PHYSICS AND ENGINEERING PHYSICS DEPARTMENT

**BYLAWS**

**REVISED, December 2019**

BYLAWS OF THE DEPARTMENT OF PHYSICS AND ENGINEERING PHYSICS

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BYLAWS OF THE DEPARTMENT OF PHYSICS AND ENGINEERING PHYSICS

***PREAMBLE***

The following policies and procedures, including the provision for subsequent amendment, constitute the Bylaws of the Department of Physics and Engineering Physics.

1. **DEPARTMENT MEMBERSHIP**

Unless otherwise provided for, these bylaws apply to faculty members with a full-time appointment to the Department of Physics and Engineering Physics.

1. **FACULTY RESPONSIBILITIES**
2. General Functions and Responsibilities which all faculty share:

1. Attendance at all scheduled classes

2. Preparation for all classes

3. Observance of office hours

4. Advisement of assigned student advisees

5. Selection of textbooks and related materials for assigned courses (except where multiple sections are scheduled. Then the group will make the selection).

6. Ordering of supplies and equipment required in assigned courses (except where this responsibility is assumed by an assigned laboratory coordinator, technician or other individual)

7. Participation in departmental decision making through attendance at department meetings

8. Support of departmental activities such as lectures, seminars and open house activities

9. Care of departmental equipment and facilities

10. Observance of administrative deadlines (e.g., book orders)

1. Participation in departmental student evaluation of teaching and courses
2. Other functions and Responsibilities which may be applicable:

1. Supervision of student assistants and work study students

2. Participation in university, divisional and/or departmental committees to which the faculty member is elected or appointed

3. Participation of faculty in the registration of incoming students

1. supervision of assigned facilities such as a laboratory specialty room, or storage area

**III. DEPARTMENT MEETINGS**

1. Meetings shall be called by the Chairperson at least three times each semester and as often as necessary to conduct department business. The 11:00 A.M. hour on Thursdays shall be held open for department meetings. Regular meetings will be scheduled on the first Thursday of each month. Unusual circumstances may dictate an alternate meeting time.
2. Any faculty member with a full-time appointment in the Physics and Engineering Physics Department, and the representative of the physics adjunct faculty, will have voting privileges.
3. The number of persons required for a quorum shall be based on the number of faculty members in the department with voting privileges less those members on leave [including sabbatical leave, leave of absence, administrative leave, and extended sick leave (five or more consecutive days)] unless they are present. A majority of the department membership so determined shall constitute a quorum.
4. Regarding the Agenda
5. The agenda for Department meetings shall be distributed no later than a week before the meeting. Any item submitted by a full-time department member shall be placed on the agenda.
6. Items not on the agenda may be considered at a department meeting.
7. Unless otherwise provided for in the bylaws, meetings shall be conducted according to Roberts' Rules of Order, Newly Revised.

**IV. DEPARTMENTAL COMMITTEES**

1. Standing Committees
2. Curriculum
3. Personnel
4. Physical Plant and Equipment
5. Student and Public Relations
6. Library
7. Evaluation (D.E.C.)
8. Research and Professional Development Committee
9. General Statements
10. All department committees, with the exception of the D.E.C., shall report their recommendations to the department for department action.
11. Committee membership selection and organization.
12. The membership of each committee shall be established by departmental election.
13. Terms of membership shall normally be for a period of three years. Members elected for the initial one-year period shall be clearly identified.
14. Elections for the following academic year shall be held no later than May 30 of each year.
15. Each committee shall organize itself between September l and October l of each academic year. The committee shall fix its time and place of meeting, and shall elect its officers.
16. Each committee shall keep written minutes of its meetings. Copies of the minutes will be distributed to each member of the department.
17. No member can be elected to any university or departmental committee without that member's consent.
18. Formation of new standing committees shall be by action of the departmental faculty. At the time of formation, the membership and the specific functions and responsibilities of the new committee must be clearly defined. Upon approval by the department this information will be made a part of the bylaws of the department.
19. Committee Revisions

Any revisions in the structure or functions and responsibilities of any existing standing committee shall require the approval of the department. Upon approval of the department, the revision will be made part of the bylaws of the department.

1. Ad Hoc Committees
2. Ad hoc committees may be appointed as necessary without Department approval. In the absence of any specific time limitation being stated at the time of committee formation, the duration of any ad hoc committee shall be for the academic year in which it is formed. An ad hoc committee may be continued beyond this time limitation by reappointment.
3. No ad hoc committee shall recommend policy without concurrence of the standing committee under whose jurisdiction the matter would normally fall.
4. Jurisdictional Questions
5. Any jurisdictional question arising in any committee shall be referred to the department as a whole for clarification and resolution.
6. Items not clearly defined as being within the jurisdiction of a standing committee shall be sent to the department as a whole for referral to the appropriate standing committee.
7. Committee Membership, Functions, and Responsibilities
8. Curriculum Committee
9. Membership: The Curriculum Committee shall consist of three (3) members.
10. Functions and Responsibilities: This committee shall review and recommend to the department policies concerning curricula including patterns of the major, minor, and concentration; department and inter-departmental programs; requirements for specific undergraduate programs; modifications, additions, and deletions of courses within the curricula.

It is the responsibility of the committee to review pertinent sections of the university catalog and insure that they are up to date and accurate.

1. Personnel Committee
2. Membership: The Personnel Committee shall consist of three (3) tenured members.
3. Functions and Responsibilities: This committee is responsible for all personnel matters not specifically delegated to the D.E.C. by the CSU-AAUP/BOT-CSUS Collective Bargaining Agreement, the Faculty Senate, or these bylaws. These shall include such matters as sabbatical leave, recruitment of full-time and part-time teaching faculty, summer employment, faculty academic standards, faculty load, research, and general personnel policies.

It is the responsibility of the committee to conduct the election for department chairperson.

1. Physical Plant Committee
2. Membership: The Physical Plant Committee shall consist of two (2) to three (3) members.
3. Functions and Responsibilities: This committee is responsible for supplies and equipment, maintenance, safety and security, and long-range non-curriculum planning. It shall assist the chairperson in ordering supplies and equipment, recommend to the department priorities on requests submitted by the faculty and maintain a list of supplies and equipment that have been actually purchased for each faculty member each year. It shall attempt to keep an updated list of needed equipment and supplies.

It shall recommend to the chairperson a list of persons willing to be responsible for the general upkeep and supervision of the various laboratories, recommend general rules for "good housekeeping" in the laboratories, recommend rules for safety as they pertain to individual laboratories, and recommend rules for security in laboratories and offices.

It shall devote at least part of one meeting per year to long range plans of the department and invite all department members to participate at this meeting.

It shall also be responsible for providing recommendations on physical space needs and configurations.

1. Student and Public Relations Committee
2. Membership: This committee shall consist of two (2) to three (3) members.
3. Functions and Responsibilities: This committee is responsible for building a positive public image, and community engagement for the department. It shall assist the chairperson on matters involving students. It shall arrange programs for the purpose of recruitment and retention of students for the department.
4. Library Committee
5. Membership: The Library Committee shall consist of one (1) to three (3) members.
6. Functions and Responsibilities: This committee shall process orders submitted by the members of this department for books, journals, and other library materials to be purchased for the Elihu Burritt Library, allocating the available funds in accordance with priorities established by the department, and shall report the disposition of these orders to the department.
7. Evaluation Committee
8. Membership: The Department Evaluation Committee (D.E.C.) shall consist of three tenured members, if sufficient eligible members are available within the Department, none of whom is a candidate for promotion. The D.E.C. shall consist of no fewer than two tenured Department members. The Department Chairperson, if not otherwise elected to the D.E.C., shall serve as an ex-officio, non-voting member.  The D.E.C. membership shall be reviewed annually by the Department as a whole.  Any D.E.C. member who is the subject of an evaluation for any purpose will not attend any D.E.C. meeting when his or her evaluation is being considered.  In such an instance, an alternate member will be elected to the D.E.C. if an additional tenured Department member is available.
9. Functions and Responsibilities: The primary function of the D.E.C. is to conduct faculty evaluations for purposes of renewal, promotion, tenure and professional assessment. Such evaluations will be carried out in compliance with the CSU-AAUP/BOT-CSUS Collective Bargaining Agreement and according to procedures and guidelines established by the Faculty Senate.
10. Peer Evaluation Procedures
11. The list of candidates being evaluated will be made known to the department.
12. Any member of the department may submit a written signed statement concerning any individual being evaluated. These statements should address themselves to such topics as the individuals teaching effectiveness, handling of professional responsibilities, research or professional activity, and service to the university or community.
13. Under normal circumstances members of the D.E.C. will not conduct classroom observations of tenured faculty unless so requested by an individual being evaluated. However, if in the opinion of the D.E.C. there is an abnormally high number of complaints regarding a faculty member's teaching effectiveness, they may undertake such observations.
14. One peer evaluation is required during the first year of all new hires. One additional peer evaluation will be required within two years prior to application for any promotion. Sexennial evaluations will not require a peer evaluation. The DEC will conduct all peer evaluations which will only occur during regular semesters, not winter or summer sessions. The scheduling of all peer reviews will be the responsibility of the faculty member being evaluated. The evaluations will be written in narrative form, not a rubric, and may be prepared as a stand-alone item or may be incorporated into the DEC letter.
15. Student Evaluation Procedures:

Such evaluation will be carried out in compliance with the CSU-AAUP/BOT-CSUS Collective Bargaining Agreement and according to procedures and guidelines established by the University Senate.

1. Research and Professional Development Committee
2. Membership: The committee shall consist of two to three elected members of the department.
3. Functions and responsibilities: This committee shall

1) Advise the department chairperson in scheduling courses (and corresponding times) for those faculty involved in research for the purpose of facilitating research opportunities.

1. Advance research support systems in the department; i.e., computational facilities, space, equipment, hardware and software, etc.
2. In conjunction with the Physical Plant Committee, improve the inventory, "set‑up" and "put‑away," and scheduling of elementary laboratories in order to maximize the time available to the instructors and minimize "duplication of effort."
3. Work with the Office of Sponsored Programs in identifying and informing members of the department of funding sources, both on and off campus.
4. In collaboration with the Student and Public Relations Committee, arrange research seminars by recruiting speakers from inside and outside the department.
5. DEPARTMENT WEBSITE
6. The Department will set guidelines for the content and management of the website.
7. The Department may grant day-to-day operating authority over the content, and management of the Web Page to the Department Chair. The department will elect a webmaster annually at the April department meeting who will oversee the content of the website.
8. Individual faculty will be responsible for their web profiles and/or websites linked to the department webpage.
9. The Department, at a regularly scheduled department meeting, may alter any and all guidelines that relate to the Department website.
10. **DEPARTMENT CHAIRPERSON**
11. Term: The term for Department Chairperson shall be three years.
12. Selection:

The department chairperson is appointed for a term not to exceed three years by the president upon recommendations of the Dean and the department. The recommendation by the department shall be based upon the result of an election. The election shall be by secret ballot. The election shall be held in the spring semester of second year of the three-year term. Any full-time tenured member of the department is eligible to serve as chairperson. Any full-time member of the department may make a nomination after first ascertaining that the nominee is willing to serve if elected. The election, including the solicitation of nominations, will be conducted by the department Personnel Committee. The committee shall:

1. Accept sealed nominations for a one-week period beginning with the regularly scheduled department meeting in March.
2. Within three school days after the close of nominations prepare and distribute a secret election ballot containing the names of those nominated and willing to serve.
3. Hold the initial election over a seven-calendar day period after the distribution of ballots and establishment of voting places. The chairperson of the Department of Biological Sciences and his/her designee will serve as tellers. The tellers will inform the department of the election results.
4. If none of the nominees has received a majority vote, the two who receive the first and second highest number of votes shall be listed and a second secret vote taken. Such vote shall be conducted over a five school day period after the distribution of ballots. The nominee with the greatest number of votes shall be the department's recommendation to the dean.
5. In the event of a tie, a third secret vote shall be taken. Such vote shall be conducted over a five school day period after distribution of ballots. Another tie will indicate that the department is unable to choose between candidates and the dean will be informed accordingly.
6. Transmit the department's recommendation to the dean.
7. Numbers of votes will in no case be transmitted to the dean.
8. Method of replacement before the end of a term.

The department may, by a two-thirds vote of all full-time department faculty members, recommend to the president of the university that the department chairperson be replaced before the expiration of his term.

1. Functions and Responsibilities: The day-to-day business of the department shall be conducted by the chairperson in cooperation with the departmental standing committees. The department chairperson has the dual responsibility of leading the department in fulfilling its responsibilities in academic and personnel areas and of facilitating the functioning of the department in all its varied activities. The department chairperson is the normal channel of communication between the department, other departments, divisions, offices and the administration.
2. Department Personnel: The chairperson is responsible for seeing that the members of the department fulfill their professional obligations. The chairperson and department determine the need for new faculty, appoints faculty advisors where applicable and is responsible for establishing faculty committees within the department. The chairperson and the DEC evaluate faculty, and recommend faculty for tenure, promotion and sabbatical leave to appropriate deans. The chairperson is responsible for supervision of secretarial personnel, technical staff and student help assigned to the department, planning of teaching and room schedules in consultation with faculty (and taking into account individual faculty needs), and arranging for class coverage for faculty members in case of illness or other unforeseen absence. Faculty who plan to be absent on University business shall make prior arrangements for coverage of classes. The chairperson encourages and helps make provision for activities conducive to the professional growth of the department.
3. Curriculum: The chairperson exercises leadership in curriculum development and is responsible for providing information on course offerings, course descriptions, and curriculum requirements including catalog copy. He/She is also responsible for seeing that book orders are properly placed with the bookstore for each semester's courses.
4. Budget: The chairperson is responsible for preparation of the budget of the department for equipment and supplies, allocations for part-time staff and student help, ordering of equipment and supplies within the approved allotment, maintenance of appropriate records of requisitions, receipts of materials and expenditures, requests for and allocation of funds for operation and supervision of the student help program.
5. Facilities: The chairperson assigns facilities allocated to the department and is responsible for the adequate storage and maintenance of the equipment used by the faculty, makes requests for and distributes building and room keys for the staff, provides information regarding the use of facilities within the department. The Chair’s decisions on facilities allocation may be overridden by a ¾ majority vote of the full time department faculty in a department meeting.
6. Student Relationships: The chairperson may consult with students on departmental problems and issues. He supervises the admission of majors and minors into the department, and supervises the academic advisement of students through faculty advisors.
7. Assignment and Scheduling of Courses: The chairperson prepares teaching assignments and a tentative schedule. After consultation with individual faculty members of the department the chairperson will submit the schedule to the proper administrative officials and distribute the overall schedule to the members of the department. The chairperson shall endeavor to consult affected faculty if last minute changes are necessary.
8. **OTHER DEPARTMENTAL ADMINISTRATIVE POSITIONS**
9. Chairperson Designate - The person appointed by the President as the Chairperson Designate will, in the semester prior to assuming the chair, serve as an assistant to the Department Chairperson.
10. Assistant Chairperson - In the event that the department chair desires to assign a portion of his/her administrative load to another person, the department chair will recommend his/her choice, in writing, to the department one week before a regularly scheduled department meeting. A secret ballot vote will be conducted at that meeting.
11. The majority of all eligible voting members of the department must, in secret ballot, approve the chair's recommendation of an assistant department chair or of anyone assisting the chair in an administrative capacity.
12. The duties and term of office of the assistant chair must be approved by the department.
13. The person so named by the department to share the chair's administrative load may be removed by a secret ballot vote of the majority of the department.
14. Acting Chairperson - In the event of prolonged illness or absence due to academic leave, the Department, with administrative approval, may elect an acting chairperson to serve as temporary replacement. The acting chairperson will have all the responsibilities and authority normally vested in the department chairperson. The Department will inform the appropriate administrative officers of the election of an acting chairperson.
15. **COUNSELING OF STUDENTS**
16. Responsibility: All full-time faculty will share in the counseling of students. It is the responsibility of the chairperson to assign advisors, but he may delegate this responsibility to another faculty member.
17. Advising load: Where possible, advising assignments should recognize the advisor's special area of competence; nevertheless no advisor should be given an unreasonably disproportionate number of advisees unless he/she specifically consents to or requests such an arrangement.
18. All counseling of students during the summer session will be the responsibility of the department chairperson or designate.
19. It is the responsibility of individual advisors to see that their advisees' files are complete and up-to-date.
20. **COORDINATION AND RESPONSIBILITIES**
21. AREA RESPONSIBILITIES

In the event that there is a conflict between provisions of this document and either the CSU-AAUP/BOT-CSUS Collective Bargaining Agreement or the policies and procedures approved by the CCSU Faculty Senate, both the Contract and the Faculty Senate policies and procedures have precedence.

1. Darkroom: One faculty member shall be assigned responsibility for maintenance of darkroom equipment and supplies and setting of darkroom policies.
2. Laboratories. The department chairperson will appoint a laboratory coordinator for any course in which there are multiple laboratory sections involving several different instructors. (See appendix A for responsibilities

1. **PROCEDURES FOR RECALL OF DEPARTMENTAL SENATORS AND/OR MEMBERS OF UNIVERSITY-WIDE COMMITTEES.**

Recall of department senator(s) and/or members of University‑Wide Committees shall require a formal motion in a department meeting. A decision to recall shall require affirmative vote of 2/3 of the members of the department. In the event of recall, the representative's alternate shall fill the vacancy until a new member is chosen by a special election to be completed within two weeks of the recall vote.

**X. PROVISION FOR BYLAW CHANGES**

1. The department chairperson will place the review of Department Bylaws on the agenda of a scheduled department meeting at least once each academic year.
2. Bylaws may be changed by a 2/3 vote of members present at any scheduled meeting of the department, providing said bylaw changes have been presented at a previous meeting at least one week in advance.

**Appendix A**

COORDINATOR RESPONSIBILITIES

1. Ensuring that a laboratory schedule, coordination with the lecture schedule, be decided by the instructors and distributed at the beginning of each semester for each course.
2. Ensuring that each week's laboratory is set up and taken down on schedule with the authority to request help from instructors teaching those laboratories.
3. Ordering of supplies, equipment and textbooks for the course. All decisions regarding those items will be made by majority vote of the area groups. It is expected that all lab instructors will assist in preparing lists of supplies needed and equipment.
4. Duplicating laboratory instructions and schedules.
5. Supervising student help assigned to the coordinator and to interact with the department technician as necessary to effect efficient maintenance, repair and fabrication of equipment.
6. To communicate with part-time faculty on those matters relevant to their laboratory sections.
7. Other duties as may be deemed appropriate by the department chair.