

DEPARTMENT OF PHYSICS
BYLAWS

I. Faculty Appointments

A. Appointment Categories

The Department makes two types of faculty appointments – those with permanent tenure considerations and those without permanent tenure considerations (POL 05.20.01). All references to tenure in these bylaws shall mean permanent tenure.

Tenure-track/tenured appointments typically involve research/discovery, enabling and effecting learning, and service, with performance evaluated according to the Departmental, College, and University Reappointment, Promotion and Tenure (RPT) guidelines (RUL 05.67.704, RUL 05.67.706, POL 05.20.01).

Non-tenure-track appointments involve some subset of research/discovery, enabling and effecting learning, and service. These appointments are fixed term appointments and are not eligible for tenure consideration or conferral of tenure. Non-tenure-track faculty appointment prefix modifiers include but are not limited to adjunct, research, teaching, and visiting. Appointment to the rank of lecturer is a non-tenure track faculty appointment. Non-tenure track faculty members will be evaluated for reappointment and promotion according to the University guidelines (REG 05.20.34). The appointments are renewed based on satisfactory performance and available funding.

The Departmental Voting Faculty (DVF) consists of all faculty who hold permanent tenured or permanent tenure-track positions at a rank equal to or higher than the rank being considered for appointment. The composition of the DVF is thus different for each type of consideration and those with voting privileges in each specific case are specified in University policy POL 05.20.01 and regulation REG 05.20.34.

Membership in the Graduate Faculty allows teaching courses at the graduate level (i.e., courses at the 500-900 levels), participating as a chair, co-chair, or member of master's and doctoral advisory committees, and serving as Graduate School Representative when requested by the Graduate School. Graduate Affiliate Faculty can teach graduate-level courses and participate as members of advisory committees (REG 02.40.01).

B. Procedures for Appointment to Tenure-Track Faculty Positions

1. Candidates for a tenure-track faculty appointment must show potential for contributing to the research/discovery, learning, and/or service missions of the Department. In most cases, it will be expected that tenure-track faculty will actively publish, affect learning in the classroom or laboratory, and generate external funding to enhance their research programs.
2. As part of the search procedure, candidates will present a seminar to the general faculty, will be available for group and individual discussion with interested faculty, and will be interviewed by the Department Head, and the Dean of the College of Sciences (COS), or designee. At least three letters of recommendation must be supplied along with a current CV and proof of highest degree.
3. A decision to appoint will require a positive majority vote of the DVF and separate approval by the Department Head.

C. Procedures for Appointment to Research Faculty Positions

1. Before being considered for a research faculty appointment, candidates will normally have spent at least one year in the Department as a research associate or scholar, as a visiting scientist, or held a research faculty position or multi-year post-doctoral position.
2. Candidates must have the ability to generate successful funding proposals, either in conjunction with faculty within the University, or as independent researchers.
3. As part of the procedure, candidates will present a seminar to the general faculty, will be available for group and individual discussion with interested faculty, and will be interviewed by the Department Head. At least three letters of recommendation must be supplied along with a current CV.
4. Initial appointments and promotions in the ranks of research faculty (Assistant, Associate, and Full Research Professors) will be based on research accomplishments, research prominence, and track record in generating research funding.
5. The Department Head is authorized to issue part-time or full-time subsequent contracts of up to a total of two (2) years to research faculty who meet the qualifications. The Department Head shall report to the DVF on contracts issued to research-track faculty.
6. A decision for an initial appointment or to appoint for a period longer than two years will require a positive majority vote of the DVF and a separate approval by the Department Head.

D. Procedures for Appointment to Teaching Faculty Positions

1. Before being considered for a teaching faculty appointment, candidates must have a successful record of teaching either at NC State or elsewhere.
2. Candidates must have the ability to lead course development and pursue innovation in teaching.
3. As part of the procedure, candidates will present a physics lecture to the general faculty, will be available for group and individual discussion with interested faculty, and will be interviewed by the Department Head. At least two letters of recommendation must be supplied along with a current CV.
4. Initial appointments and promotions in the ranks of teaching faculty (Assistant, Associate, and Full Teaching Professors) will be based on teaching accomplishments, teaching innovation, and teaching prominence.
5. The Department Head is authorized to issue part-time or full-time subsequent contracts of up to a total of two (2) years to faculty who meet the qualifications. The Department Head shall report to the DVF on contracts issued to teaching track faculty.
6. A decision for an initial appointment or to appoint for a period longer than two years will require a positive majority vote of the DVF and a separate approval by the Department Head.

E. Procedures for Appointment to Other Faculty Positions

1. Adjunct faculty. Candidates will be suggested by members of the tenure track faculty on the basis of mutual research interests. A complete CV of the candidate will be required along with at least one letter of recommendation and proof of highest degree. Appointment is approved by vote of the DVF and Department Head. Appointments are for a maximum of three years and terminate automatically unless renewed by the same process as the original appointment (REG 05.20.34).
2. Visiting faculty. Candidates will be suggested by members of the faculty on the basis of mutual teaching and/or research interests. A complete CV of the candidate will be required. Appointment is approved by the Department Head. A vote of the DVF is not required. Appointments terminate automatically after one year unless renewed by the same process as the original appointment. (Paid or unpaid, these are fixed term appointments that may not exceed two consecutive years. Subsequent visiting appointment may be made three years after the end date of the most recent visiting appointment – REG 05.20.34.)
3. Emeritus Professor. Emeritus status is available to retiring tenure-track faculty upon written request to the Department Head and approval of the Chancellor. A vote of the DVF is not required (POL 05.20.02).

4. Lecturers. Lecturers and senior lecturers are appointed with primarily instructional responsibilities. Candidates will be appointed by the Department Head on the basis of teaching needs within the department. A vote of the DVF is not required. The Department Head is authorized to issue part-time or full-time initial and subsequent contracts of up to a total of two (2) years. A decision to appoint for a period longer than two years will require a positive majority vote of the DVF and a separate approval by the Department Head (REG 05.20.34).
5. Instructors. Candidates will be appointed by the Department Head on the basis of teaching needs within the department. A vote of the DVF is not required. The Department Head is authorized to issue part-time or full-time initial and subsequent contracts of up to a total of two (2) years. A decision to appoint for a period longer than two years will require a positive majority vote of the DVF and a separate approval by the Department Head (REG 05.20.40).
6. Research Assistants, Associates, and Scholars. Candidates will be suggested by faculty members on the basis of mutual research interests. Appointment is approved by the faculty member serving as Principal Investigator and the Department Head. A vote of the DVF is not required. The Department Head is authorized to issue part-time or full-time initial and subsequent contracts of up to a total of two (2) years. A decision to appoint for a period longer than two years will require a positive majority vote of the DVF and a separate approval by the Department Head.
7. Associate status. Faculty with regular appointments in other Departments at NC State will be eligible for associate status. Candidates will be suggested by members of the DVF on the basis of mutual research interests. Appointment is approved by vote of the DVF and the Department Head. Associate status does not confer voting privileges within the Physics Department. Associate appointments may be terminated by the associate department upon request of the faculty member or by the Physics Department.
8. Joint appointments. A faculty member at any level may be supported jointly by two departments. One department will be designated by the college dean(s) as the home department. The faculty member will be a DVF member in the home department when required rank and tenure are achieved. The DVF of other department(s) in the joint appointment will stipulate at appointment whether the faculty member will be a DVF member when required rank and tenure are achieved and whether he or she will have voting rights in other department affairs (POL 05.20.01).
9. Graduate Faculty. Tenure-track faculty become members of the graduate faculty at the time of hire. Full-time faculty in non-tenure track positions may be granted Graduate Faculty status upon a majority vote of the graduate faculty in the Department. Affiliate Graduate Faculty status requires a majority vote of approval by the graduate faculty in the department/program they are to be affiliated with (REG 02.40.01).

II. Departmental Committees

In addition to the committees mandated by the College and University (e.g. the Reappointment, Promotion, and Tenure committee, Post Tenure Review committee, etc.), the department has the following standing committees:

- Advisory committee
- Personnel committee

Ad-hoc committees are appointed and charged by the Department Head on an as-needed basis.

The Advisory committee consists of three tenure-track faculty and ex officio the Director of Undergraduate Programs and the Director of Graduate Programs. The faculty members are chosen by the Department Head from among the regular tenure-track faculty. The members serve staggered three-year terms. Each fall, the senior member of the committee is replaced in the following manner: The tenure-track faculty elect two nominees by secret ballot, then the Department Head appoints one of these two persons to the committee. A member of the Advisory Committee is eligible for re-election to the committee.

The Personnel committee consists of a minimum of four faculty members appointed by the Department Head. When performing disciplinary searches, at least one member must be outside the immediate sub-field. When multiple searches are required, the Department Head has the discretion to appoint a separate Personnel committee for each search.

The Post Tenure Review committee consists of three tenured Professors elected by vote of the tenured faculty. The members serve staggered three-year terms. The tenure-track faculty elect one nominee by secret ballot, then the Department Head appoints this person to the committee (RUL 05.68.57).

The Reappointment, Promotion, and Tenure committee is comprised of the committee chair, plus one patron for each candidate who will be considered for reappointment, promotion, and/or tenure in the academic year. The Department Head appoints the committee chair. The individual patrons are appointed by the Department Head with the consent of the candidate in each case (POL 05.20.01).

All members of the Department are eligible to serve on Departmental committees. Committees dealing with undergraduate and graduate curriculum issues may have a physics undergraduate and/or graduate student member, respectively, nominated by SPS and/or GPSA. These students can have full voting privileges on course and curricula issues.

The Department Head in consultation with the Advisory Committee appoints the Directors of the Graduate and Undergraduate Programs in the Department. The Department Head appoints all other coordinators and advisors for programs within the Department.

III. Departmental Meetings

1. Departmental faculty meetings, with faculty defined in Section I.A., are called by the Department Head and will normally be held the first Wednesday of each month during the fall and spring semesters. The Department Head should publicize the agenda prior to the meeting. Any issue requiring a vote of the general faculty must have been discussed in at least one preceding faculty meeting in the same academic year or be the result of a recommendation from a Departmental committee. A 2/3 affirmative vote of the faculty present is sufficient to suspend this rule in order to vote immediately on an issue.
2. Graduate faculty meetings are called by the Director of Graduate Programs and will be held at least once a year to approve continuation of graduate candidates. Only tenure-track graduate faculty with their primary appointments in the physics department are eligible to vote.
3. Departmental Voting Faculty (DVF) meetings are called by the Department Head and will be held during the academic year to consider the performance and progress of non-tenured faculty.
4. Committees will meet at least once per year and at the discretion of the chair of the committee. Minutes will be kept at the discretion of the committee chair. At the end of the academic year, the committee chair shall provide the Department Head with a written summary of the committee's recommendations and activities for the year.

IV. Amendment of the Bylaws

These bylaws may be amended by a majority vote of the regular tenure track faculty at two successive faculty meetings.

APPROVED by the Physics Faculty 12/8/99. Update approved 10/1/03. Update approved 10/10/18.