

Department of Physics and Astronomy
Arizona State University
Department Bylaws
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The following acronyms are stipulated within these Bylaws:

DoPA - Department of Physics and Astronomy
CLAS - College of Liberal Arts and Sciences

1. Department of Physics and Astronomy Governance

1.1 University Governance

It is the intent of the Department of Physics and Astronomy to adhere to Arizona State University policies as given in the Academic Affairs, Policies, and Procedures (ACD) Manual, the University and CLAS constitutions and bylaws, and the policies of the Arizona Board of Regents (ABOR). If any policy of these bylaws is in conflict with those policies, the latter policies will take precedence.

1.2 Department Faculty

The Faculty of the Department are those permanent members of the Department with the titles of Instructor, Assistant Professor, Associate Professor and Professor. Voting members of the Department are the Faculty and the permanent Academic Professionals. Academic Professionals may attend department meetings and may vote except on issues involving curriculum, student evaluation and selection, and personnel matters relating to Faculty, Adjunct Faculty and Affiliated Faculty. Visiting faculty members and Adjunct Faculty (as defined in ¶2.3) may attend department meetings but may not vote. Affiliated Faculty (as defined in ¶2.2) may attend department meetings and may vote except that they may not contribute to discussions on or vote on personnel matters except as otherwise specified (¶2.2.9).

1.2.1 Sub-faculties and Sub-committees

Discussion and voting on personnel matters will be confined to Sub-faculties of the Department and Sub-committees of the Department Personnel Committee consisting of those faculty members who are senior in rank to the faculty member(s) being considered. Senior, in this context means (a) Professors and Associate Professors in the consideration of Assistant Professors for promotion, (b) Professors in the consideration of Associate Professors for promotion, (c) Tenured faculty of all ranks in the consideration of faculty of all ranks for retention and tenure.

The Sub-Faculties do not include Visiting, Adjunct or Affiliated Faculty of any rank except under the provisions of ¶2.2.9.

1.3 The Department Chair

1.3.1 Term of Office

The term of office of the Department Chair is as explained in CLAS Bylaws (8.A.1).

1.3.2 Duties

The Department Chair's duties and responsibilities are as outlined in the current edition of the CLAS Bylaws (8.A.2). The Chair is the Department's chief executive officer and is accountable to the University administration for all executive decisions within the Department. The Chair has the authority to make decisions affecting the execution of departmental policy. The Chair presides over general department meetings, sub-faculty meetings, and meetings of the Department Budget and Policy Committee.

The chair is one of equals among faculty and should preside over and give leadership to the faculty body acting in concert. While opinion within the Department is strongly in favor of the Chair's not being able to establish Departmental policy independently of the faculty, it is also recognized that the Chair should have sufficient latitude in making executive decisions so as neither to inhibit the ability to function vis á vis the administration nor to encumber normal Departmental procedures. The Chair may be called upon by the Department Budget and Policy Committee or the Faculty as a whole to account for particular decisions if it is felt that the bounds of Departmental policy were exceeded.

1.4 Department Officers

Department Officers, i.e. Associate Department Chair, Graduate Program Director, Director of Graduate Admissions, Undergraduate Program Director, Director of Undergraduate Advising, and Supervisor of the Physics Service Course Facility, are appointed at the pleasure of the Department Chair. The individuals so

appointed will have their teaching loads reduced by an appropriate amount or be given other relief in exchange for the performance of their duties. They may also, upon the recommendation of the Chair, serve as ex officio members with non-voting status on Department Committees with functions relevant to their responsibilities.

1.5 Departmental Committees

1.5.1 Enumeration of Committees

- a. Elected Committees. The elected committees of the Department of Physics and Astronomy are the following:
 - The Committee on Committees
 - The Budget and Policy Committee
 - The Personnel Committee
 - The Academic Professional Peer Review Committee
- b. Appointed Committees.

The Department Affirmative Action Committee and Faculty and Academic Professional Search Committees are appointed by the Department Chair. At least one-half of the appointments to these committees must come from a slate of candidates nominated by the Department Faculty and/or Academic Professionals, as would be appropriate under these Bylaws, and prepared by the Committee on Committees. Committee candidates must be nominated in writing by at least three Faculty and/or Academic Professionals. Search Committees are limited in number to six members and will include at least one Department Affirmative Action Committee member.
- c. Standing Committees. The standing committees of the Department of Physics and Astronomy are nominated by the Committee on Committees, and include:
 - The Facilities and Services Committee
 - The Graduate Program Committee
 - The Undergraduate Program Committee
 - The Graduate Examination Committee
 - The Quality of Instruction Committee
 - The Colloquium Committeeand/or such others as may be recommended by the Committee on Committees and ratified by the Faculty.
- d. Review Committee.

1.5.2 The Committee on Committees

Selection and Structure

The Committee on Committees consists of four members selected by secret ballot for two year terms. The terms of office shall be staggered so that two members will be elected each year. The Committee on Committees will elect its own Chair.

The duties of the Committee on Committees are:

- a. To prepare a slate of nominees for each of the elected Departmental committees, and to conduct during April of each year the membership elections of these committees. In preparing the slates of nominees, the Committee shall seek to have a balance of views and interests represented. In advance of the elections, the slates of nominees will be submitted to the Faculty. Additional candidates may be nominated by petition from five members of the Faculty.
- b. To propose to the Faculty in April of each year the roster of Department standing committees for the following academic year and the membership thereof.
- c. To nominate a pool of six potential Review Committee members.

- d. To conduct special elections as they are required and to perform whatever service may be necessary to maintain the viability of the Department's committee structure.
- e. To prepare a slate of nominees for the positions of Department Senator in the University and College Senates from among the Faculty and Academic Professionals, and to conduct senatorial elections in accordance with the CLAS Bylaws and the ASU Academic Constitution and Bylaws.
- f. The Committee on Committees will solicit nominations for slates of candidates from which at least half of the makeup of each Professional Search Committees will be appointed by the Department Chair.

1.5.3 Budget and Policy Committee

The Budget and Policy Committee shall consist of the Department Chair as Chair and four members elected from the tenured faculty by secret ballot for staggered two-year terms.

The Budget and Policy Committee has responsibility for formulating Department policy in collaboration with or at the direction of the Faculty in committee or as a whole and to advise the chair in the execution of policy. Specifically:

- a. The Budget and Policy Committee makes recommendations on all budget decisions. It participates in the preparation of, and approves, proposed budgets as well as allocations and major modifications of current budgets.
- b. The Budget and Policy Committee will review and make recommendations on the priorities listed within the Development Plan for the general discipline areas in which faculty hiring should be done.
- c. The Budget and Policy Committee recommends general policy regarding salary increases and standards for merit, equity and market-based pay raises.
- d. The Budget and Policy Committee formulates the DoPA Mission Statement.
- e. The Budget and Policy Committee will advise the Department Chair on instructional loads and will rule on appeals concerning teaching assignments.
- f. The Budget and Policy Committee formulates policies not within the specific purview of other committees.
- g. The Budget and Policy Committee insures that the policies of the Department are being executed.

1.5.4 Personnel Committee

The Personnel Committee shall consist of no more than six members elected by secret ballot for staggered two-year terms from a slate proposed by the Committee on Committees. The Personnel Committee's elected membership shall consist of three tenured Professors, two tenured Associate Professors and one Assistant Professor when available. The Personnel Committee will elect a Chair from among the member Professors.

A Personnel Committee member on leave will be replaced permanently by an elected faculty member of the same rank.

The Personnel Committee has the responsibility for formulating procedures and, in some cases, making specific recommendations with regard to faculty hiring, performance evaluation, tenure and promotions. Specifically:

- a. The Personnel Committee will review and make recommendations on recruitment procedures for the selection of new faculty members.

- b. The appropriate Sub-committees of the Personnel Committee will prepare a report to the CLAS Dean regarding each candidate for retention, tenure and promotion. (See ¶3.2.2).
- c. The Personnel Committee will carry out the annual performance reviews of all faculty members following the guidelines and procedures set out in ¶¶3.2.3 and 3.2.5 and section 506-06 of the University ACD manual, as well as other reviews of faculty performance as stipulated by University policies, including post-tenure review.
- d. The Personnel Committee will assist the Department Chair in implementing the policies regarding faculty salary increases [See ¶3.2.8].
- e. The Personnel Committee will periodically prepare the list of faculty members within the Department qualified to act as chair of graduate degree committees.

1.5.5 Review Committee

The Review Committee is appointed by the Chair [See ¶1.4.1d] for the purpose of hearing appeals in the matter of annual performance evaluations of faculty members. The Committee on Committees will nominate a pool of six potential Review Committee members from among the tenured faculty of the Department. The pool membership is subject to ratification by the faculty during the annual committee elections. In the event of an appeal the Department Chair will select a Review Committee of three disinterested pool members and appoint one as Chair. No member of a Review Committee can have served as a member of the Personnel Committee involved in the original evaluation under appeal [CLAS Bylaws Article Eight, Section B.3].

The responsibilities of the Review Committee will be (1) to hear the appeals of members of the Faculty regarding actions taken by the Personnel Committee in the annual faculty evaluation and (2) to give their recommendations to the Department Chair. (For further description of the evaluation review and appeals process, see ¶3.2.7)

1.5.6 Department Standing Committees

The duties of the Department standing committees shall be as outlined by the Committee on Committees and ratified by the Department Faculty during the process of committee organization in April of each year.

1.6 Committee Procedural Details

- a. The terms of duty for all Department committees shall be from 15 May through 14 May of the following year, unless otherwise recommended by the Committee on Committees and approved by the Faculty.
- b. Department committees, with the exceptions of the Committee on Committees, the Budget and Policy Committee, the Personnel Committee, Review Committees, and the Department Graduate Examination Committee, may have student, academic professional and classified staff representation as recommended by the Committee on Committees or by the respective committees themselves. In the event that a Review Committee is to consider the case of an academic professional, the Review Committee will include an academic professional.
- c. No member of the Department may serve as an elected member of both the Budget and Policy Committee and the Personnel Committee at any one time.
- d. Election to elected committees shall be by a majority of those voting. In the event no candidate receives a majority of the vote, a run-off election between the two candidates receiving the most votes will be held. In the event of a tie vote, the tie will be broken by a vote of the members of the Committee on Committees.

1.7 Department Policy Review and Ratification

All actions by individuals or committees concerning Department policy are subject to review and ratification by the Faculty. Major policy decisions will be brought, as a matter of course, to the attention of the faculty for consideration during regularly scheduled or special faculty meetings, by the Budget and Policy Committee or the committee most directly involved. Policy decisions and actions may also be called up for review or ratification upon the petition of 3 voting faculty members.

1.8 Department Meetings

1.8.1 Meetings

Regular meetings of the Department will normally be held each month during the academic year. Special meetings may be called by the chair or upon petition of at least 3 voting department members. A quorum for the conduct of business shall be one half of the voting department members not on leave. When necessary, the most recent edition of Roberts Rules of Order will govern meeting procedures.

1.8.2 Committee Reports

Elected and standing committees will report on their activities to the Department at regularly scheduled department meetings.

1.8.3 Voting

Except as otherwise stipulated in these Bylaws, issues that are voted on will be decided by a simple majority of those present. However, a majority of those present may call for a mail ballot to decide the issue. Approval is by a simple majority of those responding within a specified and reasonable period of time.

1.9 Amendments of Bylaws and Policies

1.9.1 Amendments of Bylaws

- a. Proposed amendments to these bylaws must be circulated to the voting members of the Department no later than one week before they are to be considered in a department meeting.
- b. Academic Professionals may propose and vote on amendments to Sections 1, 8 and 9 of these bylaws. Faculty may propose and vote on amendments to Sections 1 through 8 of these bylaws.
- c. Except as otherwise stated, amendments to these bylaws will be made by approval of two thirds of the eligible voting members of the Department not on leave.
- d. By approval of a simple majority of those present and voting at a meeting of the Department, the voting on any proposed amendment may be replaced by a mail ballot of all eligible voting members of the Department. In such a case, approval of the proposed amendment is by a two-thirds majority of those responding by mail within a period of not more than one month from the time of the initiation of the ballot.

1.9.2 Amendments of the Development Plan or other Policy

Amendments of the DoPA Development Plan [¶2.1.3] except those resulting from a review of the Plan by the Budget and Policy Committee, will be subject to the same procedures and limitations as Amendments to the Bylaws.

2. Faculty Appointments

2.1 Selection and Appointment of Full-Time Faculty

The selection of specialty areas in which faculty will be sought will be governed by the DoPA Development Plan. This plan will include a list of priorities for new appointments to be made in the event that faculty positions become available.

2.1.1 Implementation of the Development Plan

The Development Plan will be maintained and implemented by the Budget and Policy Committee. Any proposed changes will become effective when approved by the Faculty of the Department.

2.1.2 Filling an Open Faculty Position

When an open faculty position occurs, recommendation for filling the vacancy will be made by the Budget and Policy Committee in accordance with the Development Plan.

2.1.3 Changes in Development Plan

Changes in the Development Plan will be made according to the procedures set out in ¶1.9.2.

2.2 Selection and Appointment of Affiliated Faculty

Affiliated Faculty are those members of the Arizona State University Faculty who are affiliated with the Department of Physics and Astronomy through joint appointments, but where the budgeted line remains in another department or center. Affiliated Faculty will be afforded privileges and responsibilities as follows:

2.2.1 Participation in Faculty Meetings

The affiliate may attend faculty meetings and may vote, except that the affiliate will be excluded from discussions and voting on Departmental personnel questions. The affiliate may be asked to submit his/her opinions in writing.

2.2.2 Committee Service

The affiliate may, by mutual consent, serve on any Departmental committees, except the elected committees.

2.2.3 Participation in Elections

The affiliate will not participate in the election of the elected committees.

2.2.4 Teaching

The affiliate may teach Departmental courses, if mutually agreeable.

2.2.5 Personnel Actions

The Department Personnel Committee will make no recommendation with respect to the affiliate's personnel actions, unless requested by the affiliate's home unit or the University administration.

2.2.6 Acknowledgment of Affiliation

The affiliate will acknowledge the affiliation in publications.

2.2.7 Termination of Affiliation

Either the affiliate or the Department may terminate the arrangement, for cause in writing.

2.2.8 Title

The title of the affiliate will be: “[Rank in home department] of [home department] and [Physics or Astronomy].”

2.3 Selection and Appointment of Adjunct Faculty

Adjunct Faculty are recognized scholars who have full-time affiliations with other institutions but whose formal association with the Department of Physics and Astronomy at Arizona State University would be a clear advantage both to the Department and to the proposed candidate. Such advantage might include: (1) The establishment of beneficial communications links between the Department and the home organization of the candidate; (2) Participation in evaluative discussions relating to departmental programs. (3) Enhancement of instructional activities.

2.3.1 Selection Standards

Selection standards for adjunct faculty members shall be the same as for the corresponding regular faculty rank, but selection procedures may differ. Adjunct faculty appointments will ordinarily be offered to persons of such stature that the appointment would be made at the professorial level. In special circumstances, appointments may be made at the assistant or associate professorial levels. The title will be Adjunct Professor of [Physics or Astronomy]. Appointments will be listed in the University Bulletin under the heading of Adjunct Faculty.

2.3.2 Initiation of Appointment Process

Selection of adjunct faculty will be initiated by the Department. This does not preclude prior informal discussions with potential candidates.

2.3.3 Teaching

Part-time adjunct faculty members may lecture from time to time, participate in seminars and otherwise contribute to the instructional program, usually at no cost to the University. Full-time adjunct faculty members may, by mutual agreement, accept regular teaching assignments. In such cases there may be remuneration.

2.3.4 Participation in Faculty Meetings

Adjunct faculty members may attend faculty meetings and participate in discussions, but they may not vote. Adjunct faculty members will be excluded from discussions of personnel matters questions.

2.3.5 Committee Service

Adjunct faculty members may, by mutual consent, serve on Departmental committees, except on the elected committees.

2.3.6 Renewal of Appointment

Adjunct appointments are renewed annually by mutual consent.

2.3.7 Participation in Elections

Adjunct faculty members will not participate in the selection of elected committees.

2.3.8 Termination of Appointment

Adjunct appointments do not lead to tenure and they may be terminated in writing by the Department or by the adjunct faculty member.

2.3.9 Limit of Number of Appointments

The number of adjunct faculty members shall be limited to be not more than 1/3 of the number of full-time faculty members.

2.3.10 Privileges Defined

Privileges of adjunct faculty members are defined in the ACD Manual.

2.4 Confidentiality of Personnel Matters

All information, discussion and proceedings of the Departmental Personnel Committee and of the subfaculties that deal with personnel questions shall be strictly confidential, and shall not be divulged by committee or subfaculty members within or outside the Department except in official reports of the Committee or subfaculties, or as required by a duly constituted legal inquiry. Official reports of personnel actions are the responsibility of the Department Chair. The Department Chair may, within the constraints of university policies regarding such matters, discuss with any individual faculty member the bases for the particular action in question insofar as it affects that faculty member. In so doing, confidentiality of committee or subfaculty members' contributions as well as the participation of any other individual must be preserved.

2.5 Policy on Instructional Loads

It is recognized that instruction is the faculty's principal responsibility at Arizona State University. It is also recognized that instruction occurs in many modes under varying circumstances, all of which form the whole of the Department's educational mission, and that individual faculty members do not fulfill identical roles, nor should they. It is therefore unreasonable to formulate instructional load policies simply in terms of assigned courses. The policies given here recognize not only traditional classroom teaching, but the instruction that occurs in seminars, laboratories, help-study halls and, especially, in the supervising and mentoring of graduate students and postdoctoral associates involved in directed and original research.

These policies continue the tradition among major graduate departments of physics and astronomy, including our own, which recognizes the extraordinary effort required to train young scientists and to provide their support and research wherewithal. In particular, it is a consistent standard throughout the field that faculty members who maintain funded research programs and regularly provide the guidance and support for students, as well as postdoctoral associates, should be required to teach no more than is compatible with these activities.

Furthermore, we also recognize the importance of providing untenured faculty members with ample opportunity to develop successful research programs as well as to demonstrate their teaching abilities.

Therefore, an essential result of these instructional load policies is that a faculty member with an active, externally supported research program, in which students and postdoctoral associates are normally involved, or a faculty member who is on a tenure-track probationary appointment, will ordinarily teach one, but only one, classroom course, or its equivalent, each semester.

2.5.1. Basic Instructional Obligation

All faculty members should teach regularly. Instruction is at the heart of a university's mission and teaching must remain unequivocally a central function of the faculty. Department teaching loads and assignments must be consistent with ABOR, university and college policies and are made by the Department Chair with the advice and recommendations of the Budget and Policy Committee. In providing such advice the Committee considers departmental need, faculty preferences, the full mix of responsibilities that constitute a full load, and recent annual performance evaluations. Appeals on decisions involving teaching loads and assignments should be directed to the Budget and Policy Committee through the Department Chair.

2.5.2 Course Load for full-time Faculty

A member of the full-time faculty with the normative mix of responsibilities and who maintains an active and productive research program that normally enjoys significant and steady financial support and provides salaries and expenses of ancillary personnel, e.g. graduate degree candidates, post-doctoral associates, etc., shall typically have a one-course teaching per term load.

2.5.3 Course Load for Probationary Tenure-Track Faculty

Probationary tenure-track faculty members shall under normal circumstances have a one-course per term teaching load. Full-time faculty members not covered by sections 2.5.3 and 2.5.4 shall have teaching loads as determined by the Department Chair, upon recommendation of the Budget and Policy Committee, taking into account the Department's needs and the individual's individual's mix of responsibilities among, and past productivity in, instruction, research and service. Special consideration will be given for instructional assignments requiring extraordinary time and effort commitments.

2.5.4 Maximum Course Load

Under ordinary circumstances a full-time faculty member's teaching load, including classroom, instructional laboratory and recitation section assignments, will not exceed nine in-class contact hours per week, even for those faculty members with a responsibility profile weighted heavily toward instruction.

3. Faculty Evaluation

3.1 Evaluation of the Chair

An annual evaluation of the Department Chair will be conducted by the Senior Department Senator, under the direction of the Dean of the CLAS.

3.2 Evaluation of Faculty

There are four basic purposes of faculty evaluation: (1) to provide a basis for decisions on retention, tenure and promotion; (2) the continuing desire to assist faculty in their professional development; (3) to provide a basis for decisions on annual salary adjustments, and; (4) to provide a continual measure of accountability by faculty of all ranks and status. Evaluation of faculty members involves both qualitative and quantitative factors in each of the three traditional academic activities: research, instruction, and service. Faculty members can serve in many ways, and the specific nature of the contributions from an individual faculty member changes with time, as interests and career goals change. Evaluation procedures must recognize these principles.

All evaluations of the faculty will be carried out in accordance with specific written Profiles and Guidelines which shall conform to general criteria as expressed in university and college governance documents and these Bylaws. These Profiles and Guidelines shall be adopted by a majority vote of the faculty following recommendations presented either by the Budget and Policy Committee or an ad hoc committee appointed by the Chair. Current versions will form an Attachment to these Bylaws.

3.2.1 Evaluation of Faculty Activities

Although not totally inclusive, the following tabulation indicates the kinds of activities which fall under the headings of research, instruction, and service.

- a. Research: Publication of research results (including pedagogical research) in refereed journals; editorship of refereed journals; classification as Principal Investigator on grants and contracts; invitations to present research results in seminars, colloquia, and invited papers at meetings of scholarly societies or groups; service of a scientific nature on committees, boards, conferences, etc. of professional, state, national and international importance; publication of books and monographs of a research or scholarly nature; refereeing of manuscripts and research proposals.
- b. Instruction: Teaching classroom courses, laboratories, and recitations; teaching or supervising seminars supervising 100-level laboratory courses; supervision of Teaching Assistants; guidance of students doing Masters and Doctoral theses; advising students; publication of books and monographs of a pedagogical nature.
- c. Service: Administrative work service on Department, College, University committees, boards, etc.; service of an administrative nature on committees, boards, etc. of a Professional Organization; sponsor or advisor to student organizations; community service directly related to professional work and benefiting the Department, College or University or scientific field.

3.2.2 Tenure and Promotion

Departmental policies and procedures for retention of, awarding tenure to and promoting faculty members shall be in accord with University and CLAS guidelines governing these actions. The Personnel Committee is charged with making evaluations of faculty for retention, tenure and promotion.

3.2.3 Criteria and Procedures for Pre-Tenure Retention Reviews

- a. Criteria. Research and teaching are the dominant factors for reviews of probationary faculty for tenure. A candidate is to be evaluated on his or her progress, since the time of appointment, towards meeting the criteria of the attached Tenure Profile. It is expected that a candidate will show progress for each criterion. Weaknesses and deficiencies will be identified for corrective actions. Significant deviations from the Profile must be explicitly justified for favorable retention recommendations.

- b. Procedures. The Personnel Committee will make an evaluation of each faculty member in accordance with policies and procedures as established by the university and college administrations and by the criteria in the attached Tenure Profile.

3.2.4 Criteria and Procedures for Promotion and Tenure Decisions

- a. Criteria. Research and teaching are the dominant factors for tenure and promotion. Neither excellence in research nor excellence in teaching is alone sufficient reason for tenure or promotion. The specific criteria for promotion or tenure are provided in the respective attached Profiles. While it is not expected that a candidate must satisfy each criterion, deviations from the Profiles must be explicitly justified for favorable recommendations.

The evaluation of research must assess the quantity and the quality of the work accomplished, the importance of the work in the overall context of the field, the candidate's reputation in the field, and the candidate's ability to direct research.

A prominent goal of the Department is excellence in instruction. Candidates for tenure must maintain and submit for evaluation teaching portfolios for all classes assigned to them during their probationary period. Candidates for promotion must maintain and submit similar portfolios for at least the three years prior to consideration for promotion.

Service activities are expected of all faculty members. While service is only a marginal consideration in tenure and promotion decisions, lack of service will be viewed with disfavor.

- b. Procedures. Tenure and promotion decisions are governed in accordance with Articles Ten and Eleven of the Bylaws, College of Liberal Arts and Sciences (rev. 1995) and the guidelines in ACD 506-04, 506-07, and 506-10. In keeping with the instructions to units in Part A, Article 13 of the CLAS Bylaws, the specifications of DoPA procedures are detailed in the following:
 - i. Notification of potential candidates. During the Spring Semester of each year, the Department Chair will notify, in writing, all faculty of the inception of the promotion and tenure decision process for the subsequent academic year. All potential candidates will be invited to request consideration of their respective cases. Untenured faculty for whom a tenure decision is due (according to ACD 506-02) will be informed of the necessity of preparing their candidacy.
 - ii. Initial approval of candidacies. Before the end of the Spring Semester, and based upon a review of each potential candidate's curriculum vitae, the appropriate subcommittee of the Department Personnel Committee will recommend to the respective subfaculty, for its approval and consent, whether or not to initiate an individual's candidacy for promotion from associate professor to professor, or for early tenure and/or promotion from assistant professor to associate professor. The appropriate subfaculties will also be advised of the candidacies for tenure of all probationary faculty members for whom such a decision is due. Nevertheless, a potential candidate for promotion or early tenure may insist on his or her candidacy proceeding regardless of the actions of the subcommittees and subfaculties.
 - iii. Initiation of candidacy. Early in the summer of each year and after the pre-candidacy activities described in the previous two paragraphs, the Department Chair will effect the following steps to initiate candidacies for tenure and promotion:
 - 1. Letters will be sent to candidates informing them of their rights in this procedure under CLAS and University policies, and requesting from them the following materials: (a) 10 copies each of 3 recently published papers; (b) a complete and current curriculum vitae, prepared according to Department and University guidelines; (c) a written statement as required by the College and University; (d) a teaching portfolio containing sample syllabi, examinations and related materials for courses taught within the previous three years at ASU. The letters will also request the names of six potential external reviewers. (The use of external reviewers is governed by the regulations

listed in ACD 506-07 and Articles Ten and Eleven of the CLAS Bylaws.) Each name should be accompanied by a brief description of the individual's standing in the field and relationship to the candidate. Collaborations of potential reviewers with the candidate should be elaborated upon. The candidate may also submit without discussion the names of no more than two individuals whom he or she desires not to be included among the external reviewers.

2. A board of six external reviewers for each candidate, not to include the candidate's doctoral or postdoctoral dissertation supervisor, will be formed by the Department Chair. Three, and no more than three, will be taken from the candidate's list. The remaining three will be obtained otherwise. Each reviewer will be invited through personal or telephone contact to participate.
3. A packet containing the following materials will be sent to each reviewer: (a) A formal request that the reviewer write a letter evaluating the candidate's professional qualifications, achievements, and potential. The deadline for submitting the letter should be clearly specified, as well as any special attention the reviewer should pay to issues of collaboration and other special problems that may attend the candidacy. (b) Copies of three recently published papers as provided by the candidate. (c) The candidate's curriculum vita. (d) The candidate's written statements as described above. (e) Copies of the University's statements on promotion and/or tenure requirements pertaining to the case at hand [ACD 506-05, ACD 506-07.]
4. The Department Chair will oversee the gathering of materials, including reviewers' letters, teaching evaluation reports, and items as enumerated in the previous paragraph, into candidates' files. The Chair will ensure that the CLAS and University external reviewer requirements are met for each candidate. All such data become a permanent part of the candidate's promotion and/or tenure file.
5. At the beginning of the Fall Semester, the candidates' file will be turned over to the Chair (Vice Chair) of the Personnel Committee. The appropriate subcommittees will review the files and gather, as deemed necessary, additional information and comment from the members of the appropriate subfaculties of the department. The subcommittees will, on the basis of all information at hand, prepare a draft report and recommendations on the candidate.
6. The candidate's file, including the Personnel Subcommittees' draft report and recommendations, will be made available to the appropriate subfaculties for review throughout a period of at least two weeks duration. Members of the subfaculties are invited to submit comments in writing to the Chair (Vice Chair) of the Personnel Committee during this review period. At the end of the review period, the subfaculties will meet to discuss the subcommittee's reports and recommendations. At the conclusion of the discussions regarding each candidate, the subfaculty will vote, by secret ballot, aye or nay on the question to promote and/or to award tenure. The results of the ballot will be included in the candidate's file and communicated to the CLAS Dean. The subcommittee will then write a final report and recommendations to the CLAS Dean, incorporating, as it sees fit, views and information obtained from subfaculty members during the review period and subfaculty meetings. The Personnel Subcommittee report should articulate fairly the range of views of the participating subfaculty members concerning the strengths and weaknesses of the candidate, but should also express unequivocally the subcommittee's recommendations and justification for them.
7. The Department Chair will prepare his or her own report and recommendations and forward it to the Dean along with the report and recommendations of the subcommittee and the vote of the subfaculty.

3.2.5 Criteria for Annual Evaluation of Faculty

The Personnel Committee will make an annual evaluation of each faculty member in accordance with policies and procedures as established by the university and college administrations and by the criteria in the attached Annual Faculty Evaluation Guidelines.

Faculty members may propose for evaluation purposes the relative weights to be given to their respective activities in research, instruction, and service. These weights must be given final approval by the Budget

and Policy Committee upon recommendation of the Personnel Committee. In the early part of each calendar year, the Personnel Committee will request in writing from each faculty member evidence in writing of accomplishments in the previous three calendar years and proposed activity category weights. All faculty members will be evaluated annually, whether or not they supply data in writing to the Personnel Committee. The Personnel Committee will decide upon the format by which they grade the performance or those evaluated.

The results of the annual review will be made in writing to each individual faculty member by the Department Chair, who will review the bases for the judgments of the Chair and the Personnel Committee.

3.2.6 Procedure for Recommendations for Salary Increases

The Personnel Committee shall prepare annual recommendations to the Department Chair for salary increases. These recommendations will cover all possible forms of discretionary salary increase, whether called merit increase, extraordinary merit, salary adjustment, inequity adjustment, etc. In making these recommendations the Personnel Committee will abide by the guidelines published by the University and CLAS.

3.2.7 Reconsideration and Appeals

A member of the faculty may, within one week time of being informed of the Personnel Committee's recommendations regarding his or her annual evaluation, request a reconsideration by the Committee. The faculty member may state the case for reconsideration in writing or in person before the Committee. The Committee's decision will be conveyed to the faculty member by the Chair in time for further appeals action to be taken.

A faculty member who is not satisfied with the results of the Personnel Committee's reconsideration may file an appeal with the Department Review Committee. The Review Committee addresses only the issues of fairness and consistency in the Personnel Committee's application of the Department Bylaws and evaluation procedures in the case of the appellant.

The following procedures govern the appeals process:

1. The appellant initiates the process by notifying the Department Chair in writing of the intent to appeal. The Department Chair then appoints the Review Committee from the Review Committee pool as specified in ¶1.4.1d. The Department Chair instructs the Review Committee to begin its information gathering and deliberations.
2. The appellant communicates documents and other relevant information to the Review Committee. The Review Committee may also request further documents from the Department Chair, who will comply with due regard for confidentiality.
3. A hearing will be scheduled at which the appellant has the choice to appear or not. The hearing is not a court of law, and the presence of counsel (legal or personal) will not be recognized. The hearing will be governed by the Review Committee Chair. The Review Committee may request the appearance of, and responses by, members of the Personnel Committee, but no cross examination will occur. Ordinarily, such testimony will not be given in the presence of the appellant.
4. The Review Committee will communicate in writing its recommendations and a description of the hearing process to the Department Chair, who will inform the appellant of the Review Committee's recommendations in time for the appeals process to be pursued further at the College level if necessary.

3.2.8 Guidelines for Recommending Salary Increases

The criterion for all discretionary salary adjustments is based upon performance evaluations involving research, teaching, and service. All faculty will be considered each time discretionary salary monies become available. Objective and reasonable indicators of performance will be reviewed by the Personnel Committee, from the evidence presented in the Professional Activities Report Form that is submitted each evaluation period, and from publication records, student evaluations, peer reviews, portfolios, evidence of

impact beyond the campus, grant activity, and informal conversations with students and faculty (e.g., reputation for high quality instruction in the Department and the University). The performance of each member of the faculty is discussed in terms of research, teaching, and service and, taking into account the weights placed on these three facets of their work, each member is given an overall rating. The ratings represent the Committee's judgment and are intended to have the following meanings: 1 - responsibilities of the position not fulfilled; 2 - responsibilities of the position fulfilled; 3 - responsibilities of the position exceeded; 4 - responsibilities of the position exceeded in a sustained and outstanding manner. The Chair observes the discussion but does not preside nor participate in the preparation of the Committee's performance ranking.

The Personnel Committee rates each faculty member in each of the three categories (teaching, research, and service). Salary increases will be considered for recommendation for those faculty members who, in the judgment of the Personnel Committee, have performed at the "responsibilities of the position fulfilled" level (2) or higher in at least two of the three categories and have performed during the evaluation period at that level overall, as indicated by an average rating of 2 or higher. The average is taken by weighting the rankings in each category according to the assigned weights. Members who fall below either of these standards will not be recommended to the Chair for salary increase.

Salary Issues to be Addressed:

- a. **Compression and Inversion.** Discretionary salary adjustments to address cases where compression and unjustifiable salary inversions remain will be based on ASU career-spanning records of achievement as well as that of the most recent three in-residence annual performance ratings.
- b. **Market.** Market equity, as judged against peer institution data and national data such as is published regularly by the American Institute of Physics and by The Chronicle of Higher Education, will be used to set goals for faculty salary adjustments. The faculty will not be segregated into subdisciplines for the purposes of salary adjustment considerations.
- c. **Inequities.** The Chair may use the authority of that office to work toward removing salary inequities that may be based on, or result from, compression, disability, ethnicity, gender, inversion, and/or market value.

Assuming satisfactory performance, compression and inversion factors will be considered. Available salary adjustment monies will be distributed in a manner based upon the recommendations of the Budget and Policy Committee. The level at which the salary adjustment funds become exhausted will determine the threshold criteria. Criteria for the highest rating do not supersede tenure and promotion criteria.

4. Summer Sessions Policies and Procedures

4.1 Nature of Academic Offerings

Summer Session course offerings are recommended to the Department Budget and Policy Committee by the Department Chair for approval. They are determined primarily by the criteria of (a) service and general studies course obligations, (b) historical or projected enrollments, (c) educational objectives, and (d) budget constraints. Members of the Faculty may propose the offering of particular courses, but must justify them on the basis of the above criteria. Such requests will be forwarded to the Budget and Policy Committee.

4.2 Teaching and Related Assignments

Teaching assignments for the Summer Session are made by the Department Chair upon the recommendations of the Budget and Policy Committee. Considerations may include, but are not limited to, prior experience in teaching the respective courses and the student course evaluations from the regular academic year. Appeals relating to assignments may be made to the Budget and Policy Committee.

5. Graduate Program Policies

5.1 Admission, Programs of Study and Degree Requirements. (See current Graduate College catalog.)

5.2 Recruitment Policies

The Department Chair will appoint a member of the Faculty as Director of Graduate Admissions. The Director will supervise the recruitment, admission and awarding of offers of assistantships and other financial aid for incoming students.

5.3 Advising of Graduate Students

5.3.1 Director of Graduate Programs

The Chair of the department will appoint a member of the Faculty as Director of Graduate Programs. The Director will have the responsibility of appointing appropriate advisors and supervising the advising of incoming graduate students and the overseeing of the graduate program in general. The Director will also have the responsibility of overseeing the preparation of reports for the annual evaluation of students.

5.4 Graduate Supervisory Committee

5.4.1 Selection of Membership

The membership of a graduate degree committee is determined by the candidate and his or her program chair, with the exception that one member of the Ph.D. supervisory committee be appointed by the Department Chair. The Department Chair will propose the names of two faculty members, of which the student will select one. The chair of a student's committee must be on the approved list of graduate supervisory committee chairs on file with the ASU Graduate College.

5.4.2 Dissertation Supervision by Non-Department Personnel

A student who wishes to do thesis or dissertation research with supervision mainly from outside of the Department should submit the name and vitae of the person with whom he or she intends to do a thesis or dissertation and who would also be cochair of his or her committee. The proposed cochair must then be approved by the graduate committee, the Department Chair and the Graduate College. The cochair must participate in all subsequent examinations relative to the student.

6. Undergraduate Program Policies

6.1 Admission, Programs of Study and degree Requirements. (See current ASU catalog.)

6.2 Course Planning Committees

For each multisection course, involving more than a single lecturer, there will be a course planning committee consisting of current lecturers plus prospective lecturers (as they shall become designated). The Department Chair will designate one of the current lecturers as convener of the Course Planning Committee (CPC). The CPC serves as a coordinating body for major planning decisions, including: (a) Basic syllabus, (b) General course outline, (c) Textbook selection, and, (d) Recommendations for course instructional personnel.

7. Departmental Resources

7.1 Guidelines for Allocation of Departmental Resources

The Budget and Policy Committee shall strive to allocate Departmental resources so that the Department's overall research capability and standards of teaching and service are enhanced, and shall bear in mind that no individual faculty member has an automatic entitlement to a share of the Department's resources, whether capital, operations or travel funds, or laboratory space. It is the intent of the Department Faculty that the Budget and Policy Committee shall consider the following criteria in its allocation of departmental resources for research purposes.

a. Intrinsic Merits of the Research

b. Extra-University Financial Support

Normally, financial support for the proposed or ongoing research should have been sought or obtained from extra-university sources within the past few years.

- c. **Publication Record**
The faculty member should have a recent history of publications in refereed journals.
- d. **Graduate and Postdoctoral Education**
Recent research should have involved, and the proposed research should involve, instruction for graduate students and postdoctoral associates.
- e. **New Directions**
Favorable consideration will be given to proposed research that constitutes a new line of work for the faculty member, or a proposed program for a new faculty member.

7.2 Travel Policy

The Budget and Policy Committee will allocate travel funds in response to applications made by faculty members.

7.3 Sabbatical Leave - Faculty

Sabbatical leave is fostered and encouraged as an important mechanism for enhancing the research and teaching effectiveness of the Faculty. Sabbatical leave may be for either one or two semesters.

Faculty of all ranks with at least six years of full-time service, or six years of full-time service since a previous sabbatical, are eligible for sabbatical leave, as explained in ACD 705. Faculty must submit a sabbatical proposal, vitae, and any additional supporting documents, early in the year preceding the planned leave. Each application must be accompanied by three letters of evaluation, obtained by the Department Chair, from qualified and impartial evaluators who may be external or within the Department. Confidentiality of the evaluators must be preserved. Proposals for sabbatical leave will be reviewed by the Budget and Policy Committee, with recommendations made to the Chair. In the case of restrictive resources, or if directed to do so by the College, Sabbatical requests may be ranked by the Committee. Appropriate requests for sabbatical leave will be recommended to the Dean of CLAS for approval, provided there are sufficient resources to cover all aspects of Department responsibilities, or if a temporary reduction in services does not substantially impact the mission of the Department.

8. Affirmative Action Plan

8.1 Statement of Goals

8.1.1 Faculty and Academic Professionals

The Department of Physics and Astronomy will continue to strive to appoint the best qualified individuals to carry on its instructional, research and community service programs, which represents women and each of the several ethnic minority groups at least in proportion to the number in each group among current doctoral graduates in Physics and Science Education in the United States.

The Department will be open to part-time employment with regular status, especially for women physicists and astronomers to ease the combination of family responsibilities and professional commitment. Less than full-time service will not be regarded as a barrier to senior appointment or tenure for either men or women demonstrating the requisite professional competence.

Every effort will be made to ensure that the rank and salary of each department member are determined by the objective factors specified in the University Regulations and in the Handbook of the College of Liberal Arts irrespective of gender or ethnic origins.

8.1.2 Graduate Assistants

The Department will strive to maintain a staff of teaching and research assistants, best qualified for the teaching and research positions, which represent women and each of the several ethnic minority groups at least in proportion to the numbers in each group among Baccalaureate and Masters degree graduates in

Physics and Science Education. The classification and salary of each teaching or research assistant will be determined by qualification and performance only, irrespective of gender or ethnic origin.

8.1.3 Service Staff

The Department will strive to maintain, the best qualified service staff to support the Department Faculty, which represents women and each of the various ethnic minority groups at least in proportion to the numbers in each group who are qualified for the staff positions. The job classification and salary of each staff member will be determined by qualification and performance only, irrespective of gender or ethnic origin.

8.2 Plans for Achieving Goals

8.2.1 Faculty and Academic Professionals

The Department of Physics and Astronomy will cooperate fully with the Affirmative Action Policies of the University. Vacancies, including the possibility of part-time employment, will be advertised nationally through appropriate professional publications. A positive effort will be made to locate and recruit qualified women and members of minority groups for these positions. The Department of Physics and Astronomy will support the formulation of university policies designed to enhance the status of women and minorities. In particular, the Department supports adoption of the College of Liberal Arts Committee Report on the Status of Women, and of the recommendations made therein. The Department will strive to maintain a representation of women at least commensurate with the proportion of women among available professionals. In the event of nearly equal qualifications preference will be given to women and minority group applicants.

8.2.2 Graduate Assistants

The Department graduate program brochures will be given nation-wide distribution, with particular emphasis placed upon distribution to minority group and women's colleges. The brochures will contain a positive statement of our desire to recruit graduate assistants from these groups. Since several new graduate assistants are brought into the program each year, we have an excellent opportunity to increase women and minority group representation in the near future. In the event of nearly equal qualifications preference will be given to women and minority group applicants.

8.2.3 Attitudes and Education

The Department of Physics and Astronomy will actively seek for opportunities to increase general awareness of physics as an appropriate career for women and work to expose minority group members to the possibilities that exist for satisfying careers in the physical sciences.

9. Academic Professional Personnel Procedures

9.1 Peer Review Committee

The Department of Physics and Astronomy (hereafter referred to as the Department) shall, under the direction of the Department Chair establish and maintain a Peer Review Committee (hereafter referred to as the Committee) which complies with the criteria and procedures set forth in ACD Manual section 506-09, page 6. This committee shall review all pertinent documentation required for promotion and continuing appointment processes initiated by Department academic professionals. The Committee shall also advise the Department Chair on other personnel matters relating to academic professionals, such as probationary reviews, new appointments, guidelines for recommending salary increases and sabbatical applications.

9.2 Confidentiality of Personnel Matters

All information, discussion and proceedings of the Committee shall be strictly confidential, and shall not be divulged by Committee members within or outside the Department except in official reports of the Committee, or as required by a duly constituted legal inquiry. Official reports of personnel actions are the responsibility of the Department Chair. The only persons authorized to discuss these matters with the candidate are the Department Chair and the Dean of the College of Liberal Arts and Sciences.

9.3 Selection and Structure

The Committee shall consist of four academic professional members of the Department. No more than one Committee member shall have a Year-to-Year appointment. When one of the members has a conflict of interest, he or she is disqualified and will not participate in those deliberations. Conflicts of interest include having a personnel action under review and reviewing a supervisor or subordinate.

The Committee will be elected by a secret ballot of all Department academic professionals from a slate of candidates drawn up by the Department Committee on Academic Professional Status. Initially, two members will be elected to two year terms and two members to one year terms. Thereafter terms will remain staggered so that two members are elected to two year terms each year. Terms for Committee members shall begin on July 1 and end on June 30. In the event that a Committee member is unable to complete his or her term, a new member will be elected to complete that part of the term which remains. The Committee shall elect its own chair.

9.4 Working Procedures

Continuing appointment and promotion processes follow the "Schedule of Personnel Actions" distributed annually by the Office of the Senior Vice President and Provost. The review process is outlined in ACD 506-09. The candidate and his/her supervisor will submit a complete package of materials in a timely manner to the chair of the Committee through the Department Chair. Letters of evaluation from within or external to the University are a required part of the materials. These letters are required by the CLAS Bylaws, Article Eleven, to be external for Research Scientists and Engineers. In order to give the reviewer sufficient time to formulate a thoughtful response, all reviewers shall be given at least 30 days to respond. The Committee will review the contents of the package for completeness and due process. They may make recommendations to the Department Chair for addition of more material or modification of existing documents to insure compliance with University policy and fair evaluation of the candidate. An evaluative statement will be drawn up, based on the departmental criteria for the particular action requested, and added to the package before it is given back to the Department Chair. This statement may contain majority and minority positions if the opinion of the Committee is divided. The evaluation must justify the Committee's recommendation in the personnel matter under consideration.

9.5 Materials for Review

The materials submitted for a personnel action by an academic professional to the Department are determined by the CLAS and University promotion and continuing status review guidelines. These documents will include the following:

1. Job Description
2. Goal statement and summary of activities and achievements
3. Updated resume or vitae with complete citations
4. Single copies of 2 publications authored by the candidate (if applicable)
5. A list of no fewer than four potential external evaluators (see discussion above under "Working Procedures" about source of reviewers)

The Department Chair is responsible for obtaining the outside letters of evaluation. The following documents will be added by the Department before the Committee receives the candidate's packet.

6. Memorandum from primary evaluator indicating strengths/weaknesses of candidate
7. Sample of letter sent to obtain letters of evaluation
8. No fewer than four current external evaluations. For Academic Professionals other than Research Scientists and Engineers these do not have to be from outside the University; however, they must be from individuals outside the review chain. All letters received within the allowed time limit must be forwarded with the packet.
9. Statistical summaries of the candidate's teaching evaluations (if applicable)

9.6 Guidelines for Initial and Continuing Appointment and Promotion

The University policies relating to initial appointment, promotion and continuing appointment of academic professionals (APs) are stated in the Academic Affairs and Procedures Manual (ACD 505-01, 505-03 and

506-09). The following guidelines are an elaboration of these policies as they are applied in the Department.

9.6.1 Ranks

The ranks are: Assistant, Associate and Senior or Full. Generic minimum qualifications and performance expectations for each rank are established by ACD 506-09. Any additional qualifications will be included in the job description of each position at the time of initial appointment. The criteria used to determine promotion in rank are the same regardless of the status of the AP (i.e. year-to-year, probationary or continuing).

9.6.2 Criteria for Promotion and Continuing Appointment

The general activity categories of an AP are job performance, professional development and contribution, and service, as defined in ACD 506-09. Distribution of effort amongst these categories may vary, depending on the individual's job description. However, balanced performance is expected, with attention given to each of these three basic areas. For example, each AP has the responsibility to participate in service activities at least at the Departmental level.

Fulfillment of responsibilities, as defined by an AP's job description and annual goal statements, in a sustained superior manner, will be the major criterion used in granting continuing appointment. These documents must reflect involvement in all of the three activity categories listed above. In some cases the flexibility of the individual and his/her potential to adapt to changing Department needs may be a contributing factor in the granting of continuing status.

Criteria for promotion between ranks will include sustained superior performance as well as the accumulation of the necessary experience and knowledge to fulfill the generic descriptions for each advanced rank. The job description of the individual position will be used to define the amount of expertise required to qualify for each rank.

9.6.3 Job Titles

The purpose of the job title is to serve as an abbreviated means of identifying the primary roles of an Academic Professional. A title reflects the job description and goals of the individual, not the reverse. It does not indicate rank nor should it be used in place of the individual's job description and goal statement for any purpose; especially in the judgment of performance. The title which best fits the position shall be chosen from those described in ACD 505-03. Titles are limiting only by terms explicitly stated in these descriptions; such as, a Research Scientist or Engineer must have a Ph.D. Title choices particularly relevant to this Department are:

- a. Research Administrator
- b. Research Professional
- c. Research Scientist
- d. Research Technologist.

9.7 Guidelines for Recommending Salary Increases

The criterion for all discretionary salary adjustments is based upon the annual evaluation of job performance, professional development and contribution, and service, which is required of all University academic professional employees. These evaluations are based on the job description and goal statements of each individual and are carried out according to the procedures in ACD 506-08, including appeals. The average of the last three annual evaluation numerical ratings will be used to determine the distribution of salary adjustments. This numeric scale has the current meaning, according to the University administration: 1 - Less than satisfactory; 2 - Satisfactory; 3 - Above satisfactory. Those academic professionals with an average rating of 2 or higher will be eligible for salary increases.

Salary Issues to be Addressed:

- a. Compression and Inversion. Discretionary salary adjustments to address cases where compression and unjustifiable salary inversions remain will be based on ASU career-spanning records of achievement as well as that of the most recent three in-residence annual performance evaluations.

- b. Market. Market equity, as judged against peer institution data and internally with data from other ASU physical science departments and centers, will be used to set goals for academic professional salary adjustments.
- c. Inequities. The Chair of the Department may use the authority of that office to work toward removing salary inequities that may be based on, or result from, compression, disability, ethnicity, gender, inversion, and/or market value.

Assuming satisfactory performance, compression and inversion factors will be considered. Available salary adjustment money will be distributed in a manner based upon the recommendations of the Committee. The level at which the salary adjustment funds become exhausted will determine the threshold criteria.

9.8 Sabbatical Leave - Academic Professionals

Sabbatical leave is fostered and encouraged as an important mechanism for enhancing the research and teaching effectiveness of the University. Sabbatical leave may be for either one or two semesters.

Academic Professionals of all ranks with at least six years of full-time service, or six years of full-time service since a previous sabbatical, are eligible for sabbatical leave, as explained in ACD 705. Academic Professionals must submit a sabbatical proposal, vitae, and any additional supporting documents, early in the year preceding the planned leave. Each application must be accompanied by three letters of evaluation, obtained by the Department Chair, from qualified and impartial evaluators who may be external or within the Department. Confidentiality of the evaluators must be preserved. Proposals for sabbatical leave will be reviewed by the Academic Professional Peer Review Committee, with recommendations made to the Chair. In the case of restrictive resources, or if directed to do so by the College, Sabbatical requests may be ranked by the Committee. Appropriate requests for sabbatical leave will be recommended to the Dean of CLAS for approval, provided there are sufficient resources to cover all aspects of Department responsibilities, or if a temporary reduction in services does not substantially impact the mission of the Department.

9.9 Amendments

Amendments to the bylaws and procedures contained in Section 9 are to be made through the Department Committee on Academic Professional Status. Such amendments will be made by approval of two thirds of the voting academic professionals not on leave. Any changes in criteria or procedures will not take effect until 60 days following approval.

By approval of a simple majority of those present and voting at a meeting of the Department academic professionals, the voting on any proposed amendment may be replaced by a mail ballot of all academic professionals in the Department. In such case, the approval of the proposed amendment will be by two thirds of the academic professionals voting by mail within a period of not more than one month from the time of the initiation of the ballot.