

**PHYSICS DEPARTMENT GOVERNANCE DOCUMENT**  
(adopted by the Physics Department on April 10, 1996)  
(approved by the Dean of College of Arts & Sciences on May 7, 1996)  
(First Amendment April 21, 1997; Second Amendment April 8, 2011)

**Article I. The Faculty:**

**Membership –**

The voting membership of the Faculty shall consist of all full time tenured, tenure earning Faculty, continuing Instructors, and Faculty on phased retirement in the Department. Joint Faculty with at least 50% of their salary administered by the Physics Department will also have voting rights. Continuing Instructors shall not vote on searches, evaluations, tenure and promotion of tenure earning and tenured Faculty. Non voting membership shall be extended to Adjunct Faculty, Visiting Faculty, and Faculty on courtesy appointments.

Voting members on leave from the Department shall retain voting privileges in decisions on the retention, removal or appointment of the Chair; amendments to this governance document; if tenured and of suitable rank, on tenure and promotion decisions; and, on other issues, if present at a meeting. Members on leave shall be provided timely information about Department affairs by the Chair and, when possible, shall be provided opportunities to respond and make recommendations regarding them.

**Faculty Meetings –**

The Chair shall call regular Faculty Meetings two times each Fall and Spring semester. The agenda for these meetings should be circulated, in writing, to the Faculty at least one week in advance of the scheduled meeting. Additional meetings shall be convened by the Chair in response to extraordinary departmental business.

The Chair must call a special Faculty Meeting upon written request by the Faculty Advisory Committee (FAC) or upon written request by at least one third of the Faculty in residence. Such a meeting must be scheduled within two weeks of the request. The announcement of such a meeting and its agenda must be made within one week of the request.

The meetings shall be conducted as outlined in “Procedures” in Article VI. A secret ballot will be taken if the Chair believes the issue demands one, or if a member requests one either before or during a meeting or if a personnel issue is involved. Written and signed absentee votes on voting items announced in the agenda shall be accepted.

## **New Recruitment -**

To initiate the search process for the hiring of a permanent Faculty member the Chair will convene a Faculty meeting for discussion and input regarding the scope of the search.

The Chair will appoint at least a five member Search Committee including four tenured or tenure earning Faculty members representative of the research interests and experience closely related to the search area, and a tenured Faculty member who is from outside the area of the search. The Search Committee will elect its own chair in consultation with the Chair of the Department. The Chair will delineate the scope of the search for the Search Committee based on the discussion during the Faculty meeting. The Search Committee will write the announcement, and the Chair will advertise the position in the proper forum. The search procedure shall follow the Equal Employment Opportunity Guidelines to ensure diversity of faculty.

The application materials of the candidates will be made available for review from Faculty upon request. The Search Committee will receive Faculty input in oral or written form, screen all candidates, and present a short list of the candidates to the Chair. The Chair, after consultation with the Dean, will arrange for candidate interviews.

After the conclusion of the interviews, a Faculty meeting will be held to vote on all the candidates. The Chair will submit his/her final ranking of the candidates with his/her recommendation, along with a record of the Faculty votes to the Dean. The Faculty will also receive a copy of this recommendation.



After two consecutive terms, the Chair's office will be deemed vacant, and a search

The Chair shall seek the advice of the FAC, members of the Department, and departmental committees as appropriate. The Chair shall solicit the opinions and advice of Faculty in major decisions affecting the instructional, financial, and material resources of the Department.

The Chair will present to the Faculty for discussion, on an annual basis, the expenditures for the previous year as well as the current budget proposed to the Administration. The final budget approved by the Administration shall be distributed to the Faculty. In addition, all major expenditures, as shall occur from time to time, shall be reported to the Faculty. Major equipment purchases exceeding one hundred thousand dollars from departmental funds shall be made only after consultation with the FAC.

**Removal of Chair –**

The Faculty may recommend to the Dean the removal of the Chair by a two thirds vote of the tenured and tenure earning members of the Faculty.

**The Associate Chair –**

The Associate Chair is appointed by the Chair and shall perform duties delegated by the Chair. The Faculty may recommend to the Chair removal of the Associate Chair by a two thirds vote of the tenured and tenure earning members of the Faculty.

**Article III. The Faculty**

The FAC shall, independent of the Chair, evaluate annually the performance of each faculty member and transmit these evaluations to the Dean via the Chair. The FAC will also annually evaluate the Chair. Prior to annual faculty evaluations, the FAC shall issue guidelines to the Faculty explaining the manner in which the evaluations will be conducted. The FAC m s



**Article VIII. Amendments:**

The Governance Document shall be distributed to all Faculty members via email at least two weeks prior to voting. This Document may be amended by a two thirds majority vote of the voting members of the Faculty at any regular meeting of the department.

**Article IX. Consistency with Laws and Regulations:**

The preceding statements shall not be construed in any manner so as to conflict with the Laws of the State of Florida or the Policies of the Board of Trustees of the University of South Florida or the Board of Governors of the State University System of Florida.