

# Bylaws of the Department of Physics University of Massachusetts Amherst

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# 1 Introduction

## 1.1 Mission

Physics is the foundational science that underlies the physical sciences, as well as the life sciences and engineering disciplines. The Physics Department has two essential missions. The first mission is educational: to educate students in how nature operates at a fundamental level, and to train the next generation of leaders in the fields of science and engineering. In support of this mission, the Department instructs students in performing experimental measurements in the laboratory, and provides instruction in the theoretical underpinnings, and the analytic and creative skills needed to approach and solve a wide variety of problems in science and technology. The Department's second mission is to do cutting edge research: to expand the horizons of our knowledge in science. The Department understands that research provides superb training for our students, and directly supports the teaching mission of the Department. The teaching and research missions of the Department operate within an atmosphere that is inclusive, where the diversity of the faculty and students is valued and supported. The Department recognizes and embraces its responsibility for public education and outreach to the general public, especially to groups under-represented in Physics.

## 1.2 Compliance with CBA and Red Book

In accordance with Article 12 of the UMass-MSP\* Collective Bargaining Agreement (CBA), these Bylaws have been adopted by a majority vote of the faculty of the Department of Physics (the "Department") in the College of Natural Sciences (the "College") at the University of Massachusetts Amherst (the "University" or "UMass"). Federal and state laws, UMass Trustee policies (including, but not limited to, T76-081, the Academic Personnel Policy, aka the "Red Book", the CBA, and other established university policies) will prevail in instances of conflict with these bylaws. As required by Article 12, these bylaws are subject to review by the Administration and MSP to ensure that the bylaws do not conflict with prevailing laws, policies, and the CBA; such review must occur before the bylaws or their amendments take effect.

## 1.3 Diversity, Equity and Inclusion

The Department strives to increase the representation of women and underrepresented groups in physics amongst students, post-doctoral researchers, and faculty. We aim to make the study of physics, and the opportunity to contribute to physics, an equal opportunity endeavor independent of disabilities, ethnicity, gender, national origin, religion, and sexual orientation. Participation by the full spectrum of our society enhances scientific discovery.

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\* MSP: Massachusetts Society of Professors

Both recruiting and retention are important features of establishing equal opportunity and diversity. Equal opportunity for faculty includes, but is not limited to, commitment to equity in merit raises, anomaly raises, teaching assignments, committee assignments, and allocation of resources including office space, lab space, and support staff. In these considerations, we recognize that both explicit and implicit bias pose barriers, and that our practices should include mechanisms to lessen their effects. For example, it is important that faculty participating in personnel decisions learn about implicit bias, and apply this knowledge to improve equity in personnel decisions.

We recognize that learning and creative research are enhanced by a positive departmental climate, and one that shares resources, opportunities, and duties. The Department strives to maintain a culture in which all students, staff, and faculty can thrive. To that end, learning and training opportunities will be integrated into seminar series, committee meetings, and professional development events on the topic of creating and maintaining positive workplace cultures.

## **2 Departmental Organization**

### **2.1 Membership**

The Department's faculty (the "Faculty") consists of professors with tenured or tenure-track appointments, part-time or full-time lecturers, as well as individuals with non-regular appointments.

#### **2.1.1 Regular Faculty**

Regular faculty consist of tenured and tenure-track faculty, as well as full-time and part-time lecturers, provided the appointment is at least at the 50% level.

#### **2.1.2 Non-Regular Faculty**

Non-regular faculty consist of individuals with official ties to the Department, including research professors, adjunct professors, visiting professors, and emeritus professors. This category also includes part-time lecturers with an appointment at a level below 50%.

#### **2.1.3 Responsibilities and Voting Membership**

The responsibilities of tenured and tenure-track faculty are outlined in the Red Book, and consist of research, teaching, and service. Over time, faculty in the Department typically rotate through the teaching responsibilities of the Department (graduate, majors, service, and general education courses) and the service responsibilities.

Members of the Faculty have the right and duty to participate in governance of the Department, including voting on matters brought before the Faculty. The Department Head and other administrators who are not part of the faculty bargaining unit do not participate as voting members. Faculty on paid leave (including, but not limited to parental leave, sabbatical leave and sick leave) maintain their rights but not their responsibility during the leave to participate in the governance of the Department.

In matters of faculty governance, the voting membership includes all regular faculty except the DH and other administrators.

In votes pertaining to personnel actions discussed in Sections 4.2-4.5 all regular faculty, except the candidate and individuals who have conflicts of interest with the candidate, may have access to personnel cases and will be invited to participate in the relevant PC meetings. However, only faculty at or above the rank equivalent to the proposed position are allowed to vote. In the matter of voting rights, the DPC will use the following interpretation of rank-equivalency between the tenure-stream and non-tenure stream faculty:

- Lecturer before continuing appointment is treated as equivalent to Assistant Professor before the 4.2 review.
- Lecturer beyond continuing appointment is treated as equivalent to Assistant Professor beyond the 4.2 review.
- Senior lecturer is treated as equivalent to Associate Professor
- Senior lecturer II is treated as equivalent to Professor

Regular faculty who do not have voting rights in a particular personnel case are not obliged to attend the relevant meetings.

All regular faculty may vote in hiring decisions.

In all cases, voting faculty are expected to read files and participate in meetings before voting.

## **2.2 Officers**

### **2.2.1 Head**

The Department Head (DH) is appointed by the College Dean, taking into consideration the recommendation of a Head Search Committee convened by the Dean. The Head Search Committee consults with the Department staff, faculty, postdocs and graduate students. The Head Search Committee makes a recommendation to the College Dean after consultation with the Faculty.

The DH has a term of 3 years, and may be reappointed by the College Dean for additional terms after evaluation by a Departmental review committee. The review again includes consultation with the entire Department.

The DH has overall responsibility for ensuring the smooth operation of the Department. The DH has primary responsibility in the areas of

- Budgeting and Departmental Administration
- Faculty hiring, including appointment of the search committee, and making the recommendation to the Dean
- Faculty reviews and evaluations
- Faculty development with particular responsibility for junior faculty
- Staff hiring and supervision
- Management of department personnel affairs.
- Buildings, Operations and Space.
- Scheduling, setting the agenda for and chairing Faculty meetings.
- Communicating with higher administrative levels.
- Departmental Centers

### **2.2.2 Associate Head**

The Associate Head (AH) position is appointed by recommendation of the Department Head. The AH is responsible for making teaching and service assignments for the Faculty, subject to approval by the Head, has Departmental signature authority in the absence of the DH, and may assist the DH in a variety of ways. All Regular Faculty are eligible for appointment as AH.

### **2.2.3 Undergraduate Program Director**

The Undergraduate Program Director (UPD) is appointed by the Department Head. The UPD has no fixed term, but typically serves for five or more years. The UPD has overall responsibility for overseeing the Department's Majors program, including maintaining the advising program for Majors as Chief Undergraduate Adviser. The DH may appoint an Associate UPD to support the UPD and share these duties.

### **2.2.4 Honors Program Director**

The Honors Program Director (HPD) is appointed by the Department Head. The HPD has no fixed term, but typically serves for five or more years. The HPD has overall responsibility for overseeing the Department's Honors program, in particular maintaining the advising program for Honors Students. The HPD serves as a link with the Honors College and the HPD's from other departments in the College and the University.

### **2.2.5 Graduate Program Director**

The Graduate Program Director (GPD) is appointed by the Department Head to lead the Graduate Program. The GPD has no fixed term, but typically serves for five or more years. The GPD has primary responsibility for maintaining and improving the quality of graduate education and the success of graduate students. The GPD represents the Physics graduate program at the graduate school and in the College.

### **2.2.6 Department Personnel Committee Chair**

The Department Personnel Committee (DPC) Chair is selected by a vote of the full Personnel Committee, typically for a term of two years. Associate Professors and Professors are eligible to serve as DPC Chair. If the DPC chair is an Associate Professor and the Subcommittee considers a case of promotion to Professor, then one of the Professors on the Subcommittee acts as DPC chair for that case.

The DPC Chair is responsible for scheduling, setting the agenda for, and conducting meetings of both the full Personnel Committee and the Personnel Subcommittee. Other duties of the DPC Chair include overseeing tenure and promotion cases, and the merit review process, as well as other faculty personnel issues.

### **2.2.7 College Personnel Committee Representative**

The College Personnel Committee (CPC) Representative is elected by the DPC, typically for a term of 3 years. Associate Professors and Professors are eligible to serve as CPC Representative.

The CPC Representative participates in the review of personnel actions by the CPC and is responsible for communicating Department cultural standards on personnel actions to the CPC.

### **2.2.8 MSP Union Representative**

The MSP Union Representative is elected by all MSP bargaining unit members (BUMs) for a term of one year. All BUMs are eligible to serve as MSP Representative. The MSP Representative is responsible for attending MSP meetings and informing faculty about MSP issues.

## **2.3 Standing Committees**

All appointments are made by the DH except for the Department Personnel Committee, and the Department Personnel Subcommittee, which is elected by the Faculty.

### **2.3.1 Department Personnel Committee**

The DPC consists of all members of the Regular Faculty. The DPC is responsible for faculty personnel actions, whereas the full Faculty is responsible for academic and

research affairs of the Department.

The DPC Chair calls DPC meetings, typically with one week's notice to the Faculty. A faculty member who is appointed as Head is not a member of the DPC for the duration of that appointment. The Department Head attends PC meetings only at the invitation of the DPC and has observer status at the meeting. Non-regular Faculty attend DPC meetings by invitation, but do not have voting rights.

The DPC duties include

- Recommendations on personnel reviews at the 4.2, tenure, and promotion stages.
- Appointments and promotions of Lecturers and Research faculty.
- Initial appointments of adjunct faculty.
- Approval of changes in the merit procedure.

### **2.3.2 Department Personnel Subcommittee**

The Department Personnel Subcommittee (the "Subcommittee") is elected from eligible Regular Faculty by a ballot during the first DPC meeting of the Fall semester. The Subcommittee is made up of eight members distributed amongst the Faculty ranks to reflect the demographics of the Faculty. Faculty members are elected for a term of two years to the Subcommittee, with the exception of assistant professors, who are given the option of stepping down after one year.

Subcommittee meetings are called and chaired by the DPC Chair. The Department Head attends Subcommittee meetings only at the invitation of the DPC Chair.

For the following personnel actions the Subcommittee is advisory to the full DPC. The results of Subcommittee discussions will be reported to the DPC, but do not otherwise have force:

- Recommendations for the 4.2 review, tenure, and promotion cases of all tenure stream Faculty in advance of the DPC vote.
- Recommendations for continuing appointment and promotion of lecturers

Voting rights, access to personnel cases, and participation in subcommittee meetings for subcommittee members will follow the same rules as for the full DPC, as defined in Section 2.1.3. Non-voting members are not obliged to attend meetings at which they do not vote.

The Subcommittee is empowered by the DPC to complete certain actions without further input from the full DPC. These actions have typically included:

- Review and scoring of annual faculty reports (AFR). Assessment of merit and anomaly salary adjustments are done by the DPC Chair based on these scores.
- Reappointment of lecturers other than continuing appointment and promotions.
- Reappointment of research faculty, and adjunct faculty.
- Post-tenure reviews (PMYR).
- Faculty reappointments that do not require a review.

The duties delegated to the subcommittee are reviewed and discussed at the same meeting in which the subcommittee is elected. If there is no dissent, the duties can be adopted by acclamation. If a motion is made and seconded to change the duties, a decision should be made by secret ballot at the next meeting of the full DPC.

### **2.3.3 Summer Personnel Committee**

The summer DPC is constituted by all regular faculty who are available. The summer DPC has the same powers as the regular committee, but does not normally meet or make major decisions, such as personnel actions, during the summer. Non-substantial decisions will be deferred to the Subcommittee. If the Subcommittee feels the issue is of major importance, two weeks' notice of the meeting will be given. DPC members are not compelled to engage in these meetings during periods of non-responsibility.

### **2.3.4 Undergraduate Curriculum Committee**

The undergraduate curriculum committee (UGCC) is composed of a Chair and faculty with a range of experience of teaching in the undergraduate majors program. The UPD is invited ex-officio to be a member of this committee. The duties include curricular changes such as screening of proposals for new courses. Major changes in rules or structure are brought before the DPC.

### **2.3.5 Graduate Studies Committee**

The graduate studies committee is headed by the Graduate Program Director and is composed of the Masters and PhD academic advisers and the chair of the graduate admissions committee. The duties include graduate student advising and student honors and awards. Major changes in rules or structure are brought before the DPC.

### **2.3.6 Graduate Curriculum Committee**

The graduate curriculum committee (GCC) includes faculty currently teaching core graduate courses with one faculty member serving as Chair. The GPD is invited ex-officio to be a member of this committee. The duties include review and development of the curriculum, and supervision and administration of the

qualifying process for candidacy. Major changes in rules or structure are brought before the DPC.

### **2.3.7 Graduate Admissions Committee**

The graduate admissions committee is composed of a Chair, and typically eight other members of the Faculty. The admissions committee is representative of the research fields in the Department.

### **2.3.8 Climate Committee**

The Climate committee is headed by a faculty Chair and includes representation from staff, postdocs, students and faculty at all levels. Typically, a non-faculty co-Chair is also appointed. The UPD, GPD and DH are ex-officio members. The mission of the committee is to work toward a welcoming and inclusive work environment where all department members--faculty, postdocs, staff, and students--feel valued and respected.

### **2.3.9 Other Committees**

The Department also has several other committees directed at various aspects of departmental life and infrastructure, including awards, junior faculty mentoring, space, facilities and safety, computing, machine shop, publicity (including maintenance of the departmental website), newsletter, and alumni relations.

Some of these committees may include, at the Department Head's discretion, representation from retired faculty, departmental staff, and graduate and undergraduate students. Individual faculty members are appointed as Graduate TA Coordinator, liaison to the Library Committee, as well as advisors to the Society of Physics Students, the Outreach Club, and the undergraduate group on Women in Physics.

### **2.3.10 Ad hoc Committees**

The Department Head appoints committees to deal with issues that come up periodically. Examples of these are search committees for faculty or staff positions, planning committees to respond to University or College-wide initiatives, and committees to plan for space or infrastructure renewal.

## **2.4 Faculty Meetings and DPC Meetings**

### **2.4.1 Attendance and Quorum**

All regular faculty are expected to attend Faculty meetings and DPC meetings. A quorum is defined as half the number of faculty eligible to vote on a motion. A

quorum must be present at a meeting for the DPC to proceed with discussion and votes on personnel actions.

Remote participation in DPC and Faculty meetings is allowed to all regular faculty by prior arrangement. For personnel actions, secure access to the complete file must be provided to faculty who are participating remotely. Appropriate technology should be used both by remote participants and at the in-person meeting so that all participants can accurately hear and see each other, and any documents displayed during the meeting.

#### **2.4.2 Rules of Order**

Faculty meetings and DPC meetings will be chaired by the Head or the DPC chair, respectively, or their designees. Meetings will be conducted in a collegial manner that allows all members of the Faculty to participate.

In our meetings, we will strive to ensure that all voices are heard with respect, and that all Faculty have an equal opportunity to be heard. All faculty have the right to introduce motions, and to have the motions discussed and voted upon.

Faculty must be recognized by the Chair before speaking. All attendees can have the opportunity to ask for the floor again on the same debate but must wait until other faculty who wish to speak have spoken once. Debate must be confined to the merits of the issue under discussion. Faculty must maintain a courteous tone, be respectful of others, and must not personally attack or allude to the motives of other attendees.

#### **2.4.3 Voting Procedures**

A simple majority of the votes cast is sufficient for the motion to pass, except where specified otherwise in these bylaws.

Voting in Faculty meetings will by default take place by secret ballot, unless there is unanimous agreement to vote by show of hands. Remote participants will make prior arrangements with the meeting Chair to convey their ballots. Absentee ballots in faculty meetings can be accepted at the discretion of the meeting chair.

In all DPC meetings with personnel actions involving current members of the Faculty, the DPC Chair will by default conduct a secret ballot. For personnel actions, voting procedures are discussed in Section 4.

#### **2.4.4 Recordkeeping**

Minutes of Faculty meetings are kept by an appointee of the DH. Minutes include the agenda of the meeting, the names of faculty members in attendance, the

outcome of discussions and of votes taken if they do not involve a personnel action. Minutes will be made available to the faculty.

The outcomes of personnel action votes in DPC and Faculty meetings are recorded in a notebook kept by the Department Head but not distributed. The scribe for personnel actions is typically the faculty member most recently promoted to full Professor rank.

#### 2.4.5 Confidentiality

For all personnel matters, members of the DPC are required to respect and maintain strict confidentiality in DPC discussions and votes.

All attendees of Faculty meetings will be expected to exercise their judgment on the confidentiality of faculty discussions and votes.

### 3 Departmental appointments and searches

The Office of the Provost sets general appointment procedures. Aspects specific to the Department are described below.

#### 3.1 Tenured and Tenure-Track Faculty searches

When a search for a tenured or tenure-track faculty is approved, the Head appoints a search committee Chair after consultation with faculty relevant to the search field. The other members of the search committee are then appointed by the Head in consultation with the Chair. Regular faculty with the voting rights of tenure-track faculty are eligible to serve as search committee Chair or as a member. Members from the tenure stream faculty of other departments are also eligible.

The search committee composition should obey the following guidelines.

- Include the expertise necessary to assess candidates' fulfillment of the advertised requirements of the position.
- Be diverse to the extent possible.
- Represent the scientific breadth of the department; this condition is usually satisfied by including faculty whose expertise is in a different subfield than that in which the search is carried out, and by having representation from both experimental and theoretical faculty.

##### 3.1.1 Purview of Search Committee

The search committee, with the search Chair overseeing the overall process, is responsible for ensuring that the search process is in agreement with University regulations, and is equitable and inclusive, with the following guidelines.

- Procedures of the search are clearly specified.
- Goals and evaluation criteria for the search are agreed upon by the search committee before any candidate review commences.
- The search furthers the strategic and diversity goals of the Department and search committee members comply with university guidelines on DEI.
- A shortlist of candidates for on-campus visits is determined.
- Following the candidate visits, input is sought by the committee from faculty and from graduate students and others who have been involved in the visit, and a ranked set of finalists is constructed consisting of the candidates the Committee has determined to be excellent potential hires. The Chair summarizes the findings and presents this list to the Subcommittee. An approved list is then presented at a faculty meeting for Faculty consultation and endorsement. All regular faculty may participate in this process.
- The Chair then provides an approved detailed hiring recommendation reflecting the views of the faculty to the Head.

The Chair and committee members will support the Head in the final recruitment process, as the specific situation of the search requires.

### **3.1.2 Access to Applicant Materials**

The materials for all short-listed candidates are made available to the Regular faculty in a way that is consistent with University regulations.

## **3.2 Non-Tenure-Track Faculty Searches**

The procedures for non-tenure-track hires generally follow those described in Section 3.1, except that non-tenure-track faculty may serve as Chair or as a member of the search committee, which is typically the practice.

## **3.3 Non-Regular Faculty Appointments**

In situations where the academic and professional mission of members of our faculty are enhanced by the presence of a scientist who is not part of the regular faculty of our department, the Department may make appointments in the roles of Research Professor, Adjunct Professor, or Visiting Professor. A proposal for appointment is first considered by the Subcommittee and then brought to the entire Faculty for a discussion and a vote to endorse. The proposal is customarily accompanied by a letter of support from the sponsoring faculty, as well as a curriculum vitae and three external letters of support for the appointee.

All such appointments are typically for a limited term of no more than three years. A reappointment for a further term can be made at the discretion of the Subcommittee. No financial, space, staff support or other resources are automatically associated with such appointments, but will be made available on a case-by-case basis by the Department Head to facilitate a fruitful association with

the Department. The level of the appointment (e.g., Adjunct Associate Professor vs. Adjunct Assistant Professor) is set by the seniority of the appointee's permanent appointment or by a similar measure of seniority.

Customarily, Adjunct appointments are used for faculty members with permanent appointments in other departments at UMass, at the Five Colleges or at other institutions who have long-term research collaborations with our faculty and our graduate students.

Customarily, Research appointments are used for scientists above the postdoctoral level supported by external funding held by our faculty or jointly with the Research faculty.

## **4 Reviews, Reappointment, Tenure, and Promotion**

### **4.1 General Procedure**

Voting responsibilities and duties in these personnel actions are defined in Section 2.1.3. Reappointment, tenure, and promotion procedures are discussed in the Red Book, the MSP collective bargaining agreement, and in annual guidelines from the Provost's office. Specific departmental practices are described below.

The files for personnel actions are first reviewed by the Subcommittee. The Subcommittee then prepares a report for the DPC that includes a vote (excellent, strong, not strong) in the categories of research, teaching, and service, and on reappointment, tenure or promotion (yes/no), as appropriate. For promotion to full professor, however, only an overall vote is taken: votes are not taken separately in each category. The vote of the Subcommittee is advisory. It is not recorded in the personnel memos and is meant to focus the discussion of the DPC. In the DPC, voting is on each category of research, teaching, and service (excellent, strong, not strong) and reappointment, tenure or promotion (yes/no), as appropriate. For promotion to full professor, once again, only an overall vote is taken and votes are not taken separately in each category. In all cases voting is done by secret ballot.

For the 4.2 review, tenure, and promotion reviews, a letter of request is sent from the Head to solicit letters addressing research, teaching, and service. This will entail (A) letters of request to external reviewers; (B) internal letters as needed to clarify specific aspects of the case such as collaboration; and (C) a letter to students who, since the previous review action, have taken classes, independent study, or done research with the faculty candidate, as well as post-doctoral researchers who have been mentored by the faculty candidate.

For the 4.2 review, current College practice is that three external reviewers are selected in consultation with the candidate. These reviews are intended to be consultative rather than evaluative, and assist in the mentoring process of the

candidate. These letters are shared with the Head, DPC Chair, and the candidate, who is free to share it with mentors.

For tenure and promotion to full, half of the external letter writers are chosen by discussion between the Head, DPC Chair and faculty working in research areas that are similar to that of the candidate; the other half are suggested by the candidate. For each review process (tenure, promotion) the same form letter will be used consistently from candidate to candidate. The definition of 'close' and 'not-close' external reviewers are contained in the Department cultural standards document. The Department aims to have at least half the external letters (A) from reviewers who are "not close", that is, who are not former PhD or post-doctoral mentors, close collaborators, or co-PIs.

The file is constructed by the Head, the DPC Chair, and staff with HR responsibility within the university academic review system, currently known as APWS. Disclosure of the names of persons who have contributed letters will be consistent with university policy.

As part of the review process, the DPC Chair writes a memo on behalf of the DPC reflecting the outcome of the discussion within the Faculty as well as the vote. In all personnel actions, the DPC memo will be made available for two working days to faculty who are eligible to vote in a particular case, at the Department HR manager's office. The Head writes a second, independent memo for each review.

#### **4.2 4.2 Reappointment**

The case is typically presented at one DPC meeting, with a vote taken at the end of the discussion.

#### **4.3 Award of Tenure**

The Department targets at least as many external letters as indicated in the campus guidance on tenure. The case is discussed at two DPC meetings, with a vote taken at the second meeting. Only faculty present for the first meeting may vote. Absentee ballots are allowed for faculty present at the first meeting and are registered as valid votes only if no substantial new information is introduced at the second meeting, as determined by the DPC chair. The DPC Chair shall remind the faculty that votes of excellence in at least two of the three categories are necessary for tenure, as well as a record that indicates continued excellence.

Promotion to the rank of Associate Professor typically takes place along with the award of tenure. The voting procedure for this promotion is as described in the previous paragraph.

#### **4.4 Promotion to Professor**

The Department targets at least as many external letters as indicated in the campus guidance on promotion to Full Professor. The case is typically presented at one DPC meeting, with a vote taken at the end of the discussion.

#### **4.5 Periodic Multi Year Review (PMYR)**

Tenured faculty are scheduled for a PMYR every 7 years, unless they have in that period been reviewed for promotion to Professor. The faculty writes a short (2-3 pages) statement that summarizes their research, teaching, and service since the last review process, and outlines their directions and plans for the subsequent 7 years. A curriculum vitae is also included. The statement should include a request for professional development funds, and a short description of what the funds will be used for. The file is reviewed by the Subcommittee with participation and voting as in Section 2.1.3, but it is not reviewed by the full DPC. The DPC and DH both write memos that recommend either acceptance or revision of the statement and may include comments on the plans or activities outlined. Unlike the other review procedures in the sections above, the Department does not solicit external letters or take a vote.

#### **4.6 Promotion of Non-Tenure Track Faculty**

For continuous appointment, and promotion to Senior Lecturer and Senior Lecturer II, the voting procedure is the same as for the tenure-stream personnel actions described above. For continuous appointment, the candidate is evaluated based on a complete c.v. and a statement outlining their activities and continuing professional development. For promotion cases, a file is constructed by the candidate with the guidance of the DH and the DPC chair and is reviewed first by the Subcommittee. External letters are encouraged but not required. Internal letters are solicited from students mentored and taught in classes, as in tenure-stream cases, as well as a curriculum vita and statements relevant to the activities performed by the faculty under review. The case is typically discussed at one DPC meeting, with a vote (yes/no) taken on promotion. Votes on specific areas of activity are not taken.

#### **4.7 Merit Review**

The Subcommittee reviews the performance of all regular faculty members annually. This evaluation is primarily based on the University mandated Annual Faculty Report. Three different areas of performance are evaluated: research, teaching and service, as appropriate for each faculty. The details of the merit score are provided in a separate document and modifications to past practice are subject to a vote by the regular faculty.

## 5 Procedures for the Amendment of the Bylaws

### 5.1 Ratification

The Bylaws are adopted by the regular faculty by a two-thirds majority vote following discussion by the faculty. Discussion shall span at least two faculty meetings at which a quorum of the faculty must be present. A copy of the proposed Bylaws is to be distributed to the faculty at least one week before the first meeting. Changes will be made according to the procedure outlined in Section 5.2.

### 5.2 Amendments

#### 5.2.1 Origination and Drafting

It is expected that the Faculty will propose changes to the Bylaws and that best operating procedures will evolve with time. Amendments can delete sections of text, delete and replace sections, or be an addition to the current document. To propose an amendment, a regular faculty member drafts new text, indicates where it should be inserted in the Bylaws, and/or what text is to be deleted. The amendment is then circulated to the full Faculty prior to a faculty meeting. If the amendment is seconded at the faculty meeting, it is discussed at two further faculty meetings before being put to a vote.

#### 5.2.2 Discussion and Vote

The amendment is discussed at three faculty meetings at which a quorum of the faculty is present, and is then adopted if it is voted in by a two-thirds majority at the conclusion of the third faculty discussion.

These Bylaws were approved by the Department of Physics faculty on 19<sup>th</sup> August 2021 by a vote of 25-0-0 (yes-no-abstain). Amendments were approved by the Faculty on 22<sup>nd</sup> April, 2022.