

Department of Physics  
Bylaws, Policies and Procedures

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# **Department of Physics**

## **Bylaws, Policies and Procedures**

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## Physics Department Bylaws

### 0. Organization and Operation

- 0.0 The Bylaws in this document were adopted by the members of the Physics Department in accordance with the University of Wisconsin System and the University of Wisconsin-La Crosse Faculty and Academic Staff Personnel Rules.
- 0.1 Meetings of the Physics Department and its Committees are conducted in accordance with *Robert's Rules of Order, Newly Revised*.
- 0.2 For meetings of the Department and its Committees, a *quorum* is defined as the majority of the entire membership eligible to participate. Within a meeting, a majority is a majority of those present.
- 0.3 *Proxy votes* are permitted in meetings of the Department and its Committees only as specified in these bylaws.
- 0.4 *Amendments or additions* to these bylaws may be adopted at any Department meeting by a two-thirds vote of the faculty of the Department, following a first reading of the proposed amendments or additions at a previous Department meeting.
- 0.5 *Appendices* represent current policies and procedures and are not part of the By-Laws. Appendices can be changed as needed by a simple majority vote of the voting members of the Department.

## Physics Department Bylaws

### 1. Student Rights and Obligations.

**1.1 Evaluation of Teaching.** In each of the courses offered by the Physics Department (except independent study courses), students will have an opportunity to evaluate their instructors. Usually this evaluation will take place in the last weeks of a semester using the Physics Department Student Evaluation Form. (A copy of the Student Evaluation of Teaching Form is contained in Appendix 9.1.)

### 1.2 Complaint, Grievance and Appeal Procedures.

#### 1.2.1. Grade Appeals.

Students who believe that the grade they received for a course does not reflect their performance in that course may appeal the disputed grade. This appeal must take place before the end of the semester immediately following the semester in which the grade was recorded. The student should first discuss this difference with the instructor. If a student-instructor meeting is not possible, or if such a meeting does not result in a resolution of the difference, the student should contact the Department Chair. After meeting with the student, the Chair will discuss the student concern with the instructor, if possible. Following these meetings, the Chair will make a recommendation to the instructor regarding the grade change.

After the Chair's recommendation, and the instructor's response, a student may file a written appeal for a grade change, with the Department Chair. Upon receipt of the written request, the Chair will form an ad hoc committee consisting of three Department members, not including the Chair or the instructor, to review the appeal. This committee may request additional information from the student and the instructor before forming and forwarding its recommendation to the instructor. Any decision to change a grade remains that of the instructor, unless the instructor is no longer available, in which case the decision to change a grade becomes that of the Department Chair.

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### **1.2.2. Academic Non-Grade Appeals.**

Students may initiate and resolve complaints regarding faculty and staff behavior. Such complaints should be lodged either orally or in writing with the Department Chair or Dean of the college within 90 days of the last occurrence. The hearing procedures for these non-grade concerns are detailed in the student handbook, *Eagle Eye*.

### **1.3 Advisement.**

Each student who majors in a program offered by the Physics Department will be assigned a faculty advisor in the Department. Students are encouraged to meet with their faculty advisor at least once each semester to discuss their academic progress, career interests and course schedules.

### **1.4 Expectations/Responsibilities.**

Students who enroll in courses offered by the Physics Department are expected to attend and participate in these classes. They are expected to devote sufficient non-class time to complete all class assignments in a timely manner and to undertake additional study of the material as necessary to demonstrate satisfactory mastery of the material.

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### **2. Faculty Responsibilities.**

#### **2.1 Teaching.**

Faculty of the Physics Department are expected to keep current in their subject matter area and to work to improve student learning. They are further expected to offer additional time to address student questions by holding office hours. Office hours and other course details should be part of the course syllabus shared with students at the beginning of the course. In addition, faculty are expected to grade and return student assignments, including examinations, in a timely fashion. Finally, faculty are expected to administer student evaluations of instruction in each course they teach (except independent study courses).

#### **2.2 Scholarship.**

Faculty in the Physics Department are expected to develop and maintain an active program of scholarship. The Department's definition of scholarly activities (see Section 8.2) includes publishing papers or books in the discipline and in applications of the discipline. Presentations in these areas at professional meetings, and in other appropriate forums, also constitute scholarship. In addition, writing successful grant proposals to support any of these activities is an important area of scholarship.

#### **2.3 Service.**

Faculty of the Physics Department are expected to serve the institution, the public and their profession. This service can take the form of participating on Departmental, College and University committees, offering specialized advice to off-campus groups and joining and participating in the activities of professional societies in their discipline.

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### **3. Academic Staff Expectations.**

#### **3.1. Appointments.**

Academic Staff appointments may take many forms. Those most used in academic Departments are the Lecturer, Laboratory Manager, Research Associate and Faculty Associate. Academic Staff Lecturers in the Physics Department are held to the same teaching expectations as faculty. (See Section 2.1). Because Lecturers do not have the full range of faculty responsibilities, their teaching load is usually larger than that of faculty. Any special expectations of a member of the academic staff are stated in the contract letter.

#### **3.2. Faculty Status.**

Academic Staff with at least a 50% appointment may vote in non-personnel Departmental matters. Exception – instructional academic staff with a current full-time (100%) appointment and a continuing full-time appointment for the following year have the right to vote in the election of the Department Chair.

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### 4. Merit Evaluation (Annual Review).

#### 4.1. Overview of the Merit Evaluation Process.

Consistent with UWS 3.05 and UWL 3.05, the performance of all faculty (as well as continuing academic staff) in the Physics Department will be reviewed annually. The areas of review shall include teaching, scholarship and service duties (and chair duties for the Department Chair).

Early in the fall semester, the Department Chair will meet with each member and together they will decide upon the percentage of time that the faculty member will devote to teaching, scholarship and service. Together they will also decide upon a specific set of goals in each of these areas of faculty responsibility. The goals and percentage of time will be put in writing and signed by both the Chair and faculty member. In a similar fashion, the Chair will meet with the Dean to set written goals for the upcoming academic year.

During the first week in May, the Department Chair shall provide each individual with a copy of the Merit Evaluation Form (see Appendix 9.2). Faculty and continuing academic staff shall submit their completed Merit Evaluation Forms, containing a description of activities for the previous summer and the current academic year, to the Chair by the end of the second week of June. This form shall serve as a vehicle for self-evaluation, which with student and peer evaluation will form the basis for the annual review.

Each fall semester, the Department Chair will circulate copies of the completed evaluation forms, individual goal statements, grade distributions and student evaluation scores of all members of the Department to each Department member (all tenured and probationary faculty and any academic staff). Each faculty member (tenured and probationary) will review these materials and evaluate the performance of every other faculty member using the 20 point scale described in Section 4.2 below (using the Score Sheet found in Appendix 9.3). For continuing academic staff, please see Section 4.7. The completed evaluations will be returned to the Department Chair (the evaluation forms for the Chair will be submitted to the Dean) who will use this information to determine a final set of performance scores for each of the other faculty members of the Department. The Department Chair is responsible for all merit evaluations of the Department, excluding the Chair. Within seven days of

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the review, the Chair shall notify each member in writing of his/her merit rating including an assessment of performance in each of the areas of faculty responsibility. This assessment shall offer an opportunity for future goal setting and improvement as necessary.

Faculty members who are on professional leave are expected to submit completed Merit Evaluation Forms at the end of the second week in June describing their leave and other professional activities.

New faculty who begin in the fall semester do not undergo an Annual (Merit) Review in that first semester (see Appendix 9.4). If retained, the salary adjustments for these new faculty will be (by contract) the average increment generated by the pay plan.

The Dean will review the Department Chair using the individual evaluations completed by each of the faculty members (tenured and probationary) of the Department and criteria established to judge a Chair's administrative performance. The Dean is responsible for the Chair's merit rating.

### **4.2. Guidelines for Assigning Weighting Factors**

The evaluation process uses a 20 point scale and three weighting factors: T for teaching, R for research and S for service, with  $T + R + S = 20$ . The weighting factors T, R and S should meaningfully reflect the percentage of time a faculty member devotes to each area. For tenured and probationary faculty, the nominal numbers for T, R and S are 12, 4 and 4, respectively. For full-time academic staff, the nominal numbers for T, R and S are 16, 2 and 2, respectively. For part time academic staff, the nominal percentages for T, R and S are 80%, 10% and 10%, respectively. To decrease the numbers for R and S there must be an increase in number for T, as agreed on by the Department Chair. Evaluation of the Department Chair uses a 20 point scale and four weighting factors: T, R, S and C for Chair with  $T + R + S + C = 20$ . The weighting factor C is in the range from 5 to 8 while T, R and S should meaningfully reflect the percentage of time the Department Chair devotes to each area.

#### **4.2.1. Teaching**

In the area of teaching, faculty are expected to motivate and challenge students to learn by using various pedagogical devices or techniques and by setting well-defined expectations. It is assumed that student assignments and examinations will be reviewed and graded in a timely

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manner, and that student achievement will be appropriately assessed. Faculty are expected to keep current in their subject matter areas, to update the curriculum and to assess the effects of their teaching effectiveness. Other efforts and accomplishments include (in unranked order) educational grants and proposal writing, workshops, conferences and peer-reviewed publications in educational journals, student presentations and student publications in non-peer-reviewed journals. Efforts and accomplishments to these ends are to be reported on the Merit Evaluation Form.

In agreement with the faculty member, the Chair will assign the faculty member a weighting factor for teaching, T, from 0 (lowest) to 20 (highest) for his/her teaching activities. Here T is a number that reflects the number of contact hours being taught, modified by the number of preparations, course enrollments, nature of the courses, funded educational grants, etc.. Normally T is equal to 12 for tenured and probationary faculty who carry an average teaching load (as determined by the teaching load of the tenured and probationary faculty in the Department).

### **4.2.2. Scholarship**

As stated in section 2.2, faculty members are expected to maintain an active program of scholarship. Efforts in this area of responsibility include writing research grant proposals, preparing, presenting, and/or publishing papers on a topic of basic research. Faculty members are expected to report their scholarly activities and accomplishments on the Merit Evaluation Form.

Based on the Department's Definition of Scholarship (see Section 8.2), the Chair, in consultation with the faculty member, will assign the faculty member a weighting factor, R, for his/her scholarly activity. Normally, R = 4 and shall normally be in the range from 0 to 8.

### **4.2.3 Service.**

The service component of a faculty member's responsibility may take many forms: service to the program or major, the Department, the College, the University, the profession, or the general public. Examples of appropriate service activities include (in unranked order) physics and astronomy programs, providing service-oriented workshops, drafting program or policy documents, serving on committees, serving as an officer in a professional society, consulting with external agencies. Faculty members are expected to report their service activities on the Merit Evaluation Form.

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In consultation with the faculty member, the Chair will assign the faculty member a weighting factor,  $S$ , for his/her service activity. Normally,  $S = 4$  and shall normally be in the range from 0 to 8.

### **4.3. Guidelines for Filling Out the Merit Evaluation Form**

A Merit Evaluation Form (“brag sheet”) will be completed by each faculty member and collected by the Chair at the end of the second week in June. This form has four sections: Teaching, Research, Service, and Chair (with the section “Chair” for the Chair only).

In completing the form, a faculty member should list the activities and accomplishments that impact their merit. Only activities and accomplishments that occurred from June 1 to May 31 of the preceding year should be included. Items should be brief, but specific. When appropriate, dates, places, participants, and titles should be provided. For funded grant proposals, the amount and funding period should be provided.

Activities may be listed in the Merit Evaluation Form only once – there can be no duplicate entries. If any activity could be entered in more than one category, enter it only in the category you see as most appropriate.

### **4.4. The Merit Evaluation Process**

During the Merit Evaluation Process, Merit Evaluation Forms for all instructional staff shall be circulated to all instructional staff in the Department. All tenured and probationary faculty shall participate in the merit evaluation process. Each tenured or probationary faculty member will evaluate all other tenured or probationary faculty of the Department. During the evaluation of a faculty member, the evaluator assigns to the evaluated a score in each of the three categories (four for the Department Chair). The score in each category shall be based on the quality and quantity of work performed, successful completion of the goals, etc., and should be made in comparison with the rest of the faculty. The weighting factors represent the largest score a faculty member can earn in each category. The total points awarded by each evaluator must be 14 points multiplied by number of tenured and probationary faculty (other than the evaluator).

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Teaching effectiveness will, in part, be judged using student evaluations given in each of the courses taught. In the case of probationary faculty, peer observations based on classroom visitations will be filed by members of the Retention/Tenure Review Committee for the Chair's review (See Section 5.1). Teaching effectiveness will also be judged on, but not limited to, development of new courses and laboratories, curriculum development, etc..

### 4.5. Distribution of Merit

A faculty member's performance will be categorized as Not Meritorious, Meritorious, Significantly Meritorious or Exceptionally Meritorious, based on his/her total merit score (the sum of the teaching, scholarship and service ratings [and chair, when applicable]) as follows:

<u>Merit Category</u>	<u>Total Merit Score</u>
Not Meritorious (Not entitled to any merit pay and requiring remedial action)	0 – 7.99
Meritorious (Solid Performance) (Not entitled to supplemental merit pay)	8 – 11.99
Significantly Meritorious (Entitled to supplemental merit pay)	12 – 15.99
Exceptionally Meritorious (Entitled to additional supplemental merit pay)	16 – 20

With each year's pay plan a merit pool of  $P$  dollars is directed to the Department. Of this pool, 67% will be allocated to those faculty in the three meritorious categories as a percentage of their base salary. The remaining 33% of the pool will be used for supplemental merit units, which are defined and distributed as follows. If there are  $m$  faculty members in the Significantly Meritorious category and  $M$  faculty in the Exceptionally Meritorious category then faculty members in the Significantly Meritorious category receive a supplemental merit pay ( $SMP$ ) given by

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$$SMP = 0.33P \left[ \frac{\sum_{i=1}^m S_i}{\sum_{i=1}^m S_i + 1.5 \sum_{i=1}^M S_i} \right] \left[ \frac{S_i f_i}{\sum_{i=1}^m S_i f_i} \right]$$

Faculty members in the Exceptionally Meritorious category the fraction of supplemental merit pay (*EMP*) they receive is given by

$$EMP = 0.33P \left[ \frac{1.5 \sum_{i=1}^M S_i}{\sum_{i=1}^m S_i + 1.5 \sum_{i=1}^M S_i} \right] \left[ \frac{S_i f_i}{\sum_{i=1}^M S_i f_i} \right]$$

where  $P = \sum_{i=1}^N S_i$

$N$  = number of faculty in the Department,

$S_i$  = amount of salary contributed by a faculty member to the merit pool, and

$f_i$  = average merit score received by a faculty member.

### 4.6. Appeals.

A faculty member may request a reconsideration of his/her annual performance rating. This request must be made in writing to the Chair within one-week of the Chair's distribution of performance ratings. The appellant will meet with the Chair to discuss his/her evaluation. Within one week of this meeting, the Chair's final evaluation decision will be communicated, in writing, to the faculty member. Chairs may similarly appeal their performance rating with the Dean.

Appeals beyond the Departmental level may be presented to the Dean, and then to The Complaints, Grievances, Appeals and Academic Freedom Committee. (See Section I.E. of the Faculty Senate Bylaws.)

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### **4.7. Continuing Academic Staff.**

The annual evaluation process for continuing academic staff is similar to that of faculty. The expectations, areas of responsibility and their relative importance will be communicated to continuing academic staff based on the conditions of their contract. The pool of merit funds for academic staff is separate from the faculty pool.

The Chair will be responsible for evaluating the performance of the academic staff. The Chair will solicit feedback from the tenured and probationary faculty members of the Department to be used in the evaluation of the academic staff. The input from the tenured and probationary faculty members of the Department will be based on the Academic Staff's performance in comparison with the faculty. The Chair's evaluation will be based on the same criteria and procedures (see Sections 4.1 to 4.4) for the faculty and will be in comparison with the faculty.

### **4.8. Post-Tenure Review.**

At least once every five years, the performance of each tenured faculty member is reviewed by the Chair to determine whether this performance is satisfactory in each of the areas of faculty responsibility. This review is based on the results of the annual review for the preceding years. For performance to be deemed satisfactory, an individual's average merit score over the preceding five years must be in the Meritorious category or above. The review cycle for faculty members is contained in Appendix 9.5.

In cases of unsatisfactory performance, a list of areas of concern will be presented to the faculty member. The Chair and faculty member will meet to develop a written plan to correct the areas of concern over a specified period of time.

Each year the results of the post-tenure review, and any correction plans, will be forwarded to the Dean.

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### 5. Retention and Tenure Decisions.

#### 5.1 Review Process.

The Retention/Tenure Review Committee shall consist of all tenured members of the Physics Department. In cases where a committee consists of fewer than three faculty members, the Department Chair shall work with the Dean to establish an appropriate committee using these guidelines. Early each fall semester, the Retention/Tenure Review Committee shall select two members of the Committee to serve as classroom evaluators.

Each semester the classroom evaluators will observe at least two classes taught by the probationary faculty members. The evaluators will assess the classroom experiences they observed in a report to the probationary faculty member, the Chair of the Retention/Tenure Review Committee and the Department Chair.

Retention reviews are usually conducted in the fall semester. Exceptions: first year faculty are reviewed according to the University schedule (see Appendix 9.4). At least 20 days prior to the annual retention review, the Department Chair will notify each probationary faculty member in writing of the time and date of the review meeting. The Chair will also remind candidates to submit a recent copy of their Merit Evaluation Form, a current vita, and any supplemental materials they deem appropriate to the Review Committee at least one month prior to the date of the review. The Department Chair will supply the results of student evaluations for each probationary faculty member to the Review Committee. Probationary faculty members may make oral or written presentations at the review meeting. The requirements of the Wisconsin Open Meeting law shall apply to the review meeting.

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Using the criteria in section 5.2 below, the Retention/Tenure Review Committee shall evaluate each probationary faculty member's performance based on the completed Merit Evaluation Form, vita, classroom evaluator's reports, student evaluations, and any other information, written or oral, presented to the Committee. Votes shall be cast by show of hands on a motion to retain. At least a two-thirds majority is necessary for a positive retention recommendation. The results of the vote shall be recorded by the Committee Chair.

In case of a non-renewal recommendation, the Committee shall prepare written reasons for its decision. These reasons shall be retained by the Committee Chair until requested by the probationary faculty member.

Within seven days of the review meeting, each probationary faculty member shall be informed in writing by the Committee Chair of the results of the retention review. In the case of a positive retention decision, the written notice shall include concerns or suggestions for improvement identified by the Committee.

### **5.2 Criteria.**

The members of the Retention/Tenure Review Committee shall use the submitted self, peer and student evaluation information to judge each probationary faculty member's performance in the areas of teaching, scholarship and service (and chair, if applicable). Of these areas of responsibility, teaching is most important.

After establishing a record of successful teaching, a program of continued scholarship is necessary for retention and, ultimately, a positive tenure recommendation (see Section 8.2.)

Service is also an important faculty responsibility. For probationary faculty a service record should be established after demonstrated success in teaching and scholarship. Probationary faculty are expected to have a successful record of accomplishments in all three areas of responsibility by the end of their probationary period.

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### 5.3 Reconsideration.

If a non-renewal recommendation is made by the Retention/Tenure Committee, the probationary faculty member may request reasons for the recommendation. This request must be made in writing within 10 days of the non-renewal notice. The Chair of the Retention/Tenure Review Committee shall supply these reasons in writing within 10 days of the request. The reasons then become part of the personnel file of the probationary faculty member.

If the probationary faculty member wishes a reconsideration of the initial non-renewal recommendation, he/she shall request such a meeting in writing within two weeks of the receipt of the written reasons for non-renewal. The procedure for the reconsideration meeting is detailed in UWL 3.07 (4), (5), and (6).

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### 6. Promotion Recommendations.

#### 6.1. Review Process.

The Promotion Recommendation Committee(s) shall consist of all tenured faculty at the rank, or higher rank, than the faculty rank to which a promotion is being considered. In cases where a committee consists of fewer than four faculty members, the Department Chair shall work with the applicant to establish an appropriate committee using these guidelines. During the first week of classes each fall semester the Department Chair shall convene the Promotion Recommendation Committee(s), as needed. At its first meeting, the Committee(s) shall elect a Chair (who may be the Department Chair) for a one-year term by a simple majority vote, and establish the date(s) of the promotion consideration meeting(s).

Before the end of spring semester, lists of faculty who will meet the minimum University eligibility requirements for promotion in the coming academic year are distributed by the Dean to Department Chairs. These lists will be reviewed for accuracy by the Chair. At this time, the Department Chair will notify the faculty members who are eligible in writing of their eligibility and, upon request, will provide a Faculty Promotion Evaluation Report Form, copies of the University and Departmental regulations on promotion, and information on the provisions of the Wisconsin Open Meetings Law.

The names of those individuals on the list who meet the minimum Department criteria for promotion will be forwarded to Chair(s) of the Promotion Recommendation Committee(s) during the second week of classes of the following fall semester. At this time, the Department Chair will notify in writing faculty members who are eligible for promotion of their status and of the date of their promotion consideration meeting (which is at least 20 days in the future).

Faculty who are eligible, and wish to be considered, for promotion must submit a completed Faculty Promotion Evaluation Report Form and vita to the Department Chair at least one month prior to the date of the promotion consideration meeting. The Department Chair will forward these materials and student evaluation information to the members of the Promotion Recommendation Committee prior to the consideration meeting date. Faculty may submit other written materials or make an oral presentation at the consideration meeting. The requirements of the Wisconsin Open Meeting law shall apply to this meeting.

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After discussion of a candidate's performance with respect to the criteria in section 6.2 below, votes shall be cast by a show of hands on a separate motion to promote for each promotion candidate. At least a two-thirds majority is necessary for a positive promotion recommendation. The results of the vote shall be recorded by the Committee Chair, and entered on the Committee's portion of the Faculty Promotion Evaluation Report Form. The committee shall prepare written reasons for each of its recommendations.

Within 7 days of the promotion consideration meeting, the Department Chair shall notify each candidate of the Committee's recommendation. For positive recommendations, the Committee Chair shall include a letter of recommendation on behalf of the Committee as part of the Faculty Promotion Evaluation Form. With these materials, the Department Chair shall also transmit in writing a recommendation to the Dean. A copy of this letter shall be provided to the candidate at least one day prior to the submission of the promotion file to the Dean.

### **6.2 Criteria.**

To be considered for promotion to a higher rank, faculty must meet the minimum University criteria as stated in the Employee Handbook (also see Appendix 9.6). For the rank of Associate Professor a candidate must provide evidence of teaching excellence and the establishment of a program of scholarship. Evidence of teaching excellence shall include the results of self, peer and student evaluation of instruction. Scholarship shall be consistent with the Department's definition of scholarly activity (see Section 8.2). To be promoted to the rank of Professor, a faculty member must show evidence of continued excellence in teaching, significant scholarly productivity and substantial service evaluations. Significant scholarly productivity is judged by the quality and quantity of presentations, publications, and grant acquisitions. Substantial service activity will include service to the Department, the institution and the profession.

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### **6.3 Reconsideration.**

Candidates who are not recommended for promotion may request the reasons for the non-promotion recommendation. This request must be submitted in writing to the Department Chair within seven days of the notice of the Committee's recommendation. Within two weeks of receiving the written reasons, a candidate may request, by writing to the Department Chair, reconsideration by Promotion Recommendation Committee. The faculty member will be allowed an opportunity to respond to the written reasons using written or oral evidence and witnesses at the reconsideration meeting. Written notice of the reconsideration decision shall be forwarded to the Dean within seven days of the reconsideration meeting.

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### **7. Governance.**

#### **7.1 Selection of the Chair.**

Specific details of the selection process are contained in Faculty Senate Bylaw VII: The Selection of Department Chairpersons. Any tenured or probationary faculty member of the Department is eligible to serve as Chair. The term of office is three years. All faculty and continuing members of academic staff (as defined in section 3.2), are eligible to vote in the election for a Chair.

#### **7.2 Responsibilities and Rights of the Chair.**

A thorough listing of the Chair's responsibilities is contained in Faculty Senate Bylaw VI: Responsibilities of Departments, Department Members and Department Chairpersons. These duties include: preparing class schedules and teaching assignments; overseeing the Dual-degree programs; developing curriculum revisions; preparing and monitoring the Department's operating budget; arranging Department meetings and appointing faculty to Departmental committees; appointing and monitoring search and screen activities for Departmental vacancies; evaluating the performance of faculty, academic staff and classified personnel within the Department; preparing the Department's annual report; and representing the Department in various university matters.

#### **7.3 Standing Departmental Committees.**

7.3.1 Merit evaluation Advisory Committee

7.3.2 Strategic Planning Committee (see Appendix 9.7)

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### 8. Other

#### 8.1. Affirmative Action, Design for Diversity and Staffing Plan

Because of the difficulty of knowing when changes in staff will take place and the small number of staff in the Physics Department, no detailed plan is given. When staff changes are anticipated and/or made, the Department will consult with the Affirmative Action Officer for the University to insure that the procedures and actions taken are consistent with the University's Affirmative Action Plans and Diversity Goals.

#### 8.2. Definition of Scholarship

In the Department of Physics, "scholarship" activities are those activities that contribute either incrementally or comprehensively to the body of scientific knowledge in physics or related areas through systematic experimental or theoretical inquiry. The means by which such activities can be demonstrated include, but are not limited to (in unranked order): publication in refereed journals, funded grant proposals, progress reports submitted for continuing grants, presentations of research results at meetings and conferences, submission of grant proposals, publication in conference proceedings, development and construction of research apparatuses, etc..

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### 8.3. Program Goals and Methods of Assessment

1. The Chair is responsible for appointing a Department Assessment Coordinator.
2. A suitable form of assessment should be done in each course by each instructor every semester.
3. At least one Department meeting each year should be devoted to the discussion of assessment, information discovered and actions to be taken.
4. The Department will consult with and coordinate with the University Assessment Coordinator in the Provost/Vice Chancellor's Office as needed.
5. Some historical, descriptive and operational information about assessment is given in the Appendices. This material will illustrate current practice and suggested procedures and methods.

### 8.4. Salary Inequity Policy

1. Any claim of salary inequity must
  - a) be initiated by the individual who believes their salary is inequitable and
  - b) be based on considerations of rank, preparation, experience and performance (as determined by Department merit evaluation processes).
2. Individuals requesting Salary Inequity Adjustments will present their case to the Department Chair in writing. If the Chair believes the case deserves adjustments, then the case, with a letter of support written by the Chair, will be forwarded to the Dean.
3. If the Chair does not believe the case deserves adjustment and the individual wishes to persist, then the individual requesting Salary Inequity Adjustments may present their case to the Department Faculty in writing. If the faculty believes the case deserves adjustment, then the case, with a letter of support written by the Chair (or another member of the Department Faculty if requested by the individual), will be forwarded to the Dean.

4. If the faculty of the Department do not agree the case deserves adjustment and the individual wishes to persist, then the individual may present their case directly to the Dean.

#### **8.5. Summer Appointment Policy**

Eligible candidates include current physics faculty and scientists working in the Department, such as post-doctoral researchers or graduate students. Minimum qualifications are M.S. or Ph.D. (ABD).

If there is more than one candidate, the Chair of the Department will Chair a committee consisting of every faculty member in the Department excluding those applying for the summer positions. This committee will choose an instructor. The strongest criteria for choice will be based upon the students in the class receiving the best possible instruction. Preference should be given to those who have officially declared their retirement within the next three years.

## **Physics Department Bylaws**

### **9. Appendices**

#### **9.1. Student Evaluation of Teaching Form**



## **Physics Department Bylaws**

### **9.2. Merit Evaluation Form**

L-1420  
11/81

MERIT EVALUATION FORM

Date \_\_\_\_\_

Name \_\_\_\_\_

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INSTRUCTIONS: Check and complete items that apply to your accomplishments during the past year only (unless otherwise noted). List an activity only once – do not duplicate entries. If any activity could be entered in more than one category, enter it only in the category you see as most appropriate. Where several numbered items appear under a major heading, place the item number in the space below and provide a detailed list (or make a brief narrative explanation).

Division of Time: I    %., II    %., III    %., IV    %.
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(Chair only).

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I. TEACHING (T =    ).

A. Please list your teaching assignment over the past year.

B. Teaching Development and Effectiveness (other than SEI scores).

- \_\_\_\_ 1. Publications and presentations (provide bibliographic information, indicate student co-authors, peer-reviewed, invited and contributed, poster and oral, etc.).
- \_\_\_\_ 2. Grant Proposals (funded, submitted, pending and ongoing).
- \_\_\_\_ 3. Development of new courses and units within courses.
- \_\_\_\_ 4. Innovations and improvements in teaching techniques.
- \_\_\_\_ 5. Participation in workshops, institutes, seminars, graduate courses, or participation in professional organizations or attendance at professional meetings (provide bibliographic information, name of organization and dates of meetings, etc.)
- \_\_\_\_ 6. Research used in teaching.
  - \_\_\_\_ a. Seminar Presentations [e.g. Physics and Astronomy Seminar].
  - \_\_\_\_ b. Student Presentations (also indicate invited and contributed, poster and oral).
  - \_\_\_\_ c. Student Publications (not peer-reviewed) [e.g. UW-L Journal of Undergraduate Research].
  - \_\_\_\_ d. Other.
- \_\_\_\_ 7. Visiting scholastic activities.
- \_\_\_\_ 8. Scholastic awards and accomplishments.
- \_\_\_\_ 9. Examples illustrating how students applied the knowledge and skills learned from courses taught (student awards, etc.).
- \_\_\_\_ 10. Any other objective measures of teaching effectiveness and student performance.
- \_\_\_\_ 11. Other.

II. Scholarship (R = ).

A. Please briefly describe your research activities over the past year.

B. Research Accomplishments (provide bibliographic information, student co-authors, peer-reviewed, grant awards amounts and funding period, internal vs. external, etc.).

- \_\_\_ 1. Publications (also indicate student co-authors, etc.).
- \_\_\_ 2. Grant Proposals (also indicate funded, submitted, pending and ongoing).
- \_\_\_ 3. Presentations (also indicate invited and contributed, poster and oral).
- \_\_\_ 4. Research Awards.
- \_\_\_ 5. Student Grant Proposals (also indicate funded, submitted, pending and ongoing).
- \_\_\_ 6. Student Research Awards.
- \_\_\_ 7. Collaborations.
- \_\_\_ 8. Other.

III. SERVICE (S = ).

- \_\_\_1. Committee participation (indicate whether elected or ad-hoc, student or faculty committees, boards, advisory groups, task force, etc.).
  - \_\_\_a. National.
  - \_\_\_b. System-wide.
  - \_\_\_c. University-wide.
  - \_\_\_d. College-wide.
  - \_\_\_e. Departmental.
  - \_\_\_f. Other.
- \_\_\_2. Grant Proposals (also indicate funded, submitted, pending and ongoing).
- \_\_\_3. Presentations (also indicate invited and contributed, poster and oral).
- \_\_\_4. Contributions (club advisor, student advising, volunteer activities, recruitment activities, student reference letters, etc.).
  - \_\_\_a. University.
  - \_\_\_b. College.
  - \_\_\_c. Department.
  - \_\_\_d. Other.
- \_\_\_5. Organizing and Offering Lectures, Institutes, Workshops, In-Service Training, etc..
- \_\_\_6. Consulting, Moderating, Refereeing, External Advising and Editorial Activities.
- \_\_\_7. Professional Recognition and Awards.
- \_\_\_8. Community Service (physics and astronomy shows, etc.).
- \_\_\_9. Professional Memberships (list organizations, offices held, indicate if Chairperson, etc.).
  - \_\_\_a. International/National/Regional Associations.
  - \_\_\_b. State Associations/Committees/Boards.
  - \_\_\_c. Local Organizations.
  - \_\_\_d. Other.
- \_\_\_10. Other.

IV. CHAIR DUTIES (C = , if applicable).

## **Physics Department Bylaws**

- 9.3. Merit Evaluation Scoring and Distribution**
- 9.3.1. Score Sheet**

### Score Sheet for the Merit Evaluation Form

Merit Evaluation Forms (“Brag Sheets”), SEI-Scores and Faculty Goals for individual faculty members as well as student grade distributions in various courses for the year 2001-2002 have been distributed. We need peer evaluation merit scores for merit evaluation for the year. Materials and activities should be for the time period June 1, 2001 – May 31, 2002 only. Report **points** for each person (except yourself) in each of the three areas. The three areas are Teaching (T), Research (R) and Service (S) as listed in the Merit Evaluation Form. The **points** reported for each person in each category should not exceed those indicated. The average number of **total points** for the various faculty members should be 14/20.

<u>Faculty</u>	<u>T</u>	<u>R</u>	<u>S</u>	<u>C</u>	<u>Total</u>
Allen:	__/12	__/4	__/4	00/00	__/20
Barmore:	__/12	__/4	__/4	00/00	__/20
Jackson:	__/12	__/4	__/4	00/00	__/20
Klindworth:	__/12	__/4	__/4	00/00	__/20
Pillai:	__/12	__/4	__/4	00/00	__/20
Ragan:	__/12	__/4	__/4	00/00	__/20

Sign and return to Sudhakaran by Wednesday, September XX, 2002.

Signature \_\_\_\_\_ Date \_\_\_\_\_

.....

<u>Faculty</u>	<u>T</u>	<u>R</u>	<u>S</u>	<u>C</u>	<u>Total</u>
Sudhakaran:	__/8	__/2	__/2	__/8	__/20

Cut along the dotted line, sign and return to Barmore by Wednesday, September XX, 2002.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Physics Department Bylaws

### 9.3.2. Distribution

The number of faculty in each merit category will be distributed to all tenured and probationary faculty along with that faculty's individual merit score.

### 9.4. Review Cycle for Probationary Faculty

### 9.5. Post-Tenure Review Cycle

Faculty

R. Allen

F. Barmore

T. A. K. Pillai

G. R. Sudhakaran

Review Date

### 9.6. Faculty Promotion Guidelines and Forms

Current UW-L guidelines and forms for promotion can be found at <http://www.uwlax.edu/hr/promo-resources.htm>.

## **Physics Department Bylaws**

### **9.7. Strategic Planning Committee Bylaws**

University of Wisconsin-La Crosse  
Department of Physics  
Strategic Planning Committee

**Charter**

The Strategic Planning Committee will serve to evaluate and assess existing programs in the Department of Physics, as well as conduct itself in an advisory role, guiding the Department of Physics in the upcoming years.

The Committee must be formed a minimum of once every five years and a maximum of once every year. The Committee shall receive a charge, consistent with its purpose, from the Department Chair and the Committee's powers shall be limited to executing its charge. All recommendations endorsed by the Committee will be presented to the Department of Physics for approval. For Committee recommendations that are not unanimous, the majority and dissenting opinions will be presented to the Department.

**Membership**

The Physics Department Chair shall request volunteers from the Physics faculty with which to form the Strategic Planning Committee. Members shall be chosen to provide representation from within the Department of Physics and shall include suitable representation of both probationary and tenured faculty members. Committee members shall be chosen for one-year terms and elect a Chair and Secretary of the Committee. The Department Chair shall serve as a non-voting *ex officio* member of the Committee.

**Meetings**

A quorum shall consist of a majority of its voting members and will be required whenever it is necessary to vote on any matter before the Committee.

Any voting member failing to attend three meetings during any academic year (barring medical reasons or professional obligations) will have vacated the position.

**Duties and Responsibilities**

The Committee Chair shall

- prepare the agenda for all Committee meetings;
- arrange the time and place for meetings;
- notify all members of the meetings;
- conduct meetings of the Committee;
- in the absence of the Secretary, appoint a temporary one;
- communicate Committee activities and request approval of recommendations through the Department of Physics; and
- report the status of all recommendations made to the Department.

The Secretary shall prepare the minutes of the meetings and see that they are distributed to all members.

**Approval**

The Strategic Planning Committee is a committee that functions under the direction of the Department Chair and under the by-laws of the Department of Physics.

## **Physics Department Bylaws**

### **9.8. Assessment History and Forms**