I. Rules

Rule 1 – Rules of Order
Unless otherwise specified in these Rules, Departmental meetings will be carried out in accord with the latest edition of Roberts’ Rules of Order.

Rule 2 - Rules Revisions
The following procedure is required to adopt, amend, or delete an item in the Rules:
   A. A notice of motion containing the text of the motion must be made available to the voting faculty at least one week before the faculty meeting at which the proposed motion is moved. This notice may be made by voice (at a faculty meeting), paper or e-mail distribution.
   B. Passage by the faculty (voice vote or show of hands with a simple majority) of a motion and second to have the faculty vote on the proposed motion by a written or electronic ballot.
   C. Passage by a two-thirds majority on that ballot vote.

Rule 3 – Rules Reviewed Every Three Years
The Rules, Policies and Procedures of the Department of Physics shall be reviewed by the Chair’s Advisory Committee (CAC) and updated by the faculty as necessary, no less often than once every three years, and shall be available from the Departmental home pages.

Rule 4 - Minutes
The minutes of each Departmental regular or special faculty meeting shall be kept and made available from the Departmental home page for a period of at least three years. If the faculty votes to keep no minutes at a meeting a record of this action shall be entered with the next recorded minutes. Minutes shall be taken by a staff member selected by the chair.

Rule 5 - Policies and Procedures Change Notice
Additions, changes, or deletions to the Policies and Procedures require a one-week notice of motion, a second, and a simple majority vote. This vote may be by written, electronic, or show of hands vote.

Rule 6 - Suspension of Rules or Policies and Procedures
The required notices of motion for changes in the Rules or the Policies and Procedures may be suspended temporarily by a two-thirds majority voice vote.

Rule 7 - Regular and Special Faculty Definitions
Definitions: a) The Regular Faculty consists of the Assistant, Associate, and Full Professors rostered in the Department of Physics.

   Special Faculty may be appointed. All Special Faculty are expected to be continuously and actively involved in the Department’s programs of teaching and research and may
serve on Departmental committees. Excepting Professors Emeritus and Faculty on joint appointment, appointments to the Special Faculty shall be for terms not exceeding four years, save for those Professors Attendant Rank or Research Professors who have been granted the implication of ‘contract tenure’ by vote of the Department.

A) Emeritus professors of this Department (non-voting)
B) Professors on joint appointment with other academic departments who are not rostered in this Department (voting)
C) Professors on joint appointment with other academic departments who are not rostered in this Department (non-voting)
D) Professors Adjunct (voting), (any rank)
E) Professors Adjunct (non-voting), (any rank)
F) Attendant Rank Professors (voting)
G) Attendant Rank Professors (non-voting)
H) Lecturers (non-voting)
I) Visiting Professors (non-voting)
J) Research Professors (voting) (any rank)
K) Research Professor (non-voting) (any rank)
L) Instructors and Senior Instructors (voting)
M) Instructors and Senior Instructors (non-voting)
N) Professor Adjunct (non-voting) (any rank)
O) Visiting Professor (non-voting) (any rank)

(For definitions, see the current edition of the Faculty Handbook.)

Rule 8 - Voting Faculty Definition
Definition: The Voting Faculty consists of the Regular Faculty plus the following Special Faculty, who may be given one-half vote or one full apiece by majority vote of the faculty upon their appointment or reappointment
A) Professors on joint appointment (voting) (any rank)
B) Professors Adjunct (voting) (any rank); voting Professors Adjunct assume non-voting status upon retiring from or leaving their parent organization.
C) Attendant Rank Professors (voting)
D) Senior Instructors (voting) (any rank)
E) Research Professors (voting) (any rank)

Rule 9 - Special Faculty: Regular Faculty Ratio
Limitation: No appointment or reappointment may be made to the voting Special Faculty if the number of voting Special Faculty would then exceed one-third of the number of Regular Faculty members. This limitation does not apply to renewal of an existing appointment.

Rule 10 - Faculty Reviews
A) Annual Reviews shall be carried out according to University criteria and schedules. The Chair shall offer to meet individually with each faculty member to discuss that member’s performance, the evaluations, and the goals and plans for that faculty member for the coming year.
B) Post-tenure Reviews shall be carried out according to University criteria and schedules. These reviews shall be part of the Annual Review process, with the addition of a statement of future plans by the reviewed faculty member.

Rule 11 - Quorum
Definition: In any meeting of the Faculty, a quorum exists if more than one half of the Regular Faculty members, excluding those on leave, are present.

Rule 12 - Voting and Ballots
Voting:
A) In voice or hand votes in meetings, each member of the Regular and Voting Special Faculty present has one vote. No proxy votes are allowed.
B) A motion to require a written (paper or electronic) ballot on a motion on the floor takes precedence over the motion on the floor and passes if it receives eight affirmative votes.
C) In all written ballot voting, members of the Regular Faculty shall have one vote each. Other members of the Voting Faculty shall have one vote or one-half vote according to the voting status conferred as in Rule 8.
D) The Written Ballot:
i) The written ballot shall be a secret ballot.
ii) If by paper, ballots and ballot envelopes shall be distributed to all voting faculty eligible to vote on the issue or by email to faculty not present on the campus at the time of the ballot. A statement of the due date for the ballot will be provided with the ballot. An electronic ballot system is allowed, with the same criteria as for a paper ballot. The computer ballot system to be employed must be approved by vote of the faculty during a faculty meeting. The details of the approved system are to be recorded in the minutes of that faculty meeting. Unless otherwise voted by the faculty, the electronic ballot is to be the default choice for all written ballots.
iii) Each written ballot shall be counted to indicate whether the voter casts one vote or one-half vote.
iv) The deadline for the return of ballots shall be at least five days after they are distributed.
v) Faculty members not on campus may submit their paper ballot votes by email to the Chair or designate, who will remove identifying information and place the ballot in a sealed envelope with a notation as to whether it is a full or half vote.
vi) After the deadline for the receipt of the paper ballots, the ballot envelopes shall be opened and the ballots counted in the presence of at least three members of the Regular Faculty. The count of the electronic ballots by the approved computer system shall be verified by at least three members of the regular faculty.
vii) The number of “eligible votes” is the sum of the whole and half votes of the Voting Faculty who are eligible to vote on the issue.
viii) Ballots turned in without a clear expression of the voter’s choice, or
   ballots marked to indicate that the voter abstains, shall not be counted as
   votes cast.
ix) A simple majority is more than 50 percent of the votes cast.
x) A two-thirds majority is defined as one third of the following sum: the
   number of eligible votes plus the number of votes cast.
xi) Paper ballots shall be preserved for at least two weeks after the results of
   the balloting have been announced. Results of an electronic vote shall be
   archived in a secure file.

Rule 13 – Lecturers, Professors Adjunct and Visiting Professor
Lecturers, Professors Adjunct, and Visiting Professors may be appointed by the Chair for
one-year terms. Lecturers and Professors Adjunct who have established successful extended relationships with the Department may be appointed by the Chair for terms of
up to three years with the advice and consent of the Chairman’s Advisory Committee

Rule 14 - Research Professor
Appointment to the Research Professor ranks is made by the Graduate School based upon
a positive vote of the faculty.

Rule 15 - Attendant Rank
Appointments to the Attendant Rank titles are for individuals whose qualifications are comparable to those of the corresponding regular faculty titles, but who are supported by grant, contract or other non-general University funds. Appointments as Assistant Professor Attendant Rank are intended to be of limited total duration, in no case longer than seven years. Appointments to Associate Professor or Professor Attendant Rank may be of limited terms or can carry the implication of “contract tenure”. In the latter case the Department agrees that the appointment is intended to continue as long as sufficient funds are available from external sources to support the salary and the research program of the named person.

Rule 16- Instructors
Instructors may be appointed for initial two-year terms by the Chair. Instructors may be
appointed or reappointed by a vote of the faculty for terms of up to three years. Senior Instructors may be appointed or reappointed by a vote of the faculty for terms of up to the maximum allowed by the College.

Rule 17 – Appointment, Re-Appointment, Promotion, Early Tenure,
Comprehensive Review
Except as noted above, a favorable Departmental recommendation for an appointment, a
reappointment, a promotion, or a decision on the early award of tenure will be transmitted
to the Dean only if it has been approved on a written ballot by a two-thirds majority of
the Regular Faculty.

Independent of the outcome, a recommendation bearing on a mandated tenure review or a
comprehensive reappointment review will be forwarded to the Dean together with the
results of the balloting. Only tenured members of the Regular Faculty are eligible to vote on recommendations regarding the awarding of tenure. This limitation applies to all tenured appointments to the faculty—and to promotions in which the award of tenure and the change in rank are linked. Only voting Full Professors are eligible to vote on promotion to that title. Otherwise, all Regular and Voting-Special Faculty are eligible to vote in cases of appointment and reappointment. Excepting the individual(s) to be discussed, all ranks may participate in faculty meeting discussions of appointments, reappointments, promotions, and/or the awarding of tenure.

Rule 18 - Election of the Chair
A) The normal term of the Chair shall be four years.
B) A Chair Election Committee shall be named approximately 10 months in advance of the expiration of the term of office of the Chair or will be named as soon as possible after notification that the office will become vacant if that vacancy will occur before the end of the normal term. This Committee shall have three members, named by the Chair with the advice and consent of the Chair's Advisory Committee.
C) This Committee will conduct the election according to the following methods:
   i) Each member of the Voting Faculty will be asked to nominate no more than two candidates from the Regular Faculty of this Department.
   ii) Nomination of candidates from outside this Department shall be by a petition carrying ten or more signatures of the Regular Faculty.
   iii) The Committee will create an alphabetically ordered slate of the five candidates who are willing to serve with the largest number of nominations.
   iv) After the slate is announced, other willing members of the Regular Faculty may be added to the slate by petitions signed by ten or more members of the Voting Faculty
   v) Candidates will be listed alphabetically on all ballots.
   vi) Each member of the Voting Faculty will be asked to cast a written vote for one candidate.
   vii) To be elected, a candidate must receive two thirds of the eligible votes
   viii) If the first ballot does not select the new Chair, voting will be carried out as in vi) and vii) above in the following sequence.
      a) A new ballot will list the three top candidates from the first ballot
      b) If the two-thirds majority is not obtained on the second ballot, a third ballot will list the two top candidates from that ballot
      c) If no candidate obtains two thirds of the votes on the third ballot, a fourth ballot shall be prepared with only the name of the top candidate from the third ballot, and Voting Faculty shall be asked to vote yes or no
      d) If the fourth ballot does not result in a two thirds majority of yes votes, a fifth ballot shall be prepared with only the name of the second candidate on the third ballot, and Voting Faculty shall be asked to vote yes or no for that candidate.
e) If this sequence fails to select a chair, the process shall be repeated beginning with Rule 18.B.above.

II. POLICIES AND PROCEDURES OF THE DEPARTMENT OF PHYSICS
UNIVERSITY OF COLORADO BOULDER

1. Departmental Committees, General

a) Standing committees may be established or abolished by a majority vote of the faculty.

b) Ad hoc committees may be established by a majority vote of the faculty, or by the chair. Unless another expiration date is specified, all ad hoc committees expire automatically each June 30.

c) Members of committees and the chair of each committee will be appointed by the department chair to terms that expire each June 30.

2. Standing Committees

a) Chair’s Advisory Committee (CAC): The department chair and the associate chairs all serve on the CAC, along with other faculty members appointed by the chair. CAC is chaired by the department chair. CAC reviews personnel and policy proposals, and makes recommendations to the chair and/or to the faculty. The topics reviewed include: reappointment, promotion, tenure cases, procedures used to set salaries, graduate faculty matters, department budget, long-range planning, priorities in the assignment of building space, staff personnel policies, and other matters of importance to the department.

b) Evaluation Panel: The Evaluation Panel shall consist of five or more tenured members of the regular faculty. The Evaluation Panel serves several essential functions: (1) The Evaluation Panel oversees all reappointment, tenure and promotion cases. The five-member Primary Unit Evaluation Committee (PUEC) for any individual faculty member may include one tenured member of the CU faculty outside of the Evaluation Panel, plus at least four members of the Evaluation Panel. Each PUEC will submit its written recommendations to CAC and the faculty. The department chair will appoint members to each PUEC. (2) The Evaluation Panel is responsible for conducting annual merit evaluations of the faculty, and transmitting the results of its deliberations to the department chair or the dean. (3) The Evaluation Panel makes annual merit raise recommendations to the department chair, and approves all career merit raises, retention raises, and other special raises.
c) Arts and Sciences Advising Committee: The committee advises students pursuing a B.A. in Physics (PHYS) in the College of Arts and Sciences. The committee maintains records of students’ academic progress; evaluates transfer credits for courses taken at other institutions; receives, evaluates, and approves or rejects student petitions requesting minor exceptions to departmental requirements; has the responsibility for the currency of the text in the university catalog describing the Physics degree; recommends students for scholarships and awards; and makes recommendations to the faculty with regard to changes in the Physics requirement and curricula.

d) Engineering Physics Advising Committee: The committee advises students pursuing a B.S. degree in Engineering Physics (EPEN) in the College of Engineering and Applied Science. The committee maintains records of students’ academic progress, certifies that students have met the EPEN requirements for graduation; evaluates transfer credits for courses taken at other institutions; receives, evaluates, and approves or rejects student petitions requesting minor exceptions to departmental requirements; has the responsibility for the currency of the text in the university catalog describing the Engineering Physics degree programs; recommends students for scholarships and awards; and makes recommendations to the voting faculty with regard to changes in the Engineering Physics requirements and curricula. The committee is chaired by the Director of Engineering Physics.

e) Graduate Committee: The committee evaluates, and approves or rejects applications for admission to the Graduate Program in Physics; awards first-year teaching assistantships; maintains records of students’ academic progress; certifies that students have met the Physics requirements for graduation with a M.S. or Ph.D. in Physics; evaluates transfer credits for courses taken at other institutions; receives, evaluates, and approves or rejects student petitions requesting minor exceptions to graduate requirements; recommends students for fellowships and awards; has the responsibility for the currency of the text in the university catalog describing the Graduate degree programs in Physics; consults with the faculty with regard to petitions for significant deviations from departmental rules or procedures; and makes recommendations for changes in the Graduate Physics curricula. The committee is chaired by the Director of the Graduate Program.

f) Comprehensive Examination Committee: The committee schedules, and administers part II of the graduate comprehensive examination.

g) Colloquium Committee: The committee arranges regular and special colloquia.
h) Undergraduate Curriculum Committee: The committee reviews the adequacy and currency of undergraduate physics course offerings, reviews proposals for new undergraduate courses and reviews the syllabi of undergraduate physics courses.

i) Junior Faculty Advisory Committee (JFAC): JFAC shall be composed of all untenured members of the tenure-track faculty. The JFAC shall meet periodically, and may make recommendations to the chair and the faculty about issues of importance to the junior faculty.

j) Teaching Evaluation and Mentoring Committee: The committee conducts classroom visits of the junior faculty to evaluate teaching. Each written evaluation is to be shared with the faculty member, and will be used by the department in annual merit reviews, and in reappointment, promotion, and tenure reviews.

k) Honors: The committee administers the Departmental Honors Program. Members of the committee are appointed by the Department Chair to serve on the Honors Council.

l) Chemical Physics: The department chair and the chairs of other appropriate departments appoint faculty members from their departments to the Chemical Physics Committee, which oversees the graduate program in Chemical Physics.

m) Geophysics: The department chair and the chairs of other appropriate departments appoint faculty members from their departments to the Geophysics Committee, which oversees the graduate program in Geophysics.

Approved

Associate Dean 6/12/15