changes that seem desirable to the Graduate Committee.
4. Periodically review the graduate program and make recommendations to the Graduate Committee.

5. See that the appropriate University committee is petitioned in the case of course or program alteration.
6. Ensure that any changes in the program are incorporated into the Graduate College Catalog.

**D. The Chair of the Graduate Committee, in addition to overseeing matters brought before the committee, shall be concerned with the recruitment and selection of incoming graduate students. Some recommended duties of the Chair of the Graduate Committee are listed below.**

1. Supervise the preparation of literature on graduate programs and recruiting of students.
2. Reply to and decide on the admission of applicants for admission to the graduate program.