

PHYSICS DEPARTMENT GOVERNANCE DOCUMENT
(adopted by the Physics Department on April 10, 1996)
(approved by the Dean of College of Arts & Sciences on May 7, 1996)
(First Amendment - April 21, 1997; Second Amendment - April 8, 2011)

Article I. The Faculty:

Membership -

The voting membership of the Faculty shall consist of all full-time tenured, tenure-earning Faculty, continuing Instructors, and Faculty on phased retirement in the Department. Joint Faculty with at least 50% of their salary administered by the Physics Department will also have voting rights. Continuing Instructors shall not vote on searches, evaluations, tenure and promotion of tenure-earning and tenured Faculty. Non-voting membership shall be extended to Adjunct Faculty, Visiting Faculty, and Faculty on courtesy appointments.

Voting members on leave from the Department shall retain voting privileges in decisions on the retention, removal or appointment of the Chair; amendments to this governance document; if tenured and of suitable rank, on tenure and promotion decisions; and, on other issues, if present at a meeting. Members on leave shall be provided timely information about Department affairs by the Chair and, when possible, shall be provided opportunities to respond and make recommendations regarding them.

Faculty Meetings -

The Chair shall call regular Faculty Meetings two times each Fall and Spring semester. The agenda for these meetings should be circulated, in writing, to the Faculty at least one week in advance of the scheduled meeting. Additional meetings shall be convened by the Chair in response to extraordinary departmental business.

The Chair must call a special Faculty Meeting upon written request by the Faculty Advisory Committee (FAC) or upon written request by at least one-third of the Faculty in residence. Such a meeting must be scheduled within two weeks of the request. The announcement of such a meeting and its agenda must be made within one week of the request.

The meetings shall be conducted as outlined in "Procedures" in Article VI. A secret ballot will be taken if the Chair believes the issue demands one, or if a member requests one either before or during a meeting, or if a personnel issue is involved. Written and signed absentee votes on voting items announced in the agenda shall be accepted.

New Recruitment –

To initiate the search process for the hiring of a permanent Faculty member the Chair will convene a Faculty meeting for discussion and input regarding the scope of the search.

The Chair will appoint at least a five-member Search Committee including four tenured or tenure-earning Faculty members representative of the research interests and experience closely related to the search area, and a tenured Faculty member who is from outside the area of the search. The Search Committee will elect its own chair in consultation with the Chair of the Department. The Chair will delineate the scope of the search for the Search Committee based on the discussion during the Faculty meeting. The Search Committee will write the announcement, and the Chair will advertise the position in the proper forum. The search procedure shall follow the Equal Employment Opportunity Guidelines to ensure diversity of faculty.

The application materials of the candidates will be made available for review from Faculty upon request. The Search Committee will receive Faculty input in oral or written form, screen all candidates, and present a short list of the candidates to the Chair. The Chair, after consultation with the Dean, will arrange for candidate interviews.

After the conclusion of the interviews, a Faculty meeting will be held to vote on all the candidates. The Chair will submit his/her final ranking of the candidates with his/her recommendation, along with a record of the Faculty votes to the Dean. The Faculty will also receive a copy of this recommendation.

Article II. The Chair and Associate Chair:

The Chair is the chief administrator of the Department. In this capacity the Chair will provide leadership and direct the administration of the Department's teaching, fiscal, and operational activities. The Chair acts as a liaison between the Faculty and the College/University. The Chair advocates the Department's needs and promotes policies that would advance the College and Department. The Chair shall also represent the Department outside the University.

If the Chair is temporarily unable to serve for an extended period, not to exceed three months, the Dean shall appoint in consultation with the Chair an Acting Chair for that period. For a longer period of absence, the Dean may reappoint the Acting Chair for an additional three months.

If the Chair's position becomes vacant, the Dean shall appoint an Interim Chair in consultation with the Faculty for a period not to exceed one year.

Chair Selection –

When the Chair's position becomes vacant or a vacancy is imminent, the Faculty shall express to the Dean their preference for an internal or external search by voting in a

Faculty meeting called for that purpose. The Chair of the FAC shall chair this meeting and forward the results of the vote to the Dean.

Once the Dean has made a decision on the mode of search, one of the following procedures will be used:

Internal Search:

All senior tenured Faculty in the Department (Associate Professor or above) are eligible. The FAC will accept nominations for interested internal candidates and shall present to the Faculty the list of nominees at a Faculty meeting called for the purpose. Each Faculty member will vote, by ballot, for not more than three candidates. The names of the three receiving the most votes will be submitted to the Dean along with the vote counts.

External Search:

If the Dean directs an external search, the faculty shall elect four members to a Search Committee at a Faculty meeting. The Dean shall appoint a fifth member to the Search Committee. Candidates for the position shall be ineligible to serve on the Search Committee. The Search Committee will elect its own Chair. The Search Committee shall advertise the position in consultation with the Faculty and with the approval of the Dean.

The vitae of all applicants will be made available in the Department Office for Faculty review as they arrive. Eligible internal candidates may also apply in this search process. The Search Committee will receive Faculty input in oral or in written form, screen all candidates, and present a short list of five candidates to the Faculty for discussion. After Faculty approval, the short list will be forwarded to the Dean. The Search Committee shall arrange for the candidate interviews with the approval of the Dean.

After the conclusion of the interviews, a Faculty meeting will be held for discussion followed by a vote on all the candidates. The ranking of the candidates, based on the voting, along with the vote counts will be forward to the Dean.

The Chair shall be named by the Dean, based upon the recommendation of the Faculty. The Chair must be a tenured member of the Department or meet all tenure criteria of the Department.

If the Dean decides not to select any of the candidates presented to him/her from either the internal or the external search, he/she will appoint an Interim Chair in consultation with the Faculty and reopen the search.

Term of Office of Chair-

The Chair shall serve a four-year term, and is eligible for two consecutive terms if the Chair desires, the Faculty so approves by written ballot, and the Dean concurs. A majority of the Faculty votes is required for the renewal. The ballot will be conducted by the FAC towards the end of the third year of a Chair's term.

After two consecutive terms, the Chair's office will be deemed vacant, and a search will be conducted as described in the selection procedure above. The previous chair may reapply as a candidate during the ensuing search process after two consecutive terms.

Evaluation of Chair -

The FAC will evaluate the Chair each year. The Faculty will evaluate the Chair every four years. The evaluation will consist of votes of approval/disapproval and written comments. The results of the evaluation will be forwarded to the Chair and the Dean.

Duties of Chair-

In addition to the general administration of department affairs, the Chair has the following specific duties:

- (i) schedule courses and assign Faculty teaching responsibilities;
- (ii) discuss assigned duties with Faculty members and approve the same for all Faculty members;
- (iii) perform annual reviews of Faculty;
- (iv) make recommendation to the Dean on Faculty salary increases after considering annual Faculty evaluations by the FAC and discuss individual recommendations with respective Faculty members;
- (v) negotiate salaries and terms for new Faculty members;
- (vi) obtain commitments from the college and the Division of Sponsored Research for new Faculty;
- (vii) transmit to the Faculty members University and College guidelines, procedures, and policies as soon as possible upon receipt of such information by the Department;
- (viii) prepare and transmit departmental recommendations on promotion and tenure;
- (ix) allocate all departmental funds, space, and staff services;
- (x) coordinate external reviews of the Department;
- (xi) make appointments to Departmental Committees in consultation with the FAC, where the Chair shall seek broad representation of the interests and experience of the Faculty, consistent with the purpose for which the Committees are established.
- (xii) appoint the Associate Chair, Director of Graduate Studies, Undergraduate Advisor, and any other faculty offices in the department as may have been approved by the Faculty or by the Dean, in consultation with the Faculty;
- (xiii) nominate ad hoc committees in consultation with the FAC or the Faculty;
- (xiv) foster the development of each Faculty member's academic talents and interests;
- (xv) foster good teaching in the Department;
- (xvi) propose Department goals and coordinate strategic planning in the Department;
- (xvii) promote and publicize the academic mission and programs of the Department.

The Chair shall seek the advice of the FAC, members of the Department, and departmental committees as appropriate. The Chair shall solicit the opinions and advice of Faculty in major decisions affecting the instructional, financial, and material resources of the Department.

The Chair will present to the Faculty for discussion, on an annual basis, the expenditures for the previous year as well as the current budget proposed to the Administration. The final budget approved by the Administration shall be distributed to the Faculty. In addition, all major expenditures, as shall occur from time to time, shall be reported to the Faculty. Major equipment purchases exceeding one hundred thousand dollars from departmental funds shall be made only after consultation with the FAC.

Removal of Chair -

The Faculty may recommend to the Dean the removal of the Chair by a two-thirds vote of the tenured and tenure-earning members of the Faculty.

The Associate Chair -

The Associate Chair is appointed by the Chair and shall perform duties delegated by the Chair. The Faculty may recommend to the Chair removal of the Associate Chair by a two-thirds vote of the tenured and tenure-earning members of the Faculty.

Article III. The Faculty Advisory Committee:

Selection -

The Faculty Advisory Committee shall consist of five tenured or tenured-earning members elected by the Faculty for a period of three years. The FAC shall elect its own chair annually. The terms of membership shall be staggered so that there are one or two openings to the FAC every year. If a member is unable to complete his or her term in office, he or she will be replaced by an elected tenured or tenure-earning member of the Faculty. The election of the one or two FAC members for the following year will be conducted late in the Spring semester by a request for Faculty nominations followed by a written ballot supervised by the current FAC chair. Current members of the FAC, who are completing a three-year term, are not eligible for re-election, except for a faculty member who shall have served a partial term of twelve months.

Duties -

The FAC shall meet to discuss and make recommendations on matters requested by the Chair, as well as to discuss and make recommendations on matters of Faculty concerns that have been specifically brought to it. If necessary, the FAC shall call for Faculty Meetings through the Chair.

The FAC shall, independent of the Chair, evaluate annually the performance of each faculty member and transmit these evaluations to the Dean via the Chair. The FAC will also annually evaluate the Chair. Prior to annual faculty evaluations, the FAC shall issue guidelines to the Faculty explaining the manner in which the evaluations will be conducted. The FAC may also advise the Chair on all aspects of departmental administration, governance and policy, including recruitment, committee appointments, course loads, release time, and future planning.

Article IV. The Standing Committees:

The Standing Committees shall be

- (a) The Graduate Committee
- (b) The Undergraduate Committee
- (c) The Graduate Admissions Committee

These committees shall be annually appointed by the Chair in consultation with the FAC.

The Graduate Committee –

The Graduate Committee shall consist of at least five Faculty members, credentialed by the Graduate School, including the departmental Director of Graduate Studies. The committee shall elect its own chair. The committee shall

- (i) Review graduate curriculum and recommend revisions;
- (ii) Receive, review and present to the faculty all graduate course proposals and course revisions;
- (iii) Develop and implement a program for advertising and promotion of the Graduate Program;
- (iv) Review applications for and recommend appointments to graduate assistantships; make recommendations for university and college fellowship.

The Undergraduate Committee –

The Undergraduate Committee shall consist of at least five Faculty members with a commitment to undergraduate teaching, including the Undergraduate Advisor. The committee shall elect its own chair. The committee shall

- (i) Review undergraduate curriculum including textbook selection and recommend revisions;
- (ii) Receive review and present to the faculty all undergraduate course proposals and course revisions;
- (iii) Recommend procedures for conducting and supervising undergraduate advising;
- (iv) Develop and implement undergraduate recruitment procedures.
- (v) Maintain articulation with the Graduate Committee.

The Graduate Admissions Committee

The graduate Admissions Committee shall consist of at least five Faculty members, including the departmental Director of Graduate Studies. The Committee shall elect its own chair. This Committee shall make recommendations on admission to the degree-conferring post-graduate programs of the department.

Article V. Ad hoc Committees:

The Chair may appoint ad hoc committees in consultation with the FAC or the Faculty as the need arises.

Article VI. Procedure:

The arbiter of procedure for all Faculty and Committee Meetings shall be *Robert's Rules of Order*. A quorum of a simple majority of the voting members shall be required to conduct the business of all Faculty and Committee meetings.

Minutes of all Faculty and Committee meetings will be distributed to the Faculty in a timely manner and approved as the first order of business at the next meeting. Details of actions on confidential personnel matters will not be included in the minutes. The approved minutes will be kept as a permanent record in the Department Office.

In any election in which more than two candidates compete, and in which no candidate receives a majority vote, a run-off election shall be held between the two candidates receiving the largest number of votes. Any vote, other than those held in a committee or faculty meeting, that ends in a tie shall be decided by the drawing of lots.

Article VII. Tenure and Promotion:

When a tenure-track faculty member applies for tenure and promotion to the rank of associate professor, and prior to the Chair's conveying his or her recommendation, the Committee of Tenured Faculty, consisting of all tenured faculty in the department, shall consider the application, vote by secret ballot, and convey its recommendation to the Chair and Dean.

When a faculty member applies for promotion to the rank of professor, whether subsequent to or concurrent with the award of tenure, and prior to the Chair's conveying his or her recommendation, the Committee of Full Professors, consisting of all tenured faculty members holding the rank of professor, shall consider the application, vote by secret ballot, and convey its recommendation to the Chair and Dean.

Article VIII. Amendments:

The Governance Document shall be distributed to all Faculty members via email at least two weeks prior to voting. This Document may be amended by a two-thirds majority vote of the voting members of the Faculty at any regular meeting of the department.

Article IX. Consistency with Laws and Regulations:

The preceding statements shall not be construed in any manner so as to conflict with the Laws of the State of Florida or the Policies of the Board of Trustees of the University of South Florida or the Board of Governors of the State University System of Florida.