

DEPARTMENT OF PHYSICS

BYLAWS

Mission Statement: The NC State Physics Department is committed to providing outstanding educational and research opportunities. Our highest priority is to help all students achieve their educational objectives. We serve the people of the state of North Carolina by developing world-class research programs that advance scientific knowledge, contributing to the needs of the nation and the state, and meriting national and international recognition for their high quality; providing educational opportunities to undergraduate and graduate students in physics, through high-quality curricula, faculty, and research facilities; providing high-quality physics instruction to the university community; and supporting outreach activity that fosters improved public awareness and understanding of science.

Diversity Statement: The NC State Department of Physics seeks to promote a climate where everyone – students, faculty, and staff – can perform at their highest level. Everyone associated with the Department of Physics can expect a welcoming climate free from any form of discrimination, harassment, or retaliation. All members of the Department are expected to treat each other with professional respect and consideration to create a supportive and productive workplace and follow the Department’s Professional Code of Conduct.

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).

Professional faculty 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. Professional faculty appointment prefix modifiers include but are not limited to adjunct, research, teaching, and visiting. Appointment to the rank of lecturer is a professional faculty appointment. Professional faculty members will be evaluated for reappointment and promotion according to the University guidelines (REG 05.20.34). Professional faculty appointments are renewed based on satisfactory performance and available funding.

The Departmental Voting Faculty (DVF) is different for each type of consideration. For tenure-track/tenured appointments, the DVF shall consist of tenured faculty with equal or greater rank than the position for which the individual is being considered (POL 05.20.01). For professional faculty appointments, the DVF shall consist of all faculty who hold tenured or tenure-track positions at a rank equal to or higher than the rank being considered for appointment as well as full-time professional faculty in the track in which the appointment is being considered and with professorial rank equal to or higher than the rank being considered (REG 05.20.34).

Membership in the Graduate Faculty is required for teaching courses at the graduate level (i.e., courses at the 500-900 levels), participating as a chair, co-chair, or member of master and doctoral 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 master and doctoral committees (REG 02.40.01).

B. Procedures for Appointment to Tenure-Track Faculty Positions

1. Before being considered for a tenure-track faculty appointment as defined in section I.A. above, candidates must have a documented record of research/discovery and demonstrate a commitment to enabling and effecting learning and service.
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 (3) letters of recommendation must be supplied along with a current CV, research, teaching, and diversity statements, and proof of highest degree.
3. A decision to appoint will require a positive simple majority vote of the DVF and separate approval by the Department Head and Dean.

C. Procedures for Appointment to Research Faculty Positions

1. Before being considered for a research faculty appointment, candidates must have a documented record of research/discovery.
2. Candidates must have the ability to generate successful funding proposals, either in conjunction with faculty within the University, or as independent researchers.
3. 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 (3) letters of recommendation must be supplied along with a current CV and research and diversity statements.

4. Initial appointments and promotions in the ranks of research faculty (Assistant Research Professor, Associate Research Professor, and Research Professor) will be based on research accomplishments.
5. The Department Head, along with the Dean's approval, 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 faculty.
6. A decision for an initial appointment or to appoint for a period longer than two (2) years will require a positive majority vote of the DVF and a separate approval by the Department Head and Dean.

D. Procedures for Appointment to Teaching Faculty Positions

1. Before being considered for a teaching faculty appointment, candidates must have a documented record of teaching.
2. Candidates must have the ability to lead course development and pursue innovation in teaching using current pedagogy.
3. As part of the procedure, candidates will present a classroom-type 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 three (3) letters of recommendation must be supplied along with a current CV, and teaching and diversity statements.
4. Initial appointments and promotions in the ranks of teaching faculty (Assistant Teaching Professor, Associate Teaching Professor, Teaching Professor, Lecturer, and Senior Lecturer) will be based on teaching accomplishments, teaching innovation, and experience.
5. The Department Head, along with the Dean's approval, 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 faculty.
6. A decision for an initial appointment or to appoint for a period longer than two (2) years will require a positive majority vote of the DVF and a separate approval by the Department Head and Dean.

E. Procedures for Appointment to Other Faculty Positions

1. Adjunct faculty. Adjunct appointments are unpaid appointments generally held by a faculty member outside the University who serve in a limited role such as

sitting on doctoral committees or acting in an advisory capacity. A complete CV of the candidate will be required along with at least one (1) letter of recommendation and proof of highest degree. Appointment is approved by majority vote of the DVF and approval by the Department Head and Dean. Appointments are for a maximum of three years and terminate automatically unless renewed (REG 05.20.34).

2. Visiting faculty. Visiting appointments are limited to faculty who are in residence in the Department and who retain their status in a position at another institution of higher education, research organization, or other entity with a significant research or educational mission. A complete CV of the candidate will be required. Appointment is approved by the Department Head and Dean. 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 and professional faculty who have served more than 10 years upon written request by the Department Head and approval of the Chancellor. A vote of the DVF is not required (POL 05.20.02).
4. Instructors. Candidates will be appointed by the Department Head and 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 (2) years but not to exceed five (5) years will require a positive majority vote of the DVF and a separate approval by the Department Head and Dean (REG 05.20.40 and POL 05.20.01).
5. Research Assistants, Research Associates, and Research Scholars, Senior Research Scholars, and Principal Research Scholars. Appointment is approved by the faculty member serving as Principal Investigator and the Department Head and Dean. A vote of the DVF is not required.
6. 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. Appointment is approved by a positive majority vote of the DVF and the Department Head and Dean. 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.
7. 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 they will have voting rights in other department affairs (POL 05.20.01).

8. Graduate Faculty. Tenure-track/tenured faculty become members of the graduate faculty at the time of hire. Full-time professional faculty that hold a doctoral degree may be granted Graduate Faculty status upon a majority vote of the graduate faculty in the Department (REG 02.40.01).
9. Affiliate Graduate Faculty. Part-time professional faculty who are expected to serve on master or doctoral advisory committees and/or teach graduate courses can be granted Affiliate Graduate Faculty status upon a majority vote of the Graduate Faculty in the Department (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
- Diversity, Equity, and Inclusion 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 faculty, ex officio the Director of Undergraduate Programs, the Director of Graduate Programs, and Associate Department Head. The advisory committee members are chosen by the Department Head from among all faculty ranks and serve staggered three-year terms. Each fall, the senior elected 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 Diversity, Equity, and Inclusion (DEI) committee consists of three faculty members of any rank, at least one staff member, at least one postdoctoral fellow, at least one graduate student, and at least one undergraduate student. All members are nominated by the DEI committee appointed by the Department at large.

The Personnel committee oversees faculty appointments and 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 (PTR) committee consists of three tenured Professors who will not be under review during their term and are elected by vote of the tenured

faculty. The members serve staggered three-year terms. Tenured faculty elect one nominee from all eligible faculty each year (RUL 05.68.57).

The Reappointment, Promotion, and Tenure (RPT) 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).

Committees may include membership of Departmental staff, physics undergraduate and/or graduate students as appropriate with full voting privileges.

The Department Head in consultation with the Advisory Committee and Dean 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 monthly on a recurring schedule during the fall and spring semesters. Minutes will be kept and published on the Departmental website. The Department Head should publicize the agenda prior to the meeting. Any issue requiring a vote of the Departmental 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. Additional faculty meetings may be called by the Department Head or Advisory Committee with at least three days' notice.
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 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 RPT, PTR, and other personnel actions. Attendance is limited to the DVF as defined in Section I.A. and the type of consideration.
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 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 full-time Departmental faculty as defined in Section I.A. at two successive faculty meetings.

APPROVED by the Physics Faculty 12/8/99. Update approved 10/1/03. Update approved 10/10/18. Update approved 3/31/2021.