

**RULES, POLICIES AND PROCEDURES OF THE DEPARTMENT OF PHYSICS**  
**UNIVERSITY OF COLORADO, BOULDER, 80309-0390**  
September 2017

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 Executive Committee 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 show of hands with a two-thirds majority.

**Rule 7 - Regular and Special Faculty Definitions**

The Regular Faculty consists of the Assistant, Associate, Full and Teaching 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. The special faculty include:

- 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 Adjoint (voting), (any rank).
- E) Professors Adjoint (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**

The Voting Faculty consists of the Regular Faculty, plus the following Voting Special Faculty whose one-half vote status is conferred upon their appointment or reappointment:

- A) Professors on joint appointment (voting) (any rank).
- B) Professors Adjoint (voting) (any rank); voting Professors Adjoint assume non-voting status upon retiring from or leaving their parent organization.
- C) Attendant Rank Professors (voting).
- D) Research Professors (voting) (any rank).
- E) Instructors and Senior Instructors (voting) (any rank).

### **Rule 9 - Special Faculty: Regular Faculty Ratio**

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**

Faculty reviews shall be conducted as follows:

- 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**

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 shall be conducted as follows:

- 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, and members of the Voting Special Faculty shall have one-half vote each.
- D) The written ballot shall be conducted according to the following procedures:
  - 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 Executive Committee.

**Rule 14 - Professors Adjoint**

The titles Professor Adjoint, Associate Professor Adjoint, and Assistant Professor Adjoint are used to designate individuals, such as employees of the National Institute of Standards and Technology, or other similar agencies or institutions, who participate in the academic programs of the Department without compensation above their regular salary. Appointment shall be for terms not exceeding four years and is based on approval by written ballot of the Voting Faculty with a two-thirds majority.

**Rule 15 - Research Professors and Attendant Rank**

Appointment to the Research Professor Ranks or Attendant Rank titles is based on approval by written ballot of the Voting Faculty with a two-thirds majority. In the case of Research Professor Ranks, the appointment is made by the Graduate School, whereas for Attendant Rank the title is bestowed by the Department. Research Professor and 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 Research Professor and Assistant Professor Attendant Rank are intended to be of limited total duration, in no case longer than seven years. Appointments to Associate Research Professor, Research Professor, Associate Professor Attendant Rank 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 written ballot of the Voting Faculty with a two-thirds majority 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**

A departmental recommendation for an appointment, a reappointment, a promotion, a decision on the early award of tenure, a mandated tenure review, or a comprehensive reappointment review will be considered positive and transmitted to the Dean as such if it is supported by a written ballot with two-thirds majority of the faculty eligible to vote on that issue. Eligibility to vote is defined by:

- A. 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.
- B. Only Full Professors are eligible to vote on promotion to that title.
- C. Otherwise, all Voting Faculty are eligible to vote.

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. This does not apply to faculty members who are required to recuse themselves from the discussion by the policies of the University of Colorado.

**Rule 18 – Office of the Chair**

The Chair position is governed by the following:

- A) The normal term of office of the Chair shall be three years. However, if the term does not begin with the usual July 1 start date, the end date shall be aligned with the usual July 1 cycle in such a way that the appointment term most closely matches three years.
- B) Should the Chair position become vacant prior to the end of the normal term, the Executive Committee is tasked with appointing an Acting Chair, with the understanding that a special election for a new Chair to replace the Acting Chair shall be held as soon as possible.
- C) The Chair can be removed from office at any time if they fail to receive a vote of confidence from the faculty. A vote of confidence must be called for by a written petition that must be signed by at least eight Regular Faculty. If a two thirds majority of the Voting Faculty votes “no confidence” in the Chair, the Chair will be removed.

**Rule 19 - Election of the Chair**

The Executive Committee shall name a Chair Election Committee charged with administering the election of the next Chair. The Chair Election Committee should consist of three members and should not include the current Department Chair. The Chair Election Committee should initiate the election process approximately ten months in advance of the start of the final year of the term of office of the Chair and should complete the election within a maximum period of approximately four months. The methods to be used are the following:

- A) Each member of the Voting Faculty will be asked to nominate no more than two candidates from the Regular Faculty of this Department.
- B) Nomination of candidates from outside this Department shall be by a petition carrying ten or more signatures of the Regular Faculty.
- C) The Committee will create an alphabetically ordered slate of the five candidates who are willing to serve with the largest number of nominations.
- D) 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.
- E) Candidates will be listed alphabetically on all ballots.
- F) Each member of the Voting Faculty will be asked to cast a written vote for one candidate.
- G) To be elected, a candidate must receive two thirds of the eligible votes.
- H) If the first ballot does not select the new Chair, voting will be carried out as in F) and G) above in the following sequence:
  - i) A new ballot will list the three top candidates from the first ballot.
  - ii) If the two-thirds majority is not obtained on the second ballot, a third ballot will list the two top candidates from that ballot.
  - iii) 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.
  - iv) 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.
  - v) If this sequence fails to select a chair, the process shall be repeated beginning with Rule 19.A above.

### **Rule 20 – Election of the Executive Committee**

The Executive Committee is composed of the Department Chair, who shall also assume the role of Chair of the Executive Committee, and six rotating members who shall be elected from among the Regular Faculty. Rotating members serve for no more than two years, after which they shall not be eligible for reelection for one further year. Elections should normally take place in the spring semester for the upcoming academic year.

The election of the Executive Committee is under the supervision of the Chair. The Chair or Chair-Elect, whoever will be the incumbent Chair in the upcoming year, shall nominate a slate of candidates. A valid slate consists of eligible candidates of count equal to the number of open positions on the Executive Committee for the upcoming year. The slate shall be circulated to all Faculty, at least one week prior to the election. If the intention is for some of the candidates to serve for one year only, as may be required to maintain the cycle of approximately three open positions each year, this should be indicated on the slate. Alternate valid slates may be nominated in writing before each vote by eight or more Regular Faculty. The ballot shall be written and shall list the complete slates with the voter asked to select one. The entire election process shall be repeated if necessary until one slate is approved by a one-half majority of all Voting Faculty.

Should the department elect a new Chair who is not a member of the current Executive Committee, then for the period prior to assuming office, the Chair-Elect shall become an ex-officio member of the Executive Committee and participate fully in a non-voting capacity in all discussions and activities.

Should a position on the Executive Committee become vacant during the academic year, the opening may be filled by appointment by the Chair.

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

### 1. Division of responsibilities

The Executive Committee is charged with the review of decisions of the Chair in matters concerning the executive administration of the department. As such they should participate in any decisions that would obligate the department, including in such matters as reappointment, promotion, tenure cases, startup costs, major undergraduate and graduate program matters, departmental budget, long-range-planning, and the assignment of building space.

The Executive Committee is involved in personnel issues concerning both the Staff and Faculty. The Executive Committee should review career merit raises, retention raises, and other special raises. They should administer the internal selection among competing proposals for university grant initiatives or other competitions.

The Executive Committee should oversee the evaluation of personnel for award or promotion. In consultation with the Department Chair they should appoint the five-members to the Primary Unit Evaluation Committee (PUEC) from among the tenured faculty for any individual faculty member under review, and administer the requests for external and internal letters of review.

The Chair is charged with ultimate responsibility for the running of the department, including such items as strategic planning, maintaining a long-term hiring plan, committee assignments, financial planning, interfacing with the University at large, and fundraising.

### 2. Associate Chairs

The Associate Chairs of the Department are the Director of Undergraduate Studies, the Director of Graduate Studies, and the Director of Engineering Physics. The Associate Chairs are charged with administration and oversight of their respective educational programs.

### 3. 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.

### 4. Standing Committees

- A) Evaluation Panel: The Evaluation Panel shall consist of five or more tenured members of the regular faculty. The Evaluation Panel is responsible for conducting annual merit evaluations of the faculty and transmitting the results of its deliberations to the Executive Committee.
- B) 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.
- C) 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.
- D) 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.

- E) Comprehensive Examination Committee: The committee schedules, and administers part II of the graduate comprehensive examination.
- F) Colloquium Committee: The committee arranges regular and special colloquia.
- G) 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. The Committee is chaired by the Director of Undergraduate Studies.
- H) 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.
- I) 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.
- J) Honors: The committee administers the Departmental Honors Program. Members of the committee are appointed by the Department Chair to serve on the Honors Council.
- K) 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.
- L) 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.
- M) Mentoring Committee: The Mentoring Committee is responsible for administration of the Department's mentoring program that oversees Personal Mentoring Committees connected with individual faculty members. The

Personal Mentoring Committees provide long-term guidance, feedback, and advocacy of junior faculty.

- N) R-Cubed (Representation, Retention, and Recruitment): This Committee is charged with supporting efforts to improve climate, diversity and inclusion in the department at all levels, including faculty, postdoctoral researchers, graduate students, undergraduate students, and staff.