

BYLAWS OF THE
DEPARTMENT OF PHYSICS AND ASTRONOMY
MICHIGAN STATE UNIVERSITY

Approved by the faculty,
April 12, 2011/Amended January 28, 2022

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, FRIB/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 FRIB/NSCL faculty with joint appointments in PA.

1.2.2. The voting graduate students are the elected members of the Physics Graduate Student Organization (PGO).

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 their 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 they wish to join.

1.2.5.2. A voting member may change their 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 they 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 their 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 their 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 they are 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 they 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 department 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. Annual Review (ARC) consisting of 5 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.
 - 2.2.3.3. If a new interest group is created according to 1.2.5.4, the composition of ADCOM shall thereafter consist of 6 PA regular faculty members of whom one shall be member-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 Annual 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 ARC. 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 them.
- 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 ARC (Annual Review Committee)
- 2.3.1. The Mode of Participation of ARC shall be Advisory.
 - 2.3.2. The ARC shall consist of five PA regular faculty members, one from each interest group and one member-at-large. The voting members of the ARC 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, the ARC shall include two members-at-large.
 - 2.3.4. Members of ARC shall serve for two-year terms, starting July 1.
 - 2.3.5. The members of ARC 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 ARC.
 - 2.3.5.2. Only those PA regular faculty members whose salaries are subject to review by the ARC shall be eligible for election to the ARC.
 - 2.3.5.3. Each year, the ARC 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 ARC.
 - 2.3.6. Each year in Spring the ARC shall review the faculty folders and all other relevant information. The members of the ARC shall review the other members of the ARC, with that internal effort coordinated by the Convenor. The ARC shall prepare three pieces of information:
 - 2.3.6.1. A list of faculty determined to be falling behind in salary based on their performance with commentary when deemed useful. The ARC considers PA regular faculty with a PA salary fraction of at least 51%. Excluded from consideration are faculty with primary administrative duties outside of PA as explicitly listed by the Chairperson prior to the start of ARC process. In some cases the Chairperson may also add to the ARC list regular faculty with tenure home in another unit, but with a significant percentage research appointment in PA. In preparing this information the ARC shall primarily use the performance of each PA regular faculty member integrated over the years of professional activity but also bear in mind the activities of the current year. The ARC compares information on the current year's salaries with this performance evaluation. The ARC will be provided with a list of faculty with such salary information as is necessary to enable such comparisons. The ARC will evaluate its own membership without input of the member being evaluated.
 - 2.3.6.2. As advice to the Chairperson, commentary of strengths and weaknesses related to overall performance for each assistant and associate professor shall be provided related to progress towards the next promotion. If relevant, the ARC will evaluate its own membership for promotion progress without input of the member being evaluated.
 - 2.3.6.3. As advice to the Chairperson, for all reviewed faculty commentary of strengths and weaknesses in each of three different activities: Research, Student Mentoring (including classroom teaching), and Service. DEI activities should be called out explicitly in all categories where appropriate. The ARC will evaluate its own membership for the previous year's performance without input of the member being evaluated.

- 2.3.6.4. The ARC shall transmit this information to the Chairperson prior to an agreed upon deadline. They shall constitute the advice of the PA regular faculty to the Chairperson on salary adjustments and formative feedback 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 the Chairperson shall transmit to each PA regular faculty member at least the following:
 - 2.3.7.1.1. After receiving confirmation from the Dean that the transmitted salary recommendations have been approved, the salary increase for that member in a written Faculty Notification of Salary;
 - 2.3.7.1.2. Whether the faculty member was determined to be falling behind in salary by the ARC;
 - 2.3.7.1.3. The individual commentary on performance in each of the above categories for the previous year's activity as determined by the Chairperson using the information provided by the ARC plus other information that the Chairperson may gather;
 - 2.3.7.1.4. In the case of assistant or associate professors, the commentary on their own progress toward promotion as determined by the Chairperson using the information provided by the ARC.
 - 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.
 - 2.3.7.3. Each year, after receiving confirmation from the Dean that the transmitted salary recommendations have been approved, the Chairperson shall also provide to the faculty with a letter summarizing the salary raises across the department in a statistical sense along with a general overview of the factors that affected the raise process that year.
- 2.3.8. Sources of information for ARC
 - 2.3.8.1. A month before the ARC annual review begins, the Department Chairperson shall meet with the ARC to discuss the review process for the current year. The discussion should be summarized in a letter to the faculty containing a summary of the function of the ARC with a list of current members, detailed instructions on how to prepare and update the folders for review, a rubric with a general description of the metrics that will be used in the current year to evaluate each faculty, and expectations on salary raises based on overall budget considerations.
 - 2.3.8.2. 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.
 - 2.3.8.3. Faculty Folder. It shall be the responsibility of each PA regular faculty member to organize and maintain an up-to-date folder describing their activities, both past and present. This folder shall be kept by the Department Chairperson and used in evaluation procedures, annual report preparation, etc.
 - 2.3.8.4. The ACUP and ACGP shall provide information to the ARC regarding faculty performance in the classroom, mentoring of students, and a summary of graduate student supervision.
- 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 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, 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 SEC (Subject Exam Committee)
 - 2.8.1. The Mode of Participation of the SEC shall be Delegated Authority.
 - 2.8.2. 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.
 - 2.8.3. Members of SEC shall serve during their teaching assignment, or one year, but may be reappointed for any number of terms.
 - 2.8.4. 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.
 - 2.8.5. The SEC shall perform its duties in conformance with the Handbook for Graduate Students, Department of Physics and Astronomy.
- 2.9. Function and Composition of the GAC (Graduate Advisors Committee)
 - 2.9.1. The Mode of Participation of the GAC shall be Delegated Authority.
 - 2.9.2. The Chairperson shall appoint the GAC in consultation with Adcom and the ACGP. PA regular and FRIB/NSCL faculty are eligible to serve on GAC. The ACGP serves as the chair of GAC.
 - 2.9.3. Members of GAC, shall serve for one year, but may be reappointed for any number of terms.
 - 2.9.4. The GAC shall provide informed and consistent advice to all incoming graduate students during orientation week.
 - 2.9.5. The GAC shall continuously monitor all graduate student's progress until they reach the Ph.D. stream, acquire an MS, or leave the program.
 - 2.9.6. The GAC shall perform its duties in conformity with the Handbook for Graduate Students, Department of Physics and Astronomy.
- 2.10. Function and Composition of PSTSC (Physics Shop and Technical Services Committee)
 - 2.10.1. The Mode of Participation of PSTSC shall be Advisory.
 - 2.10.2. Here "shops" refers to both the Departmental Mechanical and the Electronics Shops.
 - 2.10.3. 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.
 - 2.10.4. Members of the PSTSC shall serve for one year, but may be reappointed for any number of terms.
 - 2.10.5. 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.
 - 2.10.6. 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.

2.11. Function and Composition of CSC (Colloquium and Seminars Committee)

2.11.1. The Mode of Participation of CSC shall be Shared Responsibility.

2.11.2. 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.

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

2.11.4. 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.

2.11.5. 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.

2.12. Function and Composition of PTRC (Promotion, Tenure, and Reappointment Committee)

2.12.1. The Mode of Participation of the PTRC shall be Advisory.

2.12.2. 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.

2.12.2.1. 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.

2.12.2.2. 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.

2.12.3. The Chairperson of each PTRC shall be the Department Chairperson.

2.12.4. Promotion, Tenure, and Reappointment Procedures

2.12.4.1. 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.

2.12.4.2. 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.

2.12.4.3. 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.

2.12.4.4. 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 their case.

2.12.4.5. 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.

2.12.4.6. 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.

2.13. Function and Mode of PA representative on the College of Natural Science Reappointment, Promotion, and Tenure Committee (RPTC)

- 2.13.1. The Mode of Participation of the PA representative to the College of Natural Science RPTC shall be shared responsibility.
- 2.13.2. The PA representative to the College of Natural Science RPTC shall be elected from among the regular faculty with the rank of full professor by a vote of all of the regular faculty.
- 2.13.3. The election will take place in two stages. First, the regular faculty will make *two selections* from a ballot of all regular faculty eligible to serve on the College RPTC. The Chairperson will then ask the two eligible faculty with the most votes if they are willing to serve. If someone declines, then the Chairperson will choose the person with the next highest votes, continuing this process until there are two candidates for a runoff. Then the regular faculty will vote from between this ballot of two to select the PA representative on the College RPTC.
- 2.13.4. The term of this position is two years.

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.

- 2.14.5. 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.
- 2.14.6. 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. Function and Mode of the DEIC (Diversity, Equity, and Inclusion Committee)
 - 2.15.1. The Mode of Participation of the DEIC shall be advisory.
 - 2.15.2. The DEIC shall be appointed by the Chairperson with the advice of ADCOM. Voting faculty are eligible to serve on the DEIC. The DEIC will also include representation of the graduate students, selected by the PGO, of the undergraduate students, selected in coordination with the ACUP and undergraduate organizations, one postdoctoral research associate if a suitable person is available and willing, and one staff member if a suitable person available and willing. The committee shall elect its own chair.
 - 2.15.3. The members of the DEIC shall serve for one year, but may be reappointed for any number of terms.
 - 2.15.4. The DEIC shall consider and make recommendations on matters relating to diversity, equity, and inclusion in the Department.
 - 2.15.4.1 A primary function of the DEIC is to facilitate communication and understanding within the department, and to serve as a department resource with the goal of optimizing the departmental climate for all.
 - 2.15.5. The DEIC may constitute subcommittees as needed. Such subcommittees shall serve for specified purposes and times, and may contain any member of the department eligible to serve provided at least one member of each subcommittee is also a member of DEIC.
- 2.16. Student participation in Standing Committees.
 - 2.16.1. 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 they feel 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 their 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. FRIB/NSCL faculty with a joint appointment in PA may serve on a Search Committee in PA.
- 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 FRIB/NSCL Faculty

- 4.3.1. Whenever a faculty member is to be appointed to an FRIB/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.

