

**BY-LAWS**  
of the  
**DEPARTMENT OF PHYSICS AND ASTRONOMY**  
College of Engineering and Science  
Clemson University  
Clemson, South Carolina  
Revised March 5, 2009

**PART 1. PROLOGUE**

**A. Mission Statement**

Physics is the fundamental science on which other sciences and engineering are based. Its domain ranges from knowledge of the structure of matter at the sub-nuclear level to the cosmological questions of the formation and evolution of the universe. The mission of the Department of Physics and Astronomy is to seek and preserve this knowledge and to convey this knowledge to those who desire it. This knowledge is conveyed through the teaching programs of the department; and preserved through the research functions of the department; and this knowledge is shared through the department's public service activities.

**B. BYLAWS OF THE DEPARTMENT**

ARTICLE I  
VOTING MEMBERSHIP

All persons holding regular\* faculty appointments in the Department shall be voting members of the Faculty. Persons with the title Emeritus and persons holding special\* faculty rank may attend meetings of the Faculty but are not voting members unless accorded this privilege annually by a majority vote of the Faculty.

ARTICLE II  
FUNCTIONS

The Faculty of this Department recognizes and accepts its responsibility to share in maintaining the educational and professional work of the Department, especially in personnel and curriculum matters and in all other areas not specifically reserved to administrative officers of the University. Accordingly, the Faculty, in conjunction with the Department Chair, shall establish both standing and ad hoc committees, receive reports from these committees, and review their work at meetings of the Department Faculty. In addition, the Faculty of the Department shall designate representatives to such College committees as the By-laws of the College require.

ARTICLE III  
OFFICERS

The Officers of the Faculty shall be: 1) The Department Chair\* who shall act as presiding officer and 2) The Recording Secretary who is appointed by the Department Chair.

The Chair shall prepare an agenda for the faculty meetings and distribute the agenda to the Faculty at least two days prior to the meeting. Proposals, which require a vote by the membership, shall be provided to the members in writing at least three days prior to the meeting.

The Recording Secretary shall keep a record of all decisions made at meetings, circulate them to the Department Chair, and the Dean of the College and maintain them for review by any faculty member upon request.

\*As defined by the university's Faculty Manual

#### ARTICLE IV MEETINGS

The Chair shall call meetings, at least once in each of the Fall and Spring semesters. The Chair shall also call meetings at the request of five voting members of the Departmental Faculty, or the chairman of any committee.

The quorum shall be one-half of the voting members exclusive of members on leave.

Meetings shall be conducted in accordance with Robert's Rules of Order. Absentee ballots and voting by mail may be allowed by a majority vote of those members present. When requested by any member, votes shall be by secret ballot.

#### ARTICLE V STANDING COMMITTEES

##### **Clause 1. Advisory Committee:**

The Advisory Committee shall consist of five members elected by the Faculty to fill three year staggered terms. The Committee chooses its chairman from the membership. The Committee shall advise the Department Chair on all significant issues except as otherwise specified by these BY-LAWS.

##### **Clause 2. Curriculum Committee:**

The Curriculum Committee shall consist of six members. Ex officio members shall be those elected by the Faculty to serve as member or alternate on the College Curriculum Committee. The remaining members shall be elected by the Faculty directly to this Committee. The members will generally serve three-year staggered terms, but consistent with the terms on the College Curriculum Committee. The Committee annually chooses its chairman from the membership. The Committee shall submit its recommendations to the Faculty. Final Departmental action shall be by majority vote of the Faculty.

##### **Clause 3. Tenure, Promotion and Reappointment Committee:**

The Tenure, Promotion and Reappointment Committee shall consist of all tenured full professors. The Committee elects its own chairman and operates according to the Departmental Guidelines For Promotion and Tenure.

**Clause 4. Qualifying Examination Committee:**

The Qualifying Examination Committee consists of three members appointed by the Department Chair. The Committee operates according to the Evaluation of Graduate Students in the Ph. D Program in the Department of Physics and Astronomy document. The Committee reports to the Faculty. The final results of the examinations are determined by a majority vote of the Ph.D. voting members at a Faculty Meeting.

**Clause 5. Post Tenure Review Committee**

The Post Tenure Review Committee shall consist of four members. Three shall be elected in staggered terms of three years from the tenured faculty not scheduled for review. The fourth member shall be the chair of the Tenure Promotion and Reappointment Committee. If the chair of the Tenure, Promotion and Reappointment Committee is scheduled to be reviewed, another member of the Tenure, Promotion and Reappointment Committee, who has the highest seniority of those not under review, will serve.

**Clause 6. Graduate Student Evaluation Committee**

The Graduate Student Evaluation Committee consists of four members appointed by the Department Chair. The Committee operates according to the Evaluation of Graduate Students in the Ph. D Program in the Department of Physics and Astronomy document.

**Clause 7. Graduate Admissions Committee**

The Graduate Admissions Committee shall consist of five members appointed by the Department Chair. The Committee reports its admission decisions to the faculty.

**Clause 8. Other Committees:**

The Faculty or Department Chair may establish other standing committees and ad hoc committees.

ARTICLE VI  
POLICY AND PROCEDURES FOR APPOINTMENT OF FACULTY

When a vacant regular faculty position becomes available in the Department, the Faculty shall elect a Search Committee. This committee shall advertise the vacant position following guidelines recommended by the Faculty and approved by the Department Chair. The search shall be conducted with full faculty participation. The Search Committee shall invite the Faculty to some meetings of the Search Committee. Applicants shall be ranked by ballot vote of the Faculty. The Search Committee shall forward to the Department Chair a slate of candidates approved by the Faculty.

## ARTICLE VII PROCEDURES FOR POST TENURE REVIEW

Post tenure review of faculty will be carried out by the Post Tenure Review Committee in accordance with the proceedings of the Faculty Manual. Faculty members who are being reviewed may not serve on the committee during that academic year. Each faculty member under review has the option of either having external letters as a part of his/her file or incorporating someone from outside the department in the review process. The external letters must be from at least four knowledgeable individuals from outside the university, at least two of whom are chosen from a list of six provided by the person being reviewed. Any external committee member will be appointed by the department chair in consultation with the committee and the faculty member being reviewed. Faculty should be reviewed as regards to their performance of the responsibilities of their position in teaching, research, and service. These are not to be evaluated independently since a heavy teaching or service load may preclude a sizeable research contribution. It is expected that a faculty member takes on a full share of responsibilities, and that the relative distribution among teaching, research, and service will vary among individuals. The criterion for finding the candidate satisfactory is that he or she perform productively and effectively the duties and responsibilities of their position and rank.

## ARTICLE VIII

Certain procedures and practices not dealt with in the BY-LAWS are described in a document entitled Compendium of Practices, Department of Physics and Astronomy. This document serves as a guideline based on tradition. It does not have the weight of rules or these BY-LAWS. While the Compendium of Practices is not strictly part of the By-Laws, a copy is attached as an appendix to these BY-LAWS for convenience and preservation.

## ARTICLE IX

These BY-LAWS may be amended by a two-thirds majority of the voting membership. Proposed amendments must be circulated to the Faculty at least one week prior to consideration.

## ARTICLE X

These BY-LAWS shall take effect upon being ratified by two-thirds of the voting membership.

### **C. APPENDIX: COMPENDIUM OF PRACTICES**

September 5, 2007

## **COMPENDIUM OF PRACTICES OF THE DEPARTMENT OF PHYSICS AND ASTRONOMY**

The Department conducts its affairs in an effectively democratic manner. Department meetings are called and are chaired by the Department Chair. A faculty member records the procedures and a summary of each meeting is forwarded to the Dean of Engineering and Science.

### **A. Advisory Committee**

An Advisory Committee, elected by and from the Faculty, makes recommendations to the Department Head and presents various matters to the Faculty for its consideration. The Committee elects its own Chairperson and the Department Chair is an ex-officio member. Among the topics on which the Committee advises the Chair are personnel matters of a profound and urgent nature and other major policy matters. The Chair can and should use the committee as a sounding board for new ideas about future directions and programs, and for the members to raise concerns with the Chair about issues bothering the faculty. The Committee plays an important and vital role in providing and sustaining open communications between Faculty and the Chair.

### **B. Academic Procedures**

Questions involving undergraduate physics majors such as scheduling course selection are usually handled by the student advisors, currently Terry Tritt, Catalina Marinescu, Apparao Rao, and Jeremy King. The faculty also presents two awards each year, the Sophomore Award and the Junior Award, to the most outstanding sophomore and junior physics majors, respectively. The money for these awards is derived from the L. D. Huff fund and the students are selected by a vote of the full faculty. The graduate student advisors are currently M. D. Leising, M. F. Larsen and B. S. Meyer and they advise and aid the Chair in questions involving the graduate students such as initial graduate student selection, teaching and research assistant selection, and course assignments. Teaching assignments are generally made by the Chairman of the Scheduling Committee in consultation with the students involved. Qualifying examinations at both the Masters and Ph.D. level are administered twice a year by the Qualifying Examination Committee in accordance with the Qualifying Examination Regulations. The final results of these examinations are decided by a majority vote of the faculty after open discussion.

### **C. Scheduling and Assignment of Courses**

The schedule of courses for each long semester is formulated well in advance of pre-registration for that semester by the member of the Faculty who is Chairman of the Scheduling Committee. (Phil Flower is currently Chairman and sole member of that committee). In constructing the schedule the Chairman consults with the University Schedule Coordinator, the Department Chair, and the members of the Faculty to determine which courses will be offered and at what times. There are usually constraints imposed by the Scheduling Coordinator on the

class times and number of sections of some courses. However, most of the junior, senior and graduate level courses can be scheduled with enough flexibility to account for the needs of the faculty members teaching those courses and the students taking them.

After arriving at a schedule of courses for the forthcoming semester, the Chairman of the Scheduling Committee posts a list of courses and meeting times for examination by the faculty. Members of the Faculty then sign their names by the courses they wish to teach. If there are conflicts (e.g., more than one faculty member wishing to teach the same section), then these are resolved by the individuals concerned at or before a faculty meeting. This diminishes the likelihood that a course is taught repeatedly by the same faculty member and ensures that all members have an equal opportunity to teach every course at some time during his/her professional career. This system has been in existence in the Department for twenty-five years and has worked very well. It has succeeded in maintaining an atmosphere of fairness and congeniality within the department regarding the matter of course assignments.

#### **D. Allocation of Discretionary Funds**

##### 1. Equipment Funds

Advice concerning the allocation of budgeted equipment money is provided to the Department Chair by the Advisory Committee. The Chair solicits requests from the faculty when they have determined approximately how much equipment money is available during the current fiscal year. The committee then meets and recommends on the basis of these requests how the money should be distributed among those making the requests. Final decisions are made by the Department Chair.

##### 2. Travel Funds

Although no department committee exists which determines how budgeted travel funds are allocated, the Chair usually enlists the assistance of the Advisory Committee in this matter when unique and unusual cases arise.

#### **E. Hiring, Tenure and Promotion**

The procedures for hiring new faculty are: (1) The faculty selects a search committee by election from its members. (ii) The search committee seeks applicants and screens the applications. Faculty members other than the search committee members are given the opportunity to aid in screening if they so desire. (iii) The faculty selects applicants to recommend to the Head. These procedures are in accordance with those given in the Faculty Manual (Sec. IV-1) and further details concerning this matter can be found there. Criteria for promotion and tenure are set forth in Departmental Guidelines for Promotion and Tenure. These Guidelines are consistent with College of Engineering and Science and University guidelines, and where differences occur, the college and university rules take precedence. Recommendations for promotion and tenure are made to the Chair and the Dean by the Committee of Full Professors meeting as a whole.

## PHYSICS DEPARTMENT STANDING COMMITTEES

<b>Committee</b>	<b>Number</b>	<b>Method of Appointment</b>
Advisory	5	Elected, staggered terms
Colloquium	1	Appointed by Chair
Computer	1	"
Courses by Examination	1	"
Curriculum	5	"
Honors and Awards	1	"
Library	1	"
Qualifying Examination	3	"
Safety	1	"
Scheduling	1	"
Tenure and Promotion	-	Rank of full professor