Department Faculty

For purposes of governance, department faculty members fall into six categories:

- **Group A**: Tenured and tenure-line faculty (including faculty on leave and faculty with appointments split between multiple departments).
- **Group B**: Full-time term faculty who have been in the department three or more years.
- **Group C**: Full-time term faculty who have been in the department less than three years.
- **Group D**: Part-time teaching faculty, including adjuncts with current teaching assignments and faculty from other departments teaching in physics.
- **Group E**: Full-time research faculty, i.e., faculty supported by research grants and typically subject to annual renewal contingent on availability of funding.
- **Group F**: Part-time non-teaching faculty, including part-time or no-time research faculty (e.g., Physicists-in-Residence; typically subject to annual renewal), non-teaching adjuncts, emeriti faculty, affiliate faculty, and visiting faculty.

All groups of the faculty are invited to participate in department events and colloquium. All faculty members may be requested to provide annual reports to the department on their AU-related activities in order to support review or reappointment processes.

Core Faculty

The first three categories (AB&C) are the core faculty. The core faculty is responsible for all departmental decisions and policies. The core faculty formulates educational and course-assignment policies, pursuant to the Faculty Manual, Departmental Bylaws and guidelines from the Dean of CAS and Provost. The core faculty makes recommendations to the Chair concerning hiring priorities, the selection of job candidates, and the hiring of new faculty. Only Group A may vote during the tenure-line hiring process.

The core faculty will meet at the call of the Chair, or upon the written request (submitted to the Chair) of at least one half the core faculty members. All members of the department faculty are invited to attend regular faculty meetings. Faculty members may be invited at the discretion of the chair and/or the faculty. All core members of the department faculty have an equal vote at department meetings, except when disallowed by the Faculty Manual, such as in tenure-line hiring decisions. No votes may be taken unless a quorum of at least one half of the core faculty members is present. The core faculty may also allocate a vote on relevant issues to full-time department staff members.
At the Chair’s discretion, faculty meetings may have an executive session where attendance and voting is limited. No tenure-line faculty member may be excluded from an executive session.

Faculty Review

Faculty groups A, B, C, and E will be reviewed annually in the spring semester pursuant to the “Merit Evaluation Guidelines” of the department (see attached) and the College. The core faculty is empowered to create, modify and propose this (and other) department documents. Faculty group A performs the review for group A and E. Groups A and B perform the reviews for groups B and C.

Chair

The Chair is responsible for conceiving, shaping, advocating, and implementing existing and new academic programs in order to promote the improvement of the department and the department faculty. The Chair is also responsible for enabling the professional development of the department faculty. The Chair will run the department’s faculty meetings.

The Chair coordinates all facets of departmental operation and oversees the administrative functioning of the department, including the budget, course scheduling and the hiring of term or adjunct faculty. The Chair will make departmental appointments, such as faculty advisor(s), honors coordinator(s), or chair(s) of tenure-line search committee(s) (with the approval of the CAS dean).

The Chair reports to the Dean of CAS. Though responsibilities may be delegated, the Chair remains responsible for ensuring that all major departmental functions are carried out in such fashion that all interested parties are informed, that the obligations set by the office of the Dean of CAS are met punctually, and that University-stipulated procedures are followed.

The Chair makes recommendations for faculty hiring and reappointment, for faculty promotion and tenure, and for faculty merit. The Chair also forwards the recommendations of the Search Committee (or Faculty) concerning the hiring of tenure-track, term, and adjunct faculty to the Dean of CAS.

Except where prohibited by AU regulations (as with the Rank and Tenure Committee when it considers individual faculty actions), the Chair may choose to sit on other departmental committees, whether ad hoc or standing.

Subject to approval and appointment by the Dean of CAS, the Chair of the department is selected by the core faculty in the department. The Chair’s term of office is ordinarily three years. Subject to approval and appointment by the Dean of CAS, the core faculty may recommend that the Chair’s term of office be renewed for an additional three years. Under extraordinary circumstances, the Dean of CAS may
be petitioned by a two-thirds vote of the core faculty to terminate the Chair’s term of office.

The Chair has responsibility for the Department’s accounts, including the operating account, development account, student fee accounts and scholarship accounts. The Chair will report on the status of these accounts at each faculty meeting. Department tenure-line faculty members will be given information of how the Department’s accounts are being used if requested.

Committees

Search Committee

For every full-time faculty search, the Chair (in consultation with the core faculty) makes a recommendation to the Dean of CAS for approval of the Search Committee and Search Committee Chair. The Search Committee Chair runs the search in collaboration with the Chair and is responsible for soliciting the vote of the core faculty and making a recommendation to the Chair.

For adjunct faculty appointments, the Chair is authorized to serve as the search committee chair and need not seek approval of the core faculty.

Rank and Tenure Committee

The Rank and Tenure Committee serves two different functions:

- The Science R&T Physics Subcommittee is responsible for making recommendations to the Science R&T Committee concerning reappointments, promotions in rank, tenure decisions, and leaves of absence for tenure-line faculty and full-time research faculty. These decisions are made based on the “Physics Rank and Tenure Guidelines” (see attached), and well as guidance from the Faculty Manual and from CAS and CFA Guidelines.

- The Department R&T committee is responsible for making recommendations to the Department Chair concerning reappointment and promotions in rank for term faculty and teaching adjunct faculty. Depending on the nature of the promotion, these decisions are made based on the “CAS Criteria for the Evaluation of Term Faculty on the Professorial Lecturer Track” or the “Physics Rank and Tenure Guidelines” (for professor-track appointments), as well as the Faculty Manual.

Science R&T Physics Subcommittee comprises all tenured members of the department faculty, unless excluded by AU regulations. To avoid a perceived conflict of interest, faculty who have a separate vote or voice in faculty actions, such as the Chair, are excluded from all Rank and Tenure meetings that consider individual faculty actions. The Science R&T Physics Subcommittee must have at least three members. If fewer departmental members are able to serve, then qualified members
from other departments will be invited on to the Committee. In consultation with the tenure-line faculty, the Chair will select external committee members and make a recommendation to the Dean of CAS for approval. Voting on recommendations for promotion to associate professor or to full professor is restricted to committee members whose current rank exceeds that of the candidate for promotion.

The Department R&T Committee comprises three members from faculty groups A and B. If fewer departmental members are able to serve, then qualified members from other departments will be invited on to the Committee. The Chair (in consultation with the tenure-line faculty) will submit a recommendation for the external committee to the Dean of CAS for approval. Voting on recommendations for promotion to term faculty ranks is restricted to committee members whose current rank exceeds that of the candidate for promotion.

Research adjunct faculty can be appointed and reappointed by the Chair without consulting the Department R&T, but the core faculty should be apprised of all new appointments.

Grievance Committee

Faculty grievances, student academic grievances and student grievances on discrimination and sexual harassment are dealt with by a Grievance Committee in accordance with the relevant sections of the Faculty Manual, the University’s Academic Regulations, and University Policies on Discrimination and Discriminatory Harassment. Three members from the core faculty will be chosen by the Chair for this committee, and they will select a chair.

Research Committee

The Research Committee is charged with facilitating the impact of research, scholarship and creative work by the faculty and students. They also are in charge of the Physics Development account. They can set procedures for the faculty to access this money (pursuant to University and College rules). Each fiscal year they should announce to the faculty what is the general plan for the account for that year. Three members from the core faculty will be chosen by the Department Chair for this committee, and they will select a chair.

Other committees

Historically other standing committees have included: Curriculum, Assessment, Research, and Advising and Recruitment. In consultation with the core faculty, the Chair can appoint committee chairs and assign committee members.