

PLAN OF ORGANIZATION OF THE PHYSICS DEPARTMENT

I. INTRODUCTION *(Text from the original plan of 1976, updated with clarifications in 1992.)*

The Department of Physics through research and teaching seeks to extend our knowledge of the physical universe and to communicate this knowledge together with the insights and perspectives it gives to the citizens of tomorrow who are the students of today. As part of a great institution of learning we seek to transmit also the significance and human values associated with this endeavor.

In these activities of teaching, research, and learning, faculty, staff, and students share a commitment to mutual fulfillment which calls for participation of every member of the academic community in the decisions which affect that community. To define narrowly and limit the responsibility and the involvement of any segment of that community is to foster self-interest and a narrower perspective which must war with broader sense of responsibility for that community. In awareness of this need the Eleventh Proposition of the [then] Chancellor's plan of Reorganization for the College Park Campus [called] for each Department and College to devise and file with the Senate a participatory plan of organization. With this document we respond to that call in the firm expectation that through sharing of responsibility and open discussions this small community which is our department will be better able to meet its responsibilities of teaching and research.

II. CONSTITUENT ASSEMBLIES

Section 1. Membership

- A. The membership of the Department of Physics shall be composed of the faculty, staff, graduate students and undergraduates therein. Accordingly, there shall be four assemblies:
 - 1. the Physics Faculty Assembly
 - 2. the Physics Staff Assembly
 - 3. the Physics Graduate Student Assembly
 - 4. the Physics Undergraduate Student Assembly
- B. The Physics Faculty Assembly consists of the Chair of the Department of Physics, the Associate Chair of the Department of Physics, and the non-classified faculty members of the Department of Physics with a faculty academic title whose principal duties are teaching and research.
- C. The Physics Staff Assembly consists of all staff members of the Department of Physics, defined as all employees of the University who hold at least a half-time appointment within the Department of Physics carrying no faculty academic title.

- D. The Physics Graduate Student Assembly consists of all officially registered graduate students of the University who are enrolled in the Department of Physics.
- E. The Physics Undergraduate Student Assembly consists of all officially registered undergraduate students of the University who are majoring in Physics.

Section 2. Functions of the Constituent Assemblies

- A. Each one of the four constituent assemblies of the Department of Physics, as defined under Section 1 above, shall be nonlegislative, but shall be a voice of its members with the following functions:
 - 1. To approve the Plan of Organization, and any of its Amendments, as well the Bylaws as set forth in Articles 8, 9, and 11.
 - 2. To initiate suggestions to the Department Chair through their representatives on the Council on any matter of concern to the Department of Physics,
 - 3. To act as the Electorate in Department of Physics, college, or campus elections in which the members of that assembly are entitled to vote, and to identify, where applicable, its own candidates, either by petition or nomination, for any such election.
 - 4. To act as referendum body for any departmental referendum called by the Physics Council.

Section 3. Organization and Meetings of the Constituent Assemblies

- A. Each Assembly shall be entitled to formulate its own plan which shall not contravene this Plan of Organization or its Bylaws. Any such organization plan shall be filed with the Department of Physics.
- B. The constituent assemblies need not hold regularly scheduled meetings, but upon petition of 15% of the membership of any one assembly or invoking discretion, the Chair of the Department shall call a meeting of the particular assembly and act as chair pro tempore for such a meeting if the Assembly has no chair at that time.

III. ADMINISTRATIVE OFFICERS

Chair - The Chair of the Department of Physics is the chief administrative officer of the department and has those responsibilities and powers assigned to the Chair by the College as well as by the Campus Administration. The Chair is appointed by the Dean and confirmed by the Provost and the President. The chair is expected to submit a formal resignation to the Dean effective no later than August 15 of the fifth academic year in which the Chair has held office. The Chair shall not be expected to serve as department chair after the end of the fifth academic year unless recommended for reappointment under the procedure prescribed in this Plan of Organization.

The responsibilities of the chair of the department are as follows:

- A. The Chair shall be responsible for leadership in stimulating and improving research and teaching, advising and instructing students, aggressively pursuing a positive approach to equal education and employment opportunity practices and facilitating interdisciplinary programs in which the department is included.
- B. The Chair has the responsibility for the administration of the department in its day to day operations, where appropriate expressing and implementing the policy decisions reached by the Physics Council. In so doing the Chair shall seek to free faculty members of administrative tasks and to create an intellectual environment conducive to creative involvement in teaching, research and service.
- C. The Chair interprets to the Department general university policy and administrative directives in terms of their effect on the department. In this sense the Chair acts as an arm of the College Campus, and University System Administration.
- D. The Chair interprets policy and its manner of operation as established by the Physics Council to administrative officers and committees in the College, the Campus, and the University System. In this sense the Chair acts as a representative and advocate of the department.

Associate Chair - Associate Chairs for the Department of Physics may be appointed by the Chair with the advice of the Physics Council. Their appointments may be terminated by the Chair. An Associate Chair shall assist the Chair in the administration of the department.

IV. THE PHYSICS COUNCIL

Article 1. Membership

There shall be a Physics Council whose voting membership consists of 24 members comprised as follows:

- A. The Chair of the Department of Physics is an ex-officio member of the Council who may not serve as an elected member.
- B. Elected councilors from the Department of Physics apportioned among the respective constituencies as follows: fifteen (15) faculty of whom at least three (3) shall be nontenured faculty, three (3) staff, three (3) graduate students and two (2) undergraduate students.
- C. If any constituency does not submit an adequate number of nominees to fill its quota of offices, then the corresponding seats shall be left vacant until the next election, and shall not be counted in determining the quorum.

Article 2. Elections, Referenda and Recall

- A. All elections shall be by secret ballot and conducted as specified in the Bylaws.
- B. Each constituency shall identify its own candidates by petition on nomination from among its members.
- C. Cumulative voting* shall be the method of voting of the Department of Physics in elections for the following positions:
 - 1. Councilors, elected by the Faculty, Staff, Graduate, and Undergraduate Assemblies;
 - 2. Appointment, Promotion, and Tenure Review Committee;
 - 3. Faculty Salary Advisory Committee;
 - 4. Administrative Review Committee;
 - 5. Executive Committee;
 - 6. Staff Advisory Committee;
 - 7. New Chair Search Committee Pool.

Other elections need not be conducted by cumulative voting.

- D. When technical questions arise in the execution of elections, the Committee on Elections may request and receive a resolution of the question by the Council, which resolution must state whether the Council considers the question to be a technical matter whose resolution does not require amendment of the Plan of Organization or of the Bylaws, or a question of constitutional substance. In the latter case, the Council's resolution shall be considered to have only temporary validity, until the matter has been finally resolved by the required amendment.
- E. Each year the Chair of the Department shall make available to the Chair of the Council a complete list of faculty and staff (including title) and graduate students in the Department of Physics. This list shall be submitted no later than February 1 of each year and distributed among all the constituencies. Nominations for election from each constituency shall be selected from it.
- F. Elections for the Council shall be held while classes are in session during the period specified in the Bylaws in the Spring Semester of each year.

*Cumulative voting shall be defined as follows: In an election to fill N vacancies for a given office, each voter shall cast N votes; each voter may split his votes among as few as one or as many as N candidates; the N candidates with the most votes shall be declared elected.

- G. The term of service for each elected councilor shall be for two years beginning on 15 August. Terms of office shall be staggered so that 1/2 of the councilors are elected each year. Councilors may serve no more than two terms in succession.
- H. Membership in the Council shall terminate if the person is no longer a member of the constituency from which elected.
- I. If a councilor vacates office by resignation or change of status it shall be filled by the procedures specified in the Bylaws. Either the Council or any committees of the council may submit nominations for election to the Council.
- J. Elected councilors are subject to removal from office by recall election. Such an election is to be initiated by petition signed by 25% of the constituency from which the councilor was elected. If a majority of the votes cast in the recall election are in favor of recall, the councilor is thereupon removed from office. A valid recall election requires that 40% of the appropriate constituency cast votes.

Article 3. Officers of the Council

A chair and a vice-chair shall be elected from the elected members of the council at the first meeting of the Council following the annual election.

It is the duty of the Council chair to conduct all meetings, provide for the taking and distribution of minutes and the distribution of announcements and agenda for all regular and special meetings. The vice-chair acts for the chair in his absence.

The term of office for the chair and vice-chair shall be one year (beginning on 15 August) and neither officer shall be elected more than twice in succession to the same office.

A parliamentarian shall be appointed by the Council chair subject to the approval of a majority of the Council.

Article 4. Functions of the Council

As an elected body, representative of the constituencies in the Department of Physics, the Council shall be fully informed on departmental affairs with regard to the implementation of existing policy and with regard to the planning and development of new policy. The Council may consider any matter of concern to the Department of Physics. Its meetings shall be open unless a 2/3 majority of the Council votes to go into Executive session.

Without limitation by enumeration the Council shall:

- A. Consult with and advise the Department Chair on all matters of departmental concern.
- B. Consider specific proposals brought before it and submit those which in its

judgment, will improve the quality of the department to the Department Chair for implementation.

- C. Maintain and publish a continuing review of administrative policies, procedures and performance with the department.
- D. Maintain a continuing review of academic policies and performance.
- E. Communicate with the College, Senate, President, Chancellor, and Board of Regents on matters of concern to the Department.
- F. In an effort to help the Chair to respond to the needs of the Department, the Committee on Elections and Referenda may at its option on a yearly basis (on about October 1) [or on an alternative schedule adopted for any given year by a two-thirds majority of those present at a Council meeting] submit to all members of the Department of Physics a questionnaire on which each can:
 - 1. evaluate the current performance and status of the Department as a whole and if it is meeting its responsibilities to the University and the community;
 - 2. evaluate the academic program, teaching and advising;
 - 3. evaluate the use of facilities as to teaching, research, and support;
 - 4. make comments about specific departmental policies;
 - 5. make comments and suggestions that would improve the department;
 - 6. evaluate the budget and salary review procedures;
 - 7. evaluate the extent to which the Chair and his/her administration are meeting the various responsibilities of the office and vote "approval," "abstain," or "disapproval" for each of the responsibilities.

The results shall be tabulated for each faculty rank and for each constituency and reported to the Physics Council. The results shall be a matter of public record.

Article 5. Relation of the Council to the Office of the Chair

- A. The Department Chair shall give an annual report to the Council on the state of the department. This report shall be presented to the Council at the first meeting of each academic year.
- B. The Council Chair will forward to the Department Chair a written report of all actions voted upon by the council. Where Council decisions require administrative action, the Department Chair shall communicate to the council within two (2) weeks his plans for implementing the decision or his disapproval. In the event the Department Chair does not choose to implement the decision or the Council receives no communication within two

(2) weeks, the Council may reconsider the decision. If after further consideration 2/3 of the full Council reconfirms the original decision, the recommendation shall be returned to the Chair with the expectation that it be implemented subject to College and Campus Procedures.

Article 6. The Executive Committee of the Council

The chair and vice-chair of the Physics Council, the Department chair and additional members of the council described below, shall comprise the executive committee of the Physics Council. The seven additional members of the Executive Committee shall consist of four (4) faculty, including a least one nontenured faculty member, two (2) students (one graduate and one undergraduate) and one (1) staff member elected by the full council from among its membership. The functions of the Executive Committee are as follows:

- A. The Executive Committee is empowered to act for the Council in the interval between meetings of the full Council. A report of all actions and recommendations of the Executive Committee shall be given to the Council at its next meeting. Actions of the Executive Committee are treated as actions of the full Council unless overruled by a majority vote of the Council.
- B. The Executive Committee meets regularly as specified in the Bylaws and consults with the Department Chair on all matters of departmental concern. It shall assist in the determination of long-range department priorities. These will include, but not be limited to, determination of priorities by research area, of research vis-à-vis teaching and service activities, etc. It will necessarily consider methods of implementing priority decisions. Recommendations of this committee and the supporting material will be a matter of public record in the Department. The Department Chair shall provide that the committee have access to all books, records and communications necessary to provide an overview of department operations.
- C. The Executive Committee prepares the agenda for all meetings of the full council.
- D. The Executive Committee shall advise the Department Chair on the selection of the chairs of the departmental standing committees and give its consent to each appointment.
- E. The Executive Committee may be empowered by an explicit resolution of the Council, if endorsed by a two-thirds majority, to execute on its behalf and as its proxy any and all of the obligations of the Council under this Plan, except for its obligation to consider proposed amendments to this Plan and to its Bylaws as outlined in Sections VI and VII. Such a proxy designation will be effective for the period of time specified by the Council in the resolution, which however may not continue beyond the first scheduled meeting of a newly elected Council, after the term of office of the empowering Council.

Article 7. Committees of the Physics Council

The Bylaws of this Plan may provide for such standing and special committees as

may be necessary and desirable. The Physics Council may establish adjunct committees to any general committee as may be needed or desirable in conformance with the area of concern and responsibility of the general committee. When establishing any such adjunct committees, the Council shall specify, with the concurrence of the corresponding general committee, the areas of activity of the new adjunct committee, and the rules for selection of its membership. In most cases the chair of an adjunct committee will be a member of the general committee, but the other members of the committee will not be.

The Department Chair shall appoint the chair of general and adjunct committees of the Physics Council with the advice and consent of the Executive Committee. (Unless special exception is made by the Executive Committee, the chair of each of the general committees excluding only the General Committee on EEEO shall be a member of the Physics Council. Other committee members need not be members of the Physics Council.) The Department Chair shall appoint the other members of all committees in consultation with the appropriate committee chairs.

A special committee of the Physics Council may be established to carry out a specified task. The empowering resolution shall specify the means of selection of the committee and may specify any restrictions on its composition. The committee shall function until completion of its task or until discharged by the Council. A final report shall be presented to the Council. Members serve for the duration of the committee unless otherwise provided by the Council.

Article 8. Special Committees of the Council

A. Budget Review Committee

The chair and vice-chair of the Council and the elected members of the Executive Committee shall serve as a Budget Review Committee. The Budget Review Committee shall be requested by the Department Chair to assist him in the determination of the preliminary and working budgets for the Department of Physics. The Department Chair shall provide that the committee shall have access to all records and other information relevant to the preparation of the budget. After its preparation, the Chair shall present the proposed budget to the committee at least two weeks before it is forwarded to the Dean.

If the Department Chair does not agree with the recommendations of the rest of the committee, the committee may call a special meeting of the Council to consider the budget and the committee recommendations. If a majority of the Council votes to confirm all or some of the recommendations of the Budget Review Committee, these decisions and the results of the Council vote shall be forwarded to the Dean with the budget.

B. Faculty Salary Advisory Committee

A Faculty Salary Advisory Committee shall be established as prescribed in the Bylaws to make recommendations to the Department Chair concerning the salary and salary increment for each assistant, associate, and full professor in the Department of Physics. For this purpose the Committee shall develop and submit to the Faculty Assembly for approval a comprehensive set of guidelines for faculty salaries. These guidelines

shall reflect the need to (1) make the entire salary scale of the Department more competitive with comparable physics departments in this country, (2) render the scale equally competitive at all ranks relative to comparable departments, and (3) recognize merit contributions to teaching, research and service. Each year the Committee shall determine a tentative scale for the faculty salaries for the following year which shall be used as a basis for its specific recommendations for salary increments. Minimum salaries for all ranks and asymptotes for the tenure ranks shall be established taking into account the salary figures at comparable institutions published by AAUP and such other data as it may be able to obtain on the salary scales in comparable physics departments in this country. The recommended salary scale and the supporting data shall be a matter of public record in the Department.

As soon as the amount available for salary raises shall be made known to the Department Chair, the Faculty Salary Advisory Committee shall advise and assist the Chair in applying the guidelines for faculty salaries and the recommended salary scale to arrive at the recommended salary increases for each faculty member. For this purpose the Department Chair shall provide administrative support and shall supply to the Committee before or after its deliberations (as appropriate) the following information:

1. the amount of funds available for faculty salary raises,
2. a salary history for the most recent five years for each faculty member in the Department of Physics,
3. a current and complete curriculum vita for each faculty member in the Department of Physics,
4. the salary recommended to the Dean for each faculty member by the Chair after receiving the report of the Committee,
5. the salary for each faculty member granted by the University Administration.

The Faculty Salary Advisory Committee shall develop and submit to the Faculty Assembly for approval procedures for the receipt and consideration of appeals by individual faculty members.

C. Department of Physics Review Committee

In accordance with the recommendation of the College Park Campus Senate, a review of the Department of Physics shall be carried at intervals of approximately five years. The review should normally be completed and a report written prior to the review of the administration of the Department. The review of the Department of Physics shall be performed by the Department of Physics Review Committee which shall be established and constituted as specified in the Bylaws. The Committee shall review at least the following aspects of the Department: budgetary health, facilities, organization, service to non-majors, quality of teaching and advising, balance of graduate and undergraduate programs, balance of teaching and research and service, faculty stature, reputation, morale of

members of the Department, quality of research programs, success in obtaining outside funding, success in placing graduates.

Every effort shall be made by the Committee to obtain input from those concerned with or affected by the performance of the Department, such as graduates and their employers, professional organizations. In addition, the Committee shall seek the advice of distinguished scientists from other universities or research laboratories.

The Committee shall summarize and make recommendations in a report to be submitted to the Physics Council and made available to all members of the Department of Physics.

D. Administrative Review Committee

An Administrative Review Committee shall review the administration of the Department by its incumbent chair during the fourth year of his term. The membership of the Committee shall consist of six tenure faculty of the Department of Physics elected by the full faculty of the Department, two members appointed from the College by the Dean, and one member appointed by the Senate Executive Committee. Candidates for the elected members shall be nominated by the Physics Council at a regular meeting in February of the third year of office of the incumbent Chair. The election by the faculty of six committee members from this list of candidates shall be initiated by March 1 and completed by March 15. Upon completion of this election the Chair of the Executive Committee shall immediately send the names of the elected members of the Administrative Review Committee to the Dean and to the Senate Executive Committee with the request that they make their appointments to the Committee,

The Administrative Review Committee shall initiate its review no later than September 15 following the election of the tenure members of the Committee. It shall study carefully the report of the Physics Department Review Committee and the evaluations by the faculty, staff, and students of the effectiveness of the Chair as Administrator of the Department. At this time it shall also invite all interested members of the Department to express their satisfaction or dissatisfaction with the way in which the Chair has met its responsibilities in particular areas and provided leadership in raising, discussing, and resolving issues of importance to the Department. After considering all the information available to it, the Committee shall write a report of its review and vote a recommendation for or against reappointment of the incumbent Chair for another five year term. The Committee shall send its recommendation, the tally of the votes of the committee, and a copy of its report to the Dean and to the President. It shall inform the Department Chair and the Physics Council of its recommendation.

If the Committee recommends against reappointment of the Chair, if the Chair has declined to serve for another term, or if instructed by a majority vote of the Council, the Council Chair shall request the Dean to appoint a search committee for a new chair. The Council Chair shall submit to the Dean with this request the names of 12 faculty members, 2 staff members, 2 graduate students, and 2 undergraduates to serve as a pool from

which the Dean may elect the members of the search committee. These names shall be determined through an election conducted by the Committee on Elections, Referenda, and Recall. The members of each Assembly shall vote as a whole on the candidate nominated from the Assembly by the method defined in Section IV, Article 2 (c) of this plan.

E. Staff Advisory Committee

There shall be a Staff Advisory Committee whose voting membership is elected from the membership of the Physics Staff Assembly. It shall be apportioned to be representative of the Staff Assembly as prescribed in the Bylaws. As an elected body, the committee shall be informed about departmental affairs that influence the overall well being, effectiveness, and performance of the staff. Therefore, the committee may consider any matters of concern to the Department of Physics. Without limitation by enumeration:

1. The chair or designee of the committee shall be consulted regarding staff policy or procedural changes or matters which may have a significant impact on the well-being, efficiency and performance of the staff. It is the intent that the chair be used as a resource by the Department Chair and other administrative members of the department. The committee shall keep the staff informed about activities of the Department of Physics.
2. The committee shall consult with and advise the Physics Council and the Department Chair on all matters of staff concern.
3. The committee shall consider specific proposals brought before it and submit to the Department Chair those which, in its judgment, will improve the quality of the Department.

Article 9. Meetings of the Physics Council

The Council shall meet regularly as provided in the Bylaws which shall specify at least two meetings per semester, except as provided in Article 6, item e.

- A. Special meetings may be called at any time by the Council Chair, a majority vote of the Executive Committee or by written petition of a majority of the Council.
- B. A quorum of the Council shall consist of at least 60% of its full membership.
- C. Parliamentary procedure shall follow the latest edition of Robert's Rules of Order.

Article 10. Facilities and Staff

The Department Chair shall make available to the Executive Committee, the full council and its other committees, facilities and staff support necessary for the conduct of their official duties.

V. APPOINTMENT, PROMOTION AND TENURE REVIEW COMMITTEE

The Appointment, Promotion and Tenure Review Committee shall consist of six full professors and three associate professors elected by the tenure faculty for staggered terms of two years. This committee is not a committee of the Physics Council; it is a committee of the Department of Physics with the following responsibilities:

1. to develop and regularly review a comprehensive statement of Policies and Procedures for Appointments and Promotions to all ranks, consistent with Campus policies, and to submit them to the tenure faculty for their approval and adoption.

2. to assist the Department Chair in (a) organizing individual review committees and scheduling meetings of the full professors for promotions and appointments to full professor and in (b) organizing review committees and scheduling meetings of the tenure faculty for appointments to the level of associate professor, in accordance with the statement of Policies and Procedures for Appointments and Promotions.

3. to participate in the decisions on the appointment, reappointment, and funding of assistant professors according to procedures on appointments and promotions approved by faculty.

4. to advise the Department Chair on matters of policy regarding appointments, promotions, and the granting of tenure in accordance with those policies which have been adopted by the tenure faculty.

5. upon request by the Department Chair to aid in the search for qualified candidates for faculty positions, which shall be submitted for consideration to the full professors or the tenure faculty (as may be appropriate) for appointment.

It shall be the responsibility of the Appointments, Promotions, and Tenure Committee to be fully informed on all matters relating to appointments, promotions, and the granting of tenure in the Department of Physics through consultation with the Department Chair, the Budget Review Committee and the Executive Committee of the Physics Council. It shall have access to all department records and correspondence relating to its area of responsibility.

VI. BYLAWS

The Department of Physics shall have the power to make Bylaws to this Plan of Organization.

Amendments to the Bylaws of this Plan of Organization shall be presented to the Council members two weeks in advance of any regular meeting and shall require approval by at least a 2/3 vote of the entire membership of the Council. If at the meeting an amendment is defeated with less than 1/3 of the total membership of the Council voting against the motion, the Council Chair shall submit the amendment to the Council members by mail ballot.

VII. AMENDMENTS TO PLAN

Proposed amendments to the Plan of Organization shall be presented in writing to

the Council Chair, who shall transmit them to the members of the Council two weeks in advance of any regular or special meeting. Amendments (which may themselves have been amended) which are approved by a majority vote of the Council shall be submitted to a referendum by procedures specified in the Bylaws. Passage of amendments shall require approval by a majority of those voting in each constituency and shall require approval by all constituencies in which at least 15% of the members cast a vote.

Upon written petition of 20% of any one of the four constituencies of the Department of Physics, a proposed amendment to the Plan or Organization shall be submitted directly to referendum without approval of the Council. To be adopted under this provision the amendment must be approved by a two-thirds majority of those voting in each constituency, and shall require approval of all constituencies in which at least 15% of the members cast a vote.

VIII. RATIFICATION

This Plan of Organization and the Bylaws shall go into effect upon approval by a majority of all those voting in each of the four constituent assemblies with approval by all four required. This Plan of Organization with its Bylaws will then be submitted to the Council of the Division of Mathematical and Physical Sciences and Engineering for approval. It will then be filed with the College Park Campus Senate after approval.

The first elections shall be held within two months after this Plan of Organization has gone into effect, and the councilors elected shall take office immediately after the election results have been announced. The first elections shall be organized by the College Committee on Elections, Representation, and Governance acting as an Elections Board. To meet the provision of staggered terms for elected councilors, half of each constituency's councilors shall serve until June 30 of the year following the first elections. The Elections Board shall determine such councilors by a random selection.

(Note added with revisions of 1992: These requirements were fulfilled and the Plan of Organization became effective during the year of 1977.)

BYLAWS FOR THE PLAN OF ORGANIZATION OF THE DEPARTMENT OF PHYSICS

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BYLAWS FOR THE PLAN OF ORGANIZATION
OF THE
DEPARTMENT OF PHYSICS

(Adopted December 1976; Revised May 1993)

Article 1. AUTHORIZATION

These Bylaws are adopted pursuant to Article VI of the Plan of Organization of the Physics Department.

Article 2. MEMBERSHIP

1. Professors emeritus are considered honorary members of the Faculty Assembly whose wisdom and advice are valued by the Department, but are not eligible to vote as members of the Faculty Assembly.

2. Persons holding non-tenure track faculty titles are associate members of the Physics Faculty Assembly with voice but not vote. These titles include Research Scientists of all ranks, Research Associates, and Faculty Research Assistants.

3. The student members of any committee of the Department of Physics have the right to vote on all questions before such committees.

Article 3. REPRESENTATION OF CONSTITUENCIES IN THE PHYSICS COUNCIL

Faculty, staff, graduate, and undergraduate members of the Council of Physics Department shall be elected by and from the Assemblies they are to represent. The number of elected councillors shall be distributed as specified in the Plan of Organization.

Article 4. ELECTIONS

Section 1. Elections Board

The Committee on Elections and Referenda shall act as an elections board for all elections in the Physics Department. Each Assembly having on file with the Council a Plan of Organization in which election procedures are specified shall elect its officers and representatives in accordance with these procedures. These procedures may call for any degree of participation by the Elections Board. For the other Assemblies the Elections Board shall initiate and organize the election of members from and by the Assembly.

Section 2. Procedures

The procedures for the election of representatives to the Council shall be

consistent with the following rules:

- a. There shall be a designated period for nominations.
- b. For each Assembly, sufficient ballots shall be prepared for eligible candidates from that Assembly.
- c. All elections shall be by secret ballot. A date shall be set on which all returned ballots shall be counted by the Elections Board. The results shall be reported no later than the next meeting of the Physics Council.

Section 3. Dates of Elections

The Committee on Elections shall set dates for the initiation and completion of elections. Annual elections of members of the Physics Council shall be initiated no later than March 15 of each year and completed by April 15. After completion of the Council elections, the other annual elections required by the Plan of Organization and its Bylaws shall be initiated and completed by May 15 unless otherwise specified in the Bylaws.

Article 5. VACANCIES ON THE COUNCIL

If vacancies develop on the Council, they will remain vacant until the next general election. If a vacancy in the Council leads to a vacancy in the Executive Committee, then the Council, or the Executive Committee acting in its place, shall elect a replacement in accordance with the distribution requirements of the Plan of Organization and its Bylaws.

Article 6. REFERENDA

The Committee on Elections and Referenda acting as a Referendum Board shall organize and conduct referenda of the four constituencies in the Physics Department at the request of the Department Chair, the Physics Council, or written petition signed by 20% of the members of any one constituency. The Referendum Board shall prepare ballots for each of the four constituencies and shall distribute their ballots, together with the text of the referendum, to all members of each of the four Physics Assemblies. On a date specified by the Referendum Board all returned ballots shall be counted by the Referendum Board, and the results shall be announced at the next meeting of the Physics Council. The results of a referendum shall be binding on the Physics Council as decided by a majority vote in all constituencies in which at least 15% of the members cast a vote.

Article 7. ELECTION OF THE CHAIR AND VICE-CHAIR OF THE COUNCIL

Election of the offices of Chair and Vice-Chair shall be the first order of business at the first meeting of the new Council after the annual election of councillors. Elections for the offices of Chair and Vice-Chair shall be conducted separately and consecutively by the Chair of the Elections Board. Nominations shall be received from the floor and vote taken by secret ballot. The lots shall be counted immediately and the candidate for each office having a clear majority of the

votes cast shall be declared elected. In the event no candidate receives a clear majority, there shall be a run-off election by secret ballot between the two candidates receiving the highest number of votes.

Article 8. ELECTION OF THE EXECUTIVE COMMITTEE

The election of members of the Executive Committee shall be the second order of business, after the election of a Chair and Vice-Chair at the first meeting of the new Council after the annual election of councillors. In the case of ties, the Chair of the Council shall decide by lot which member will be elected.

Article 9. MEETINGS OF THE PHYSICS COUNCIL AND THE EXECUTIVE COMMITTEE

The new Council shall take office on August 15. The first meeting of the newly elected Physics Council after the annual elections shall be a special meeting held before October 1 to elect a Chair, a Vice-Chair, and an Executive Committee.

Unless it invokes Article 6, part e of the Plan of Organization, the Physics Council shall meet at least once a month during each semester. The first meeting of each semester shall take place within two weeks after the start of classes. Subsequent meetings shall be scheduled such that they do not always fall on the same days. The meeting date, time, and place shall be set by the Executive Committee, and all regularly scheduled meetings for each semester shall be announced by the first meeting of that semester, subject to subsequent change.

The Executive Committee shall meet at least once each month during the academic year. Meeting dates and times shall be determined by the Council Chair in consultation with members of the Executive Committee.

When a report of a Committee of the Council is being considered, members of that committee who are not members of the Physics Council may sit with the Council on that report. Any councillor may request the privilege of the floor for any member of the Campus community to speak on the subject before the Council. The Chair shall rule on such requests. By ruling of the Chair, nonmembers not otherwise provided for may be granted the privilege of the floor subject to limitations set forward in the ruling.

Staff councillors shall be granted release time at their request when Council or Executive Committee meetings fall during regular working hours.

Article 10. STANDING COMMITTEES OF THE PHYSICS COUNCIL

The Council shall have the following standing and adjunct committees. (Unless otherwise specified in the Bylaws, the term of office of these committees shall be from August 15 through August 14.)

A. The Executive Committee

The Executive Committee shall be constituted and charged as specified in the Plan of Organization.

B. The General Committee on Graduate Education in Physics

The functions of the Committee are as follows:

- a. To review and make recommendations on the graduate physics programs, courses, and curricula and on policies regarding the admission and retention of physics graduate students, advising, and financial aid.
- b. To monitor and make recommendations on the operation of the graduate program, the admission and retention of students, advising, and the financial aid programs of the Department.
- c. To monitor and make recommendations on the faculty teaching assignments, the graduate teaching assistantship program, and all other matters relating to the maintenance of excellence in teaching.
- d. To review appeals for exceptions to graduate student regulations.

B1. Adjunct Committee on Graduate Admissions

This committee shall be responsible for admission of students to the graduate program in physics. It shall consist of a chair, the previous chair of the committee, one other faculty member, and one graduate student in physics. The term of office of this committee shall be from October 1 through September 30.

B2. Adjunct Committee on the Qualifying Examination

This committee shall be responsible for the creation, administration, and grading of the graduate qualifying examination in physics. It shall consist of a chair and three other faculty members in physics and shall call on other members of the Department, as needed for assistance. The term of office of this committee shall commence immediately after the Fall qualifying examination has been administered and the oral examinations completed.

B3. Adjunct Committee on Assistantship Assignments

This committee shall be responsible for administering the graduate assistantship program including the renewal and duty assignment of all graduate teaching assistantships in physics. The term of office of this committee shall be from October 1 through September 30.

C. The General Committee on Undergraduate Education in Physics

This committee shall be responsible for programs, courses, and curricula in undergraduate education in physics for non-science majors as well as for majors in physics and other sciences. The responsibilities of the committee shall include, but not be limited to, the following:

- a. To review and make recommendations on the undergraduate physics programs, courses, and curricula.
- b. To monitor and make recommendations on the operation of the programs, courses, and curricula in undergraduate physics education for majors in physics and other sciences as well as for nonscience majors.
- c. To regularly review and to provide recommendations on the courses, programs and curricula of other departments which are taken by physics majors or whose majors regularly enroll in physics courses.
- d. To develop inter- and intra-divisional programs, courses, and curricula for undergraduate students.

C1. Adjunct Committee on Teaching Facilities and Services

This committee shall develop and maintain a master plan for class rooms, instructional laboratories, lecture halls, and all associated — equipment and support facilities and services. An operating budget for these is to be developed which shall include secretarial and other support for faculty to meet teaching obligations.

C2. Adjunct Committee on Undergraduate Advising

This committee shall supervise the advising of all undergraduate students in the Physics Department. Its membership shall include all assigned advisors of undergraduate majors in the department, the Associate Chair, and an undergraduate member.

C3. Adjunct Committee on Honors

This committee shall administer the honors program. It shall include the assigned advisors of all honors students in Physics.

C4. Teaching Excellence Committee

This committee shall have responsibility for improving the teaching of the Department. Its membership shall include a graduate student and an undergraduate student.

D. General Committee on Research Affairs

This committee shall have the following responsibilities:

1. To formulate, recommend, and periodically review general policies and procedures pertaining to the support of research programs in the Department.
2. To monitor and make recommendations on the development and allocation of departmental resources and support facilities for the various

research programs in both experimental and theoretical physics.

3. To monitor and make recommendations on the operation of the service facilities.

D1. Adjunct Committee on the Center for Theoretical Physics

This committee shall advise the Department Chair on the administration of funds provided by the state or other agencies for the development and support of theoretical physics. The committee shall be provided with a full and complete accounting of all funds provided for this purpose. Membership shall include one representative from each theoretical physics group in the Department.

E. General Committee on Faculty and Staff Affairs

Membership: 3 faculty and 3 staff members.

The committee shall review and recommend on all matters pertaining to faculty and staff life, employment, retirement and benefits, academic freedom, morale, perquisites, and responsibilities.

F. General Committee on Student Affairs

Membership: 1 faculty, 1 graduate student, 1 undergraduate student.

This committee shall review and recommend policy regarding academic and non-academic matters of concern to undergraduate and graduate students in the Physics Department.

G. General Committee on Equal Educational and Employment Opportunities

1. Membership: Each constituent Assembly shall elect annually an EEEO officer who shall serve as a member of the General Committee on Equal Education and Employment Opportunities. The Department Chair, with the approval of the Executive Committee, may appoint additional members to provide minority representation.
2. The functions of the Committee are as follows:
 - a. To review and approve the Department's affirmative action plan and to monitor progress towards its fulfillment.
 - b. To ensure departmental compliance with the Human Relations Codes and Affirmative Action Plans of the University, the College Park Campus, and the College.
 - c. To seek ways and means by which the Department can ensure that employment within the Department is open to all qualified persons, regardless of sex, religion, color, creed, national origin, etc. and that practices which may create barriers to equal education and employment opportunities be eliminated.

- d. To establish such subcommittees of the Committee as may be needed or desirable for the performance of its functions. Membership of such subcommittees is not restricted to the members of the Committee.

Article 11. SPECIAL COMMITTEES OF THE PHYSICS DEPARTMENT

Unless otherwise specified in the Bylaws, the term of office of the Special Committees shall be from August 15 through August 14.

A. Budget Review Committee

The Budget Review Committee shall be constituted and charged as specified in the Plan of Organization.

B. Salary Advisory Committee

The Salary Advisory Committee shall make recommendations to the Department Chair concerning the salaries and salary increments for faculty in the Physics Department as prescribed in the Plan of Organization. It shall consist of five members of the faculty serving staggered two-year terms and shall include at least one non-tenured faculty member. The members of the Committee shall be appointed by the Department Chair from a slate elected by the Physics Faculty Assembly. In any election for this Committee, the number of positions to be filled on the slate by election shall be one more than the number of Committee positions to be filled.

C. Physics Department Review Committee

As specified in the Plan of Organization for the Physics Department, a Physics Department Review Committee shall be established at least every five years to review the performance of the Physics Department. It is recommended that the Committee be appointed in the third year of the term of office of the Department Chair and be instructed to complete its review by the end of the next year. The Committee shall consist of nine members appointed by the Physics Council and two members appointed by the Provost. The membership appointed by the Physics Council shall be apportioned between academic, staff, and student representatives as follows:

1. five faculty with at least four tenured faculty,
2. two staff,
3. one graduate student,
4. one undergraduate student.

D. Administrative Review Committee

The Administrative Review Committee shall be constituted and charged as specified in the Plan of Organization.

E. Physics Staff Advisory Committee

The Staff Advisory Committee shall be charged as specified in the Plan of Organization. The membership shall consist of ten (10) full-time staff members.

1. The Physics Staff Assembly shall elect one (1) of the ten Staff Advisory representatives as Chair and one (1) of the ten to be Vice-Chair. The Vice-Chair will act for the Chair in his/her absence.
2. Three of the ten Staff Advisory Committee representatives shall be elected by the Staff Assembly to serve as Councillors on the Physics Council.
3. The Chair of the Staff Advisory Committee cannot be the Physics Department's chief administrative officer.

F. Committee on Elections and Referenda

The Committee on Elections and Referenda shall be charged as specified in the Plan of Organization and these Bylaws. The membership shall consist of a representative from each of the four Assemblies appointed by the Physics Council. If the Committee must conduct an election in which one of its members is a candidate, a temporary replacement who is not a candidate shall be appointed for that election by the Executive Committee.

G. Faculty Priorities Committee

A Faculty Priorities Committee shall be established as a special committee of the Faculty Assembly for the purpose of evaluating the long-range priorities of the Department with respect to faculty appointments and the distribution of research effort. The formation and maintenance of the Priorities Committee will be administered by the Executive Committee of the Physics Council according to the instructions of the Faculty Assembly. Changes to these procedures require a simple majority vote of the Faculty Assembly.

1. The Priorities Committee shall consist of three experimentalists and three theorists to be elected by the entire physics faculty from the pool of candidates nominated by the eligible research groups according to the rules promulgated below.
2. The Priorities Committee members shall be elected for three year terms (except the initial election, where two of the members shall be elected to serve only for one year and two of the members shall be elected to serve for two years so that the Committee terms are staggered.)
3. Any research group in the Department which has five or more faculty members is considered as a separate group. Research groups which have fewer than five faculty members will be combined to form nominating groups. The initial alignment of nominating groups will be decided by the Faculty Assembly.
4. Under special circumstances, faculty members may choose to change their group affiliation by petition to the Executive Committee prior to the annual selection of the representatives. The adjustment of new groupings shall then be made by the Executive Committee. In the event

that a faculty member who wishes to change group affiliation is already a member of the Priorities Committee, s/he shall continue to serve out his/her term on the Committee but may be assigned by the Executive Committee to a new nominating group for subsequent elections.

5. For the first Priorities Committee, a 12-member faculty pool of candidates shall be formed, one from each research group or combination of research groups in the Department. Six faculty members shall then be elected by the entire physics faculty from this pool to serve on the new Priorities Committee.
6. Election for the initial Priorities Committee shall be held in 1992. During the initial election each faculty member shall cast a total of no less than four and no greater than six votes (no less than two and no greater than three votes for experimentalists and theorists.) Two members who receive the first and second highest number of votes shall be elected for a three year term. Two members who receive the next two highest votes shall be elected for a two year term. The members receiving the next two highest totals shall be elected for one year terms. In the event that more than three theorists (or experimentalists) are among the top six vote getters, the theorist(s) (or experimentalist(s)) with the lowest votes will be dropped and the next highest experimentalist (or theorist) vote-getter(s) chosen. If a tie vote occurs, the Chair of the Faculty Assembly shall resolve this issue by tossing a coin.
7. In subsequent elections, the faculty pool of candidates shall consist of one nominee from each group which has no continuing member on the Priorities Committee. Any group which has a continuing member on the Committee shall not be entitled to name a nominee for election.
8. If a vacancy develops in the Priorities Committee, the vacancy shall be filled during the next regular election.
9. A member may be reelected for consecutive terms.
10. The Priorities Committee shall elect a Chair from among themselves. The Chair is to serve for a two year term. In the event the member has only one year remaining, s/he shall then serve as Chair for one year.
11. The Priorities Committee shall also elect a Vice Chair from among themselves. The terms and conditions are the same as those for the Chair.