

**UNIT CODE OF OPERATIONS
EAST CAROLINA UNIVERSITY**

Department of Physics Code Approval

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**UNIT CODE OF OPERATIONS
Department of Physics
College of Arts and Sciences
East Carolina University**

THIS CODE ALLOWS FOR FACULTY PARTICIPATION IN AND ESTABLISHES PROCEDURES FOR THE UNIT'S INTERNAL AFFAIRS AND IS CONSISTENT WITH ALL APPLICABLE APPENDICES OF THE *EAST CAROLINA UNIVERSITY FACULTY MANUAL*.

Section I. Mission Statement

The mission of the *Department of Physics* is to serve the people of the State of North Carolina by educating the students enrolled in its courses and programs through excellent teaching at the undergraduate, masters, and doctoral levels. The Faculty of the *Department of Physics* pursues active programs of research in pure and interdisciplinary applied physics seeking to advance the frontiers of knowledge in their chosen fields of specialization.

Section II. Organization

A. Faculty

The *Faculty of the Department of Physics* consists of all Department members with academic rank or title whose duties in teaching, research,

and/or administration constitute at least half the full-time teaching and research load that is usual and customary for the Department. The *Graduate Faculty of the Department of Physics* shall consist of all faculty of the Department of Physics granted membership in the Graduate School, as either Graduate Faculty or Associate Graduate Faculty, in the manner described in the *East Carolina University Faculty Manual*, Appendix F, Section I.B.

The voting privileges of the Faculty of the Department of Physics are established as follows:

1. For purposes of elections to the Unit's nominating committee for appointment of administrative officials, for making recommendations on code content to the permanently tenured faculty, and for evaluations of the effectiveness of unit administrators, the definition of voting faculty specified in *The East Carolina University Faculty Manual*, Appendix L, Section A, shall apply.
2. For purposes of making recommendations for appointments, reappointments, promotion, and conferral of permanent tenure, the definition of voting faculty specified in *The East Carolina University Faculty Manual*, Appendix D, Section IV, shall apply.
3. For purposes concerning graduate matters, only the *Graduate Faculty of the Department of Physics* as defined earlier in this Section may vote.
4. For other purposes, the voting faculty shall include those described in II.A.1., II.A.2., and II.A.3. of this Code, and also all full-time fixed-term faculty in at least their twelfth consecutive calendar month of appointment (counting all intervening summer months, if any) to the faculty of the Department of Physics. It also includes all probationary-term faculty in at least their twelfth consecutive calendar month of appointment (counting all intervening summer months, if any) not in their terminal year of appointment. The terminal year is that year after which a probationary-term faculty member has not been reappointed or has not been recommended for permanent tenure.

B. Administrative Officers

The administrative officers of the Department shall be the Chair, the Assistant Chair for Undergraduate Studies, and the Assistant Chair for Graduate Studies.

1. Department Chair

The Chair represents the faculty, staff, and students of the department before the higher administrative units of the College and University. The Chair provides leadership to the Department and provides support to all teaching, research and service efforts in the Department. The

selection and tenure of office of the Chair shall be as detailed in *The East Carolina University Faculty Manual*, Appendix L, Section B.

Duties of the Chair:

- a. Administer the affairs of the Department in accordance with the policies determined by the Department, College and University, state and federal law.
- b. Assign teaching responsibilities and reassigned time according to Appendix C., II. of *The East Carolina University Faculty Manual*. (See also, IV.B. of this Code.)
- c. Manage the operation of the departmental office and its staff, be responsible for proper space utilization and for all equipment assigned to the Department of Physics.
- d. Ensure that the departmental faculty are fully informed in a timely way of all higher level administrative actions that impact on any aspect of the departmental operation or on the welfare of individual faculty.
- e. Prepare the Annual Report in consultation with the faculty.
- f. Prepare the Annual Budget in consultation with the faculty in the manner established in Section II.C. of this Code.
- g. Provide the faculty with complete copies of the Annual Budget and Annual Report of the previous academic year on Convocation Day every academic year.
- h. Discuss the Annual Budget and Annual Report with the faculty at the first regular faculty meeting following Convocation Day.
- i. Receive the recommendations of the Personnel Committee on all personnel actions specified in Appendices C & D of *The East Carolina University Faculty Manual*, concur or not concur, when appropriate, and pass them to the next higher administrative official. (See also, Section IV.A. of this Code.)
- j. Preside over departmental meetings and oversee the preparation and distribution of the agenda and minutes of departmental meetings.
- k. Follow the procedures established in Section IV.A.1. of this Code for the selection and initial appointment of new probationary-term faculty.
- l. Award graduate assistantships, after receiving recommendations from the Assistant Chair for Graduate Studies.
- m. Maintain the personnel files for all faculty and staff.
- n. Appoint directors and coordinators of departmental programs as needed after consulting with the Executive Committee.
- o. Determine the courses to be taught in all departmental programs for the regular academic year and for summer school after consulting with the Executive Committee.

- p. Evaluate each faculty member with a position number assigned to the Department of Physics according to Appendix C, of the *East Carolina University Faculty Manual* and the provisions of this Code. (See IV.C.)
- q. Recommend salary increments to the Dean of the College of Arts and Sciences, giving due consideration to the policies established by Appendix C, Section V.B. of *The East Carolina University Faculty Manual* and the results of the evaluation conducted under the provisions of Section II.B.1.p. of this Code.
- r. Appoint, subject to the confirmation of the faculty (with voting privileges as defined in II.A. of this Code), the Assistant Chair for Undergraduate Studies, and appoint, subject to the confirmation of the graduate faculty (with voting privileges as defined in II.A. of this Code), the Assistant Chair for Graduate Studies.
- s. Recommend to the Personnel Committee the appointment of adjunct faculty in the Department of Physics.
- t. Designate an Acting Department Chair for those periods when he/she is temporarily unavailable, out of town on official business, or on vacation.
- u. Ensure that all code procedures are followed.

2. **Assistant Chair for Undergraduate Studies**

The Assistant Chair for Undergraduate Studies shall be appointed by the Department Chair in consultation with the Executive Committee. Eligibility to serve as Assistant Chair for Undergraduate Studies is limited to faculty members of the Department of Physics with permanent tenure. The appointment is subject to confirmation, by secret ballot, by the subset of the departmental faculty with voting privileges described in Section II.A.1. of this Code. The primary duty of the Assistant Chair for Undergraduate Studies is to direct the undergraduate degree programs offered by the department and serve as Chair of the Undergraduate Committee. Other duties of the Assistant Chair for Undergraduate Studies will be assigned by the Department Chair and by departmental policy (see Section VII of this Code). The Assistant Chair for Undergraduate Studies is subject to reconfirmation by the subset of the departmental faculty described above contemporaneously with the Chair's quadrennial evaluation.

3. **Assistant Chair for Graduate Studies**

The Assistant Chair for Graduate Studies shall be appointed by the Department Chair in consultation with the Executive Committee. Eligibility to serve as Assistant Chair for Graduate Studies requires permanent tenure and *graduate faculty* membership as specified in the *East Carolina University Manual*, Appendix F, Section A. The appointment is subject to confirmation by secret ballot by the graduate faculty of the Department with voting privileges described in Section

II.A.1. of this Code. The primary duty of the Assistant Chair for Graduate Studies is to direct the graduate degree programs offered by the department and serve as Chair of the Graduate Committee. Other duties of the Assistant Chair for Graduate Studies will be assigned by the Department Chair and by departmental policy. The Assistant Chair for Graduate Studies is subject to reconfirmation by the subset of the departmental faculty described above contemporaneously with the Chair's quadrennial evaluation.

C. Annual Budget Requests and Annual Report

As mandated by the *East Carolina University Faculty Manual* Appendix L, C.3.h. the Department Chair will provide the faculty with copies of and discuss the annual budget and annual report as provided in II.B.1.g. and h. of this Code. The Department Chair will gain input from the faculty and discuss the planning of the Department of Physics budget request in the manner described in Section VII.B. of this Code.

Section III. Personnel Committees, Standing Committees, and Special Coordinators

Personnel matters will be handled by the Personnel, Tenure, and Promotions Committees in the manner described in the *East Carolina University Faculty Manual* Appendix D. The standing committees of the department shall be the Executive Committee, the Undergraduate Committee, and the Graduate Committee. The chairs of these committees will report to the faculty at each departmental meeting. A quorum for meeting of the standing committees shall be one-half of the membership.

- A. The **Personnel Committee** shall consist of three eligible faculty members elected annually by the voting faculty at the first meeting of the academic year [eligibility to serve on this Committee and the definition of voting faculty for the purpose of electing the Personnel Committee are established in the *East Carolina University Faculty Manual*, Appendix D, Section IV]. The **Chair of the Personnel Committee** shall be permanently tenured and elected annually by and from the committee's membership. Duties of the Personnel Committee and its Chair will be as specified in Appendix D of the *East Carolina University Faculty Manual*.
The Personnel Committee will seek advice from the full membership of the Tenure Committee prior to consulting with the Chair when the Chair writes the yearly Progress Towards Tenure Letters described in the *East Carolina University Faculty Manual* Appendix D, II.C.4.

- B. The **Tenure Committee** shall be composed and have duties as described in the *East Carolina University Faculty Manual*, Appendix D, Section IV.A.1.
- C. The **Promotion Committee** shall be composed and have duties as described in the *East Carolina University Faculty Manual*, Appendix D, Section IV.A.2.
- D. The **Executive Committee** shall consist of three tenured or probationary-term full-time members of the departmental faculty. The department Chair and the two Assistant Chairs will serve *ex officio* without vote. The Committee shall be elected to staggered three-year terms at the first faculty meeting of the year. The Chair of the Executive Committee shall be the member in his/her third year of service. The primary duty of the Executive Committee is to advise the Chair on all aspects of the administration of the department. Additional duties of the Executive Committee are to:
1. Serve as nominating committee for membership on other standing and *Ad Hoc* committees and for the appointment of special coordinators.
 2. Recommend to the Faculty of the Department long range planning in all areas not specifically delegated to other committees or coordinators.
 3. Recommend to the Faculty of the Department new policies or changes in old policies in all areas which are not specifically the province of some other committee or coordinator or which transcend the responsibilities of other committees or coordinators.
 4. Consult with the two Assistant Chairs to make recommendations to the Department Chair for class scheduling and for teaching assignments during the regular academic year and during summer school.
 5. Coordinate all Unit and Program evaluations, especially those described in Sections VI.A. and VI.B.
 6. Recommend to the Faculty of the Department any proposed changes it perceives to be necessary in the Code of Operations (see Section IX).
- The Executive Committee shall meet at least once monthly during the regular academic year. All actions of the Executive Committee shall be reported to the Faculty at the next regularly scheduled faculty meeting.
- E. The **Undergraduate Committee** shall consist of the Assistant Chair for Undergraduate Studies and two faculty members elected to staggered two-year terms by the Executive Committee. Faculty members eligible to serve on the Undergraduate Committee are those

fulfilling the requirements established in II.A.4. of this code. The Undergraduate Committee shall:

1. Evaluate and recommend to the Faculty proposals for new undergraduate courses and undergraduate degree programs.
2. Evaluate and recommend to the Faculty proposals to revise existing undergraduate courses and undergraduate degree programs.
3. Recommend policy and pursue planning and assessment of all undergraduate degree programs offered by the Department of Physics.
4. Perform any additional duties assigned by departmental policy.

F. The **Graduate Committee** shall consist of the Assistant Chair for Graduate Studies and two graduate faculty members of the Department of Physics (as described in II.A. of this code) elected to staggered two-year terms by the Executive Committee. The Graduate Committee shall:

1. Evaluate and recommend to the Faculty proposals for new graduate courses and graduate degree programs.
2. Evaluate and recommend to the Faculty proposals to revise existing graduate courses and graduate degree programs.
3. Advise the Assistant Chair for Graduate Studies on the admission of students to all graduate degree programs offered by the Department of Physics.
4. Recommend policy and pursue planning and assessment of all graduate degree programs offered by the Department of Physics.
5. Perform any additional duties assigned by departmental policy.

G. The **special coordinators** in the department shall be determined by departmental policy. All special coordinators shall be appointed annually by the Chair after consulting with the Executive Committee. A faculty member may appeal any appointment to the faculty.

H. *Ad Hoc* Committees and their officers may be appointed by the Chair of the Department or by the faculty as special needs arise. Each *Ad Hoc* Committee will follow procedures detailed in the charge to that committee upon its creation. An *Ad Hoc* Committee expires after making its final report or in twelve months, whichever comes first.

Section IV. Faculty Personnel Actions

A. Selection and Appointment of New Faculty

The initiation, review, and approval of appointments of new faculty will be in accord with the provisions of Appendix C I., Appendix D IV.A.3.a, and

IV.G.2., and all other pertinent sections of the *East Carolina University Faculty Manual*. In fulfilling these provisions the Department of Physics will abide by the following procedural rules:

Upon notification by the Department Chair of the number and nature of new probationary-term positions to be filled (Appendix C.I.A. of the *East Carolina University Faculty Manual*), the Chair of the Personnel Committee will convene a meeting of the Tenure Committee. The purpose of this meeting shall be to establish the requirements for the position(s) and to recommend to the Department Chair, the method for and wording of the job advertisement. The Personnel Committee may at their discretion appoint a Search Committee selected from among the departmental faculty members satisfying the conditions established in II.A.1. of this Code. When a Search Committee is appointed it will report its recommendations to the Personnel Committee within six calendar months of its initial appointment. The search will be deemed unsuccessful if within seven calendar months from the date of the Tenure Committee meeting, establishing requirements for the vacant position(s), no prospective faculty member is found. If a search is unsuccessful, the Chair of the Personnel Committee shall notify the Department Chair. If notified by the Chair of the continuing availability of positions to be filled and of their number and nature, the Chair of the Personnel Committee shall reconvene the Tenure Committee to begin a new search, subject to the same rules described above. Any search not resulting in a recommendation to the Chair of the Department by the University Spring Commencement shall be automatically declared unsuccessful and shall be re-examined along the lines herein established on the following Convocation Day. In those cases where negotiations with a candidate must continue past Spring Commencement, the Department Chair and the members of the Tenure Committee will meet to agree on the terms of appointment that could affect a future tenure decision before the end of the regular academic year.

It is ultimately the duty of the Personnel Committee, in the manner provided in Section IV.A.3.a. of Appendix D of the *East Carolina University Faculty Manual*, to recommend to the Department Chair prospective faculty members satisfying the requirements established for the position. In case the appointment is to be made with tenure or with reduced probationary term then the Tenure Committee must approve the appointment by simple majority before the notification is made to the Department Chair.

Appendix C Section I.E. of the *East Carolina University Faculty Manual* stipulates that a letter signed by the Chair of the Department shall

establish specific conditions of employment for the initial appointment of a faculty member. Prior to his signature, the Chair will submit the letter for approval of those items that could affect a future tenure decision by the departmental Tenure Committee.

B. Teaching Assignments and Reassigned Time

Assignment of teaching responsibilities and reassigned time will be made by the Chair in accord with the provisions of Appendix C.II.A of the *East Carolina University Faculty Manual* and department policy.

C. Faculty Evaluation

Evaluation of faculty will be by the Chair in accord with the provisions of Appendix C.III. of the *East Carolina University Faculty Manual* and the Physics Department Faculty Productivity Profile. The Faculty Productivity Profile, approved by the faculty, details the relative value attached to the various professional activities engaged in by the faculty and shall be used as a guide for this evaluation. The weight given to any category (teaching, research/creative activity, or service) shall not be less than 10%. The weight given to service shall not exceed the weight given either teaching or research/creative activity.

D. Reappointment and Professional Advancement

1. The reappointment of probationary-term faculty will be in accord with the provisions of Appendix D of the *East Carolina University Faculty Manual*. The sole criterion to be used for reappointment will be the relative progress being made by the faculty member in a probationary-term appointment towards fulfilling the tenure criteria listed in Section IV.G. of this code.
2. Recommendations for professional advancement will be in accord with the provisions of Appendices C and D of the *East Carolina University Faculty Manual*. The specific criteria used for these recommendations are listed in Section IV.G. of this code.

E. Merit Salary Allocation

Merit salary will be based on the Chair's annual evaluation as guided by the Physics Department Faculty Productivity Profile as defined in Appendix C section V.

F. Personnel/Evaluation Files

The personnel files for faculty will be maintained by the Chair in accordance with Appendix C.VI. of the *East Carolina University Faculty Manual* and state statutes.

G. Tenure and Promotion

Candidates for permanent tenure and promotion shall be evaluated by the following criteria, which are in addition to those prescribed in the *East Carolina University Faculty Manual* Appendix C Section IV. and Appendix D Section IV. The procedures to be followed in tenure and promotion decisions are as established in the *East Carolina University Faculty Manual* Appendix D Section IV.

1. Teaching/Advising—(1) the articulation of the salient aspects of a discipline in a rigorous but accessible manner, whether in or out of the traditional classroom setting; (2) academic advising within the discipline and the General College, where Department operating procedures provide such opportunity; and (3) other contributions towards the University's fundamental mission of transmitting knowledge, including participation in curriculum development.

a. For Permanent Tenure:

- i. Satisfactory overall results from student and peer evaluations.
- ii. Other documentation of teaching effectiveness using instruments and procedures approved by the Department.
- iii. Clearly written course objectives, requirements, formats, procedures, instructional materials, grading policies, and evaluation materials for students.
- iv. Active role in the development of the curriculum and programs of the Department.
- v. Active role in advising students regarding course and laboratory work, independent research, program choices, and career planning, when Department operating procedures provide such opportunity.
- vi. Achievement and maintenance of a level of excellence in teaching and advising effectiveness consistent with Department standards.

b. For Promotion to Associate Professor:

The teaching and advising criteria for promotion to Associate Professor are the same as those for permanent tenure. Although recommendations regarding tenure and promotion are separate, the unit Promotion Committee must follow the provision, advisory in nature, of the *East Carolina University Faculty Manual* Appendix D. I. B. 2. - "sound academic practice supports the concept that an assistant professor eligible for tenure should qualify for promotion to associate professor."

c. For Promotion to Professor

The teaching criteria for promotion to Professor are continuing excellence in teaching and advising effectiveness and, when Department operating procedures provide such opportunity, the criteria will include the following:

- i. Leadership achievements in curriculum and program development;
 - ii. Leadership and advisory role with probationary-term faculty regarding advancement of teaching and advising effectiveness consistent with Departmental standards.
2. **Research**--(1) serious inquiry leading to the discovery and interpretation of knowledge, revision of accepted theories or laws in the light of new knowledge, or practical application of such new or revised theories or laws; and (2) the dissemination of such discovery, interpretation, or revision through refereed scholarly publications; or the combination of refereed scholarly publications and publication of monographs by reputable scholarly presses. The candidate must have consistent achievements of high quality in research productivity before permanent tenure and promotions can be recommended.
 - a. **For Permanent Tenure**

The candidate's publications must reflect a significant and developing research agenda in the applicable area(s) of specialization. They must indicate that the candidate has the potential for eventual national recognition as an important scholar. The publications must be of high quality and substantive in content. They should take the form of articles published in the discipline's refereed journals; or the combination of refereed scholarly publications and publication of monographs by reputable scholarly presses, university presses, scholarly societies, or other presses held in high regard by the scholarly community. Textbooks and grant reports shall count as research only if they have a significant impact on one's peers within the discipline. Secondary considerations shall include, where appropriate, such activities as securing grants from agencies in support of the candidate's research program, invited talks at conferences, and publishing papers in conference proceedings. Contributed presentations at professional meetings, in oral or poster form and their respective abstracts shall usually warrant less consideration.
 - b. **For Promotion to Associate Professor**

The research productivity criteria for promotion to Associate Professor are the same as those for permanent tenure. Although recommendations regarding tenure and promotion are separate, the unit Promotion Committee must follow the provision, advisory in nature, of the *East Carolina University Faculty Manual* Appendix D. I. B. 2. - "sound academic practice supports the concept that an assistant professor eligible for tenure should qualify for promotion to associate professor."

c. For Promotion to Professor

The research productivity criteria for promotion to Professor include those for permanent tenure. In addition, the candidate must have earned national recognition in the discipline or specialization, principally through a substantial number of articles published in the discipline's refereed journals; or the combination of refereed scholarly publications and publication of monographs by reputable scholarly presses, university presses, scholarly societies or other presses held in high regard by the scholarly community. A candidate whose national recognition as an important scholar in the discipline or specialization is not clearly established through publications shall not be recommended for promotion to Professor.

- 3. Service**--formal and informal assignments or activities on behalf of the Department, College, University, the community at large, and the profession. The highest level of professional service is that which enhances the academic credibility of the University. Expectations regarding service contributions increase as a faculty member's career progresses. The minimum required for permanent tenure and promotion therefore depends upon rank.

a. For Permanent Tenure:

Although service is accorded the least weight in the tenure evaluation, it is nevertheless an essential component of the candidate's professional commitment. An especially strong service record cannot compensate for a record of weak teaching or weak research productivity, but a reasonable record of departmental and university service is expected of any faculty member under consideration for tenure. The quality rather than the quantity of service is of primary importance.

It is expected that most of the faculty member's early service contributions will be internal. During subsequent years, the faculty member should strive to make service contributions to the college and University as a whole and eventually to the community at large and to the profession. Subject to the realistic availability of such opportunities, typical examples of service contributions may include the following:

- i. Unit--Department committee participation as specified by this Code and other Department activities such as administrative duties, special assignments from the Chair, and participation in faculty meetings and seminars;
- ii. College--Participation in college-level committees and assignments;
- iii. University--Participation In University- level committees and assignments;

- iv. Community--Participation in regional, national, or international community activities directly related to the faculty member's profession, such as lectures and presentations, news media interviews, and professional advice to nonprofit agencies;
 - v. Discipline--Participation in service functions of the profession such as a journal referee or editor, officer of professional organization, and session organizer or Chair at professional meetings.
- b. For Promotion to Associate Professor:**
The criteria for promotion to Associate Professor are identical to those for permanent tenure.
- c. For Promotion to Professor:**
The criteria for promotion to Professor are the same as those for permanent tenure. In addition, the candidate must show leadership in the various service areas described above.

Section V. Meetings of the Faculty

The affairs of the department shall be conducted according to *Robert's Rules of Order, Newly Revised*. Meetings of the Faculty of the Department of Physics shall be in conformity with university policy. Regular meetings of the Faculty of the Department shall take place monthly, usually on the first Friday of the month.

The first meeting of the academic year shall be in accordance with the university calendar. Either the Chair of the Department or a majority of the voting faculty members in residence shall have the authority to call special meetings. There shall be at least a one-full-day notice for special meetings. The agenda for each meeting shall be completed and available one full day in advance of the meeting and the order of business shall be: call to order, approval of the minutes, announcements, unfinished business, reports of committees, and new business.

New business, other than that present on the agenda, may be considered only with the consent of a majority of those present and voting. The agenda of the first meeting shall include as new business the election of members of the Personnel and Executive Committees, and when appropriate, the Arts and Sciences Curriculum Committee representative and the Graduate Council representative.

The Chair of the Department (or designated representative) shall Chair all faculty meetings. A secretary and an elected parliamentarian (or designated representative) shall be present. The parliamentarian shall be a member of the voting faculty of the department other than the Chair of the meeting. The parliamentarian shall call for a secret ballot in all cases where an issue to be decided is contentious. A secret ballot can also be conducted when called for by any member of the voting faculty. In all cases a quorum shall consist of a majority of the voting faculty as specified in II.A.4. above.

Section VI. Evaluation of Unit, Unit Administrator(s) and University Administrators

A. SACS Report, Planning Documents, and Unit Assessments

Faculty shall be given a minimum of five working days to evaluate those externally mandated documents which require a vote in accord with the provisions of Appendix L.C.3.g. of the *East Carolina University Faculty Manual*.

B. Program evaluation

Program evaluation will be in accord with the provisions of Appendix L.E. of the *East Carolina University Faculty Manual*.

C. Unit Administrator evaluations

Unit Administrator evaluations will be in accord with the provisions of Appendix L.F. of the *East Carolina University Faculty Manual*.

D. University administrator evaluations

University administrator evaluations will be in accord with the provisions of Appendix L.G. of the *East Carolina University Faculty Manual*.

Section VII. Other Policies and Documents

A. Department of Physics Handbook

A Department of Physics Handbook shall be established and updated annually. The Chair of the Department will ensure that this handbook is kept up-to-date and that each physics faculty member is provided with a correct copy within the first thirty days of each academic year. This handbook shall contain at least the following sections:

Section 1 will contain a copy of the Department of Physics Code of Operations.

Section 2 will consist of non-code policies and procedures of the Department of Physics.

Section 3 will contain the Faculty Productivity Profile and faculty evaluation-weighting scheme approved by the faculty.

B. Department of Physics Budget

Each Spring semester the Chair will ask the faculty for their budget requests for the following academic year, accompanied by short descriptions of their scientific justifications. These requests will be distributed to the entire faculty for their review and advice to the Chair.

Section VIII. Enabling Clause

This code shall go into effect upon approval by a majority of the Department of Physics permanently tenured Faculty, the Faculty Senate and the Chancellor.

Section IX. Amending the Code of Operations

Any member of the Department of Physics may make recommendations to the Faculty of the Department for changes in the Code of Operations of the Department of Physics. All recommended changes shall be reviewed by the Executive Committee and presented to the faculty along with the Executive Committee report. A change approved at two successive meetings by a vote of a majority of the permanently tenured faculty of the Department of Physics shall be considered as in force upon approval by the Faculty Senate and the Chancellor.