

# **Department of Physics**

April, 2017

## **Governance Structure**

The governance structure is the Extended Budget Council. The Physics Department follows the policies outlined in the Handbook of Operating Procedures.

## **Department Chair**

The duties of the Chair include: faculty recruitment, hiring, promotion, tenure, retention, evaluation and mentoring; management of budget and staff; strategic planning in consultation with the faculty; promoting diversity in the faculty, staff and student body; managing of space and facilities; assuring Department governance adheres to approved policies; chairing the Budget Council; student recruitment and retention; communicating with internal audiences: faculty, department staff, students and the Dean's office; communication and fund raising with external audiences; building relationships with other departments; short and long term planning; keeping faculty informed and consulting with faculty on issues of departmental policy; and performing other tasks required by the Dean or other offices of the University.

The Chair may form committees of the faculty to assist with these duties. The Chair may, with the Dean's approval, appoint one or more Associate Chairs. The Chair may appoint an Undergraduate Advisor and Graduate Advisor to assist with the undergraduate and graduate programs.

## **Budget Council Advisory Committee**

The full faculty elects a six member committee which serves in an advisory capacity to the Budget Council. Two members are elected each year to three-year terms. All tenured faculty members are eligible for BCAC membership, but five members must be full professors. The BCAC follows its own by-laws. The Chair is an ex-officio non-voting member of the BCAC. The BCAC may advise the Chair on topics of its choosing, as well as on topics suggested by the Chair.

## **Promotion & Tenure**

The Department complies with all Promotion and Tenure policies of the Provost and the Dean. The Extended Budget Council votes on promotion and tenure decisions for assistant professors, and only full professors vote on associate professors. Motions normally originate in the BCAC. Absent faculty may vote by proxy or by e-mail to the Chair.

## **Annual and Comprehensive Periodic Review of Faculty**

The Budget Council makes annual faculty evaluations. These may be based on the same review process it uses for merit raises. In accordance with CNS policy, the Chair may make separate recommendations.

Mid-probationary and comprehensive periodic reviews are performed by ad hoc sub-committees of the Budget Council consisting of three full professors.

## **Merit Raises**

The Budget Council Advisory Committee provides a set of recommendations to the Budget Council for approval. Those Budget Council recommendations are communicated to the Dean. In accordance with CNS policy, the Chair may make separate recommendations.

## **Faculty Recruiting**

Faculty recruiting is one of the responsibilities of the Chair. The Chair may appoint ad hoc committees to assist with faculty searches and recruiting. Prior to Budget Council votes, the BCAC discusses hiring recommendations and normally makes a recommendation to the Budget Council. Both full and associate professors vote on assistant professor hires. Only full professors vote on hires above the assistant professor level.

Hiring diversity is a departmental priority. The Department will maintain and execute a Diversity Hiring Plan which outlines the procedures to be followed during faculty searches to improve the diversity of our faculty. Search committees will receive diversity training before searches begin.

## **Endowed Chairs and Professorships**

The Chair will make recommendations to the Dean on the assignment and disposition of endowed chairs and professorships. The Chair may seek advice from a faculty committee on these issues.

## **Faculty Retention**

Faculty retention cases are addressed by the Chair, in consultation with the BCAC, and the Dean.

## **Faculty Mentoring**

Assistant professors are assigned both a teaching mentor and a research mentor by the Chair. The Chair meets on a regular basis with each assistant professor to discuss progress and any issues that need to be addressed. Assistant professors give a status report to the BCAC each year, providing an opportunity for wider discussion and feedback. Mentoring of associate

professors is less formal. The Chair meets with associate professors when appropriate. Additional faculty members may be involved in the mentoring of junior faculty as needed.

### **Diversity and Gender Equity**

Achieving increased diversity and gender equity is the responsibility of the Chair and of all faculty members. The entire faculty has been charged with helping to make contacts with promising women and minority physicists to encourage them to apply during future faculty searches. The Committee on Outreach and Diversity has been charged with helping to improve the environment for women and minority faculty, post-docs, graduate students, and undergraduates in the Department.

### **Non-Tenure Track Faculty**

NTT faculty may participate in faculty meetings and may serve on departmental committees. Evaluation and promotion issues for NTT faculty are addressed by the Chair, in consultation with TT faculty as needed.