

DEPARTMENT OF PHYSICS
GUIDELINES FOR PERSONNEL PROCEDURES
DEPARTMENT OF PHYSICS
NORTHERN ILLINOIS UNIVERSITY

CONTENTS

I.	Prologue.....	1
II.	General Policies.....	1
III.	Merit Evaluation Committee.....	1
	A. Selection of Merit Evaluation Committee.....	
	B. Responsibilities of Committee Chair.....	
	C. Tasks of Merit Evaluation Committee.....	
	D. Procedures of Merit Evaluation Committee.....	
IV.	Promotion, Tenure, and Retention.....	4
	A. General Procedures.....	
	B. Guidelines for Considering Promotion, Tenure or Retention..	
	i. Tenure	
	ii. Promotion from Assistant Professor to Associate	
	iii. Promotion from Associate Professor to Full	
	iv. Early Promotion	
	v. Joint Hires	
	C. Solicitation of External Supporting Letters.....	
	D. 3 rd Year Review Committee	
	E. Tenure and Promotion Committee	
	F. Faculty Requests for Reconsideration	
	Appendix I - Policies and Procedures for Graduate Faculty Membership....	15
	Appendix ii - Policies and Procedures for Strategic Planning and Resources (Executive Committee)	16

DEPARTMENT OF PHYSICS GUIDELINES FOR PERSONNEL PROCEDURES

I. PROLOGUE

The procedures of the Department of Physics in matters of merit evaluation (for purposes of recommending salary increments), retention and tenure, and promotion are governed by the Guidelines set out by the College of Liberal Arts and Sciences and the University. Beyond these general policies there are specific procedures followed by the Department of Physics. These are described below.

II. GENERAL POLICIES

In any personnel matter under consideration in the Department which indirectly or directly involves an individual to the extent that his/her participation in the proceedings could involve a conflict of interest, he/she must abstain from those proceedings. In no instance may an individual vote on an issue involving his/her own tenure, retention, or promotion; nor may an individual participate within the Merit Evaluation Committee in his/her own merit evaluation.

III. MERIT EVALUATION COMMITTEE

A. Selection of Merit Evaluation Committee

Membership on the Merit Evaluation Committee is open to all departmental faculty on non-administrative regular appointments except representatives to the College and University Councils. All regular faculty on non-administrative appointments vote in the election of the Committee. The Department Chair meets with the Committee as a non-voting member. The Committee is elected in the following manner:

- i.** Three members constitute the Committee, two elected each year; the third, the Chair, returns to the Committee from the Prior year.
- ii.** After serving a term (one or two years) on the Committee, a faculty member may not serve again until a number of years equal to that term has passed.
- iii.** our candidates are chosen by means of a nominating ballot. Each voting faculty member may vote for two from among the eligible faculty on the nominating ballot. On the final ballot each faculty member votes for one of the candidates. The individual who receives the largest number of votes is elected

for two years and serves as Chair of the Committee in the following year. The person with the second highest vote total is elected for one year.

- iv. The merit evaluation of the members of the Merit Evaluation Committee is made by the Department Chair. Any member of the Committee so evaluated may ask for reconsideration by the Department Chair.

B. Responsibilities of Committee Chair

- i. To preside at committee meetings.
- ii. To maintain an accurate record of proceedings and results of Committee deliberations. Three copies should be retained—one for the Department Office, one for the Committee in the ensuing year, one for the Committee Chair's personal files.
- iii. To initiate the solicitation of information from faculty relevant to committee deliberations including Faculty Service Reports, supporting information, and suggested weightings of categories by individual faculty. Faculty service reports are due four weeks after being contacted by the committee chair, or the department, or by January 31st, whichever is later. If a faculty does not submit a report, they will be assigned the lowest score rating in all categories.
- iv. To act as a resource to Merit Evaluation Committees during later years if deliberations of previous committees are relevant to their considerations.

C. Tasks of the Merit Evaluation Committee

- i. To make annual merit evaluations of the faculty for the purpose of salary increment and adjustment recommendations, based on three years' performance.
- ii. To perform annual written evaluations of non-tenured tenure-track faculty and to mentor on progress on tenure. (Note that the third-year written evaluation of non-tenured tenure track faculty is performed by a separate Third-year review committee described later in this document. The merit committee still performs merit evaluation in the third year.)

D. Procedures of Merit Evaluation Committee

- i. All internal proceedings are open within the Committee; e.g., the merit ratings of faculty by members of the Merit Evaluation Committee are revealed and, if necessary, defended to the remainder of the Committee.
- ii. When the ratings of faculty performance of different Committee members are in major disagreement, every effort is made to resolve the discrepancies; if necessary, the Chair of the Committee solicits additional information from the faculty member whose rating is involved.
- iii. In the evaluation of performance in teaching, student evaluations, teaching load, the level of the course, student supervision, and innovations also play important roles.
- iv. Published papers, reviews, and books of individual faculty are given important status in the evaluation of research and scholarship. These are documented with reprints or copies, or in the case of work accepted for publication but not yet in print, with preprints and notifications of acceptance.
- v. Faculty members are provided access to the Faculty Services Reports of all members of the Department. These are kept in the Department Office and may be examined there by the faculty members.
- vi. After the Merit Evaluation Committee has completed its initial ratings and weightings, the Department Chair makes independent evaluations and indicates to the Committee all instances in which his/her evaluations disagree with those of the Committee. Every effort is made to resolve major disagreements between the Committee's evaluations and those of the Department Chair.
- vii. Faculty members have the right to appear before the Merit Evaluation Committee to request reconsideration of their ratings and weightings after the initial evaluations by the Committee have been made.
- viii. Before and after reconsideration, the Merit Evaluation Committee provides each faculty member a compilation of the merit ratings in each category for the entire membership of the Department including the overall evaluations. No names are given and the ratings of each individual receiving the compilation is indicated on the copy he/she receives.

- ix. After reconsideration has been completed by the Committee, each faculty member is given a copy of his/her evaluation form which is sent to the College Office.
- x. Normally the weights for teaching, research, and professional service are 40%, 40%, and 20%, respectively. However, at the initiation of either the Committee or an individual faculty member, other weights may be negotiated between the Committee and the individual. In no case may the weight for teaching or research be less than 20%, nor the weight for service be less than 10%.
- xi. Each untenured tenure-track faculty member meets every year with the Merit Evaluation Committee to discuss his or her latest annual merit ratings and progress toward tenure, and to receive advance warning of any possible changes in departmental plans that could have a bearing on this person's possibility of gaining tenure. A summary statement of the Merit Evaluation Committee's annual assessment of progress toward tenure is provided to each untenured tenure-track faculty member sequent to these meetings. The Merit Evaluation Committee shall have available all previous annual assessments of untenured tenure-track faculty members, and their annual evaluation should reflect their assessment of the faculty members progress towards tenure to date.
- xii. Merit reviews for faculty on sabbatical follow the University guidelines as listed in the NIU bylaws, section 6.25 (Merit ratings of persons who have been on leave)

IV. PROMOTION, TENURE, AND RETENTION

A. General Procedures

Recommendations regarding matters of tenure and retention are made by the tenured faculty in caucus. Recommendations on promotion to a particular academic rank are made in caucus by the faculty members holding equivalent or higher rank.

It is the responsibility of the Department Chair to call together for meetings the faculty groups who recommend upon individual cases of tenure, retention or promotion. It is the Department Chair's responsibility to chair these meetings and to provide data regarding eligibility, time in rank, and general policies of the

institution regarding tenure, promotion, and retention. In each case the Department Chair submits an independent evaluation.

Consideration of promotion or tenure for any department member can be initiated by the member, by the Chair of the Department, or by the Tenure and Promotion committee. Consideration for retention is initiated by the Merit Evaluation or the 3rd year Review committee. A recommendation from the committees must be by majority vote.

With the help of the Department Chair, the candidate then produces the necessary supporting documents. Also, as discussed below, the Department Chair initiates the solicitation of letters from external sources.

Upon the availability of the internal and external supporting material, and the summary report or recommendation from the appropriate committee if available, the qualified faculty members meet to discuss it. Ideally, a first meeting during which the person's qualifications are discussed should be followed by a second, later meeting where the vote is taken. All qualified faculty members are expected to attend, either in person or via telepresence; nonattendance at the meeting at which the vote is taken will count by default as a vote against the candidate. Following the discussion an open vote is taken on the promotion or tenure request. Proxy votes are not permitted. A two-thirds vote of all qualified members of the department is required for departmental approval.

For a request for promotion to Associate Professor, all members at the rank of Associate or Full Professor are considered qualified. For requests for promotion to Full Professor, all members at the rank of Full Professor are considered qualified. For a request for tenure, all tenured faculty are considered qualified. The chair of the department has an independent vote on tenure and promotion, and therefore does not vote with the department and is not counted as a qualified member for purposes of calculating the necessary two-thirds vote.

Persons on official leave or with full-time administrative appointments outside the department are not considered qualified members of the faculty for purposes of voting on tenure or promotion cases unless they have been actively involved with the department during the evaluation period of the candidate. In this case, advance approval from the chair and a majority of the executive committee is required in order to be part of the voting caucus. Persons unable to attend the voting meeting due to unforeseen emergencies may be removed from the count of qualified faculty with approval from the chair and a majority of the executive committee.

Requests for promotion from Assistant to Associate Professor are considered no earlier than the second year as Assistant Professor unless it was stated otherwise in the initial appointment of that faculty member. Requests for promotion from Associate to Full Professor are considered no earlier than the second year as Associate Professor unless it was stated otherwise in the initial

appointment of that faculty member. Requests for tenure are considered no earlier than the second year as an untenured faculty member unless it was stated otherwise in the initial appointment of that faculty member.

B. Guidelines for Considering Promotion, Tenure or Retention

i. Tenure

Under all but exceptional circumstances, the criteria for tenure considerations are identical to those for promotion. That is, the criteria for tenure of an Associate Professor are identical to the criteria for promotion from Assistant Professor to Associate Professor. The criteria for tenure of a Full Professor are identical to the criteria for promotion from Associate Professor to Full Professor. These criteria are given in the next section.

ii. Promotion from Assistant Professor to Associate Professor

A candidate for promotion to the rank of Associate Professor shall have successfully developed an independent research program and demonstrated excellence in teaching and instruction. The promotion and tenure committee will consider Service contributions to the Department and University favorably.

With respect to scholarly activity, the candidate should have demonstrated the ability to pursue independent research and is expected to have made consistent and significant progress towards a national reputation in his or her field as demonstrated by:

- a) Excellence in his or her publication record and rate in leading refereed physics and related journals either as a single author or as a principal author with significant contributions. The journals shall be appropriate for the candidate's discipline(s).
- b) Presentation of invited talks at major physics conferences or workshops at national and international venues.
- c) Application for external grants or, preferably, successful acquisition of external funds, especially acquisition of one or more external peer-reviewed grants.

The scholarly record should also show potential for sustained publication productivity and conference participation as well as grant activity.

With respect to educational activity, the candidate should have demonstrated excellence in instruction as indicated by regular classroom assessment

(described below) and by participation in activities strengthening the Department's academic mission, which can include but are not limited to:

- a) Curricular development for courses and laboratory exercises.
- b) Advising graduate students through degree completion.
- c) Mentoring of undergraduates in research programs or capstone experiences.
- d) Development of the Departmental educational web-presence or of on-line instruction.
- e) Adoption of research-validated instructional methods.
- f) Participation in assessment activities such as M.S. comprehensive and Ph.D. qualifier examinations.

The candidate's classroom performance shall be assessed by observation of classroom or instructional laboratory presentations in each year preceding the candidate's promotion or tenure consideration. The assessment will be conducted by the Chair and one other tenured faculty member chosen by the candidate. The visitors will each write a brief summary evaluation of the candidate's teaching ability and technique. The evaluation will be available to the appropriate faculty caucus at the time of consideration of promotion and/or tenure of the candidate. These evaluations will also be made available to the relevant committees for the purposes of the annual evaluation of the candidate's progress toward tenure and promotion and consideration of retention. The summary evaluations will be provided to the candidate each year prior to the promotion and/or tenure decision.

The candidate should have demonstrated a willingness to perform service to the department and university commensurate with the candidate's current rank.

iii.) From Associate Professor to Full Professor

A candidate for promotion to the rank of Full Professor shall have successfully developed and maintained an independent research program, demonstrated leadership in their discipline, demonstrated excellence in teaching and instruction, and made significant service contributions to the Department and University.

With respect to scholarly activity, the candidate should have established a sustainable research effort and achieved a national or international reputation in his or her field as demonstrated in all of the following areas:

- a)** Excellence in his or her publication record and rate in leading refereed physics and related journals either as a single author or as a principal author with significant contributions. The journals shall be appropriate for the candidate's discipline(s).
- b)** Presentation of invited talks at major physics conferences or workshops at national and international venues.
- c)** Regular receipt of external grants, especially peer-reviewed grants.
- d)** Participation in activities indicative of leadership in his or her field, such as organization of symposia, conferences, or working groups at major workshops; membership in physics reviews or on advisory panels; or leadership roles in multi-institution collaborations.

The scholarly record should show potential for sustained productivity in all areas.

With respect to educational activity, the candidate should have demonstrated excellence in instruction as indicated by recent classroom assessment (described below) and by participation in activities strengthening the Department's academic mission. The candidate must have supervised at least one thesis or dissertation in physics to completion and have contributed significantly to several other pedagogical areas, which may include but are not limited to:

- a)** Curricular development for courses and laboratory exercises.
- b)** Mentoring of undergraduates in research programs or capstone experiences.
- c)** Development of the Departmental educational web-presence or of on-line instruction.
- d)** Adoption of research-validated instructional methods.
- e)** Participation in assessment activities such as M.S. comprehensive and Ph.D. qualifier examinations.

The candidate's classroom performance shall be assessed by observation of classroom or instructional laboratory presentations in the year preceding the candidate's promotion. The assessment will

be conducted by the Chair and one other tenured faculty member chosen by the candidate. The visitors will each write a brief summary evaluation of the candidate's teaching ability and technique. The evaluation will be available to the appropriate faculty caucus at the time of consideration of promotion and/or tenure of the candidate. The summary evaluation will be provided to the candidate prior to the promotion and/or tenure decision.

With respect to service contributions, the candidate should have made significant contributions to the Department and University as can be demonstrated by:

- a) Membership in and leadership of Departmental or University Committees.
- b) Participation in university-wide planning exercises.
- c) Service in significant administrative roles.
- d) Participation in public outreach that promotes the mission of the Department or University.

iv. Early Promotion and/or Tenure Guidelines

Candidates for early promotion and/or tenure must demonstrate excellence in research and teaching and have service contributions to the Department or University and profession commensurate with the promotion levels as noted in guidelines above. The candidates must have fully met expectations for research productivity with proven publication, presentation, and funding records. The candidates must also have excellent classroom assessments as well as made distinct contributions to the wider academic mission. Furthermore, early promotion requires significantly greater productivity and accomplishment than that expected for successful promotion on the typical timescale.

v. Joint Appointments

Department expectations for achievement and effort in scholarship, teaching, and service as outlined in earlier sections are retained for joint appointments. Department tenure and promotion guidelines provide wide flexibility to acknowledge that endeavors outside the department may be used demonstrate similar accomplishment and commitment, particularly in the areas of teaching and service.

The department requires that research and scholarship activities during the joint appointment period will have clearly acknowledged the candidate's NIU/physics professional affiliation or co-affiliation if they are also submitted to the department by the candidate to support his/her tenure, promotion, or merit evaluations. As examples, this includes the affiliations of the faculty member as listed on any papers, presentations, reports, and submitted and funded proposals.

If the candidate loses the external (outside of physics) portion of their joint appointment before or during the 5th year, the candidate, the chair, and the Third Year Review Committee shall meet and clarify expectations for the candidate's promotion and tenure in light of their changed circumstances. If a third year review committee has not been constituted, a committee shall be constituted according to the same rules for this purpose.

C. Solicitation of External Evaluation Letters

Upon receipt of any request for promotion or tenure, the Chair of the Department solicits letters from sources external to the University. These sources should be individuals with national and international reputations in the field of the person requesting promotion or tenure. In each case, at least four such letters are required. The selection of external sources is done by the Department Chair upon receiving advice from other members of the department and in consultation with the candidate. The final choice of evaluators should remain anonymous to the candidate. The candidate and faculty may not initiate contact to potential or known sources with intent to influence or alter the evaluation. External sources should not include former advisors or employers of the candidate. However, for candidates in fields which engage in large, multi-institution collaborations, it is acceptable to solicit letters from senior members of collaborations in which the candidate has participated.

D. Third-year Review committee

A Recommendation to the department for non-retention of a non-tenured tenure-track faculty may be initiated by a majority vote of the Merit evaluation Committee during any of its annual merit evaluations and assessments of a non-tenured tenure-track faculty member. However, the Third-year Review committee, as outlined in this section, will be formed to evaluate rigorously non-tenured tenure-track faculty's progress towards tenure and promotion at

the third-year, (or equivalent based on hiring letter or memorandum of understanding). This committee presents a summary of their evaluation along with advising the department on a recommendation for retention or non-retention.

The requirements for faculty eligibility to vote and participate in a faculty meeting on retention are identical to those outlined in the promotion and tenure sections for a decision of tenure, with the following change, a two-thirds majority vote of the eligible faculty quorum is required for a decision to not retain a probationary tenure-track faculty member. The chair of the department votes with the department and is counted as a qualified member for purposes of calculating the two-thirds vote.

Retention decisions focus primarily on whether the candidate has demonstrated satisfactory progress in scholarship, teaching, and service on the time-table required for the eventual tenure and promotion. Unsatisfactory progress may result in a recommendation for non-retention. In addition, a preponderance of evidence suggesting unethical or unprofessional behavior will result in a recommendation for non-retention.

i. Selection of the Third-year Review Committee

- 1.** The Third-year review committee is a 4 member committee representative of the tenured faculty, and should be chosen no later than the last two weeks of the Fall semester of the 3rd academic year of the candidate. The selected committee will perform the third year reviews for all candidates up for review in that academic year.
- 2.** Faculty eligible for service on the committee are limited to tenured full-time faculty who are not on leave or administrative leave during the semester of the review and evaluation process.
- 3.** A majority vote (by written or email ballot) of all tenured and untenured tenure-track faculty is used to elect three committee members. Before choosing committee members, the faculty should be informed of the candidates likely to be reviewed.
- 4.** At least two members of the committee must be tenured full professors and at least one member (who may be one of the tenured full professors noted) must be a member of the graduate faculty.
- 5.** The department chair appoints the 4th member and any additional members as required to satisfy the minimum required number of tenured full professors and graduate faculty.

6. The spokesperson for the committee is chosen by the department chair from among the elected and appointed members of the committee.

ii. Evaluation activities of the Retention Committee

1. The committee will be given access to the candidate's service reports for the current and preceding years, annual evaluation and/or mentoring letters from the Merit committee, the annual assessment of teaching, the letter of hire and any relevant memorandums of understanding, and the teaching evaluation scores.
2. The candidate may prepare, if he or she desires, an appendix to the normal yearly service report that is written specifically for the committee. This appendix is due to the Third year review committee on the same deadline as the normal service reports to the Merit committee.
3. During the evaluation year, the members should observe at least one class session of the candidate's.
4. The candidate is required to present one colloquium during the academic year of the review, and the members should attend this colloquium.
5. The evaluation report may clarify department expectations by providing specific goals and activities that the candidate is requested to achieve in future to demonstrate adequate progress to tenure and/or promotion.
6. It is expected that the committee will have a written evaluation report completed by March 31 of the academic year of the evaluation.
7. The report and committee's recommendation based on the report will be forwarded to the chair. The chair will provide a final version of the report along with the department's recommendation of retention or non-retention to the candidate.

E. Tenure and Promotion Committee

The responsibility of a tenure and promotion committee is to provide additional depth and rigor to the department's assessment of a candidate for tenure and/or promotion. This committee is selected in the spring of the 5th academic year of the candidate service, or equivalent as indicated by the memorandum of

understanding or letter of hire. It is expected that most of the work of this committee will take place in the spring and summer semesters.

Therefore, candidates requesting to come up for tenure and/or promotion early, or who are requesting to be promoted from associate to full, are required to inform the chair by January of the prior academic year, in order for the tenure and promotion committee to be formed and to complete their advisory role to the department before the Fall semester deadlines.

As outlined in the procedures of Section IV.A (Promotion, Tenure, Retention: General Procedures), the tenure and promotion subcommittee, if formed for a candidate, provides a written or verbal summary of their evaluation and recommendations to the faculty caucus during the caucus meeting(s) to discuss and and/or vote on the tenure and promotion of the candidate.

i. Selection of the Tenure and Promotion Committee

1. A separate Tenure and Promotion Committee will be formed for each candidate. Members may serve on more than one committee, however, a member can only be spokesperson of one committee.
2. A majority vote (by written or email ballot) of all tenured and untenured tenure-track faculty chooses three committee members.
3. The department chair appoints the 4th member and any additional members as required to satisfy the minimum required number of tenured full professors and graduate faculty.
4. The spokesperson for the committee is chosen by the department chair from the elected and appointed members of the committee.
5. Faculty eligible for service on the committee must be eligible to vote on any tenure and promotion decision likely to be relevant to the candidate case.
6. Faculty eligible for service on the committee are limited to tenured full-time faculty who are not on leave or administrative leave during the review and evaluation process.
7. Even for tenure and promotion cases from assistant to associate, at least two members of the committee must be tenured full professors and at least one member (who may be counted as one of tenured full professors noted here) must be a member of the graduate faculty.

ii. Evaluation activities of the Tenure and Promotion committee

1. For cases of tenure and promotion, the tenure and promotion committee will be given access to all of the candidate's service reports and the teaching evaluation scores, the annual teaching assessments, the annual evaluation and/or mentoring letters from the Merit committee and the summary report from the 3rd year Review committee, the letter of hire and any relevant memorandums of understanding.
2. For cases of promotion from associate to full, the committee will be given access to the prior five years of annual service reports and teaching evaluation scores, the 3rd year Review committee's report, if it falls within the 5 years period, the teaching assessment conducted by the Chair and one other tenured faculty member chosen by the candidate, and any relevant memorandums of understanding or letter of hire if appropriate, such as for ongoing joint appointments.
3. The committee can request to see drafts of the Part I being prepared by the candidate and the current curriculum vita.
4. The committee may advise the chair on selection of outside evaluators.
5. During its work, the committee may meet with additional faculty (who remain non-voting within the committee) to clarify or answer questions about standard practices within the sub-field of the candidate.
6. During the spring semester prior to the 6th year, the members should observe at least one class session of the candidate's
7. The candidate is required to present one colloquium during the academic year of the review, and the members should attend this colloquium.

F. Faculty requests for reconsideration by the department on matters of tenure and promotion

Faculty requests for a reconsideration hearing will be directed in writing to the Physics Department Chair. Written request must include a statement explaining the basis for request. Request for reconsideration and all supporting documents must be filed seven calendar days from receiving written notice of the departments recommendation to deny promotion or tenure.

The meeting of the relevant quorum to discuss the reconsideration will be scheduled to occur within 14 calendar days of the written request received by the chair. The voting and participation rules for this quorum are those used for the decision under reconsideration.

Before the scheduled meeting, the chair will make available to the quorum the following documents; a) the relevant documents used in arriving at the initial decision, and b) the written request from the candidate to the chair requesting the reconsideration and any supporting materials included with this request.

The department has 4 calendar days from the reconsideration meeting in which to communicate the decisions of the reconsideration of the decision to the requester.

Faculty members who remain aggrieved after a reconsideration for promotion or tenure at the department level may appeal to the college council following the bylaws of LA&S. Appeals are made in writing through the dean to the college council. The written request for appeal must cite grounds for the appeal from among those specified in Article 7.12 of the university bylaws: "that inappropriate procedures were followed by a department" (Article 7.121); "that insufficient or inappropriate criteria or evidence were used in arriving at a departmental recommendation" (Article 7.122); that other circumstances exist which the college considers a legitimate basis for an appeal" (Article 7.123).

APPENDIX I

POLICIES AND PROCEDURES FOR GRADUATE FACULTY MEMBERSHIP

In assessing the research activity of an individual, the department assigns one research credit to each of the following: 1) publishing a single-author paper in an appropriate refereed physics journal; 2) being the major author of a multi-author publication in an appropriate refereed journal; 3) obtaining an external, peer-reviewed grant; and 4) giving an invited paper at a major physics conference.

A. Requirements for Membership

1. A provisional member must hold a Ph.D. in physics or its equivalent. A provisional member must have demonstrated a capability for doing research by being either author or co-author of refereed publications.

2. A full member must hold a regular faculty appointment in the Northern Illinois University Physics Department. In addition, a full member must have demonstrated ability to pursue independent research by acquiring at least one research credit during the last seven years.
3. A senior member must meet all the requirements for full membership, except that a senior member must have earned at least five research credits during the last seven years. In addition, a senior member must have supervised a graduate student to the successful completion of a graduate degree in physics.

B. Appointment to the Graduate Faculty Committee

The Chair of the Physics Department appoints three members of the Physics Department to the Department's Graduate Faculty Committee. All members of this committee must be either full or senior members of the Graduate Faculty, and at least two must be senior members. The Chair may not be a member of this committee. The term of appointment is three years, except for the initial appointments, which require one one-year appointment, one two-year appointment, and one three-year appointment. The Chair of this committee is the person with the shortest remaining term.

This committee meets upon the request of the Chair of the Department or upon the request of any member of the Physics Department to examine the credentials of persons to be proposed for new membership in the Physics Graduate Faculty or to consider any changes in the credentials of current Physics Graduate Faculty members. All meetings of this committee are open to any faculty member of the Northern Illinois University Physics Department. The committee forwards its recommendations to the Chair of the Department, to the Dean of the Graduate School, and to the faculty member being evaluated.

C. Additional Items

For all additional policies and procedures regarding appointment to the Graduate Faculty, the Physics Department follows those of the Graduate School as approved by the Graduate Council.

APPENDIX II

POLICIES AND PROCEDURES FOR STRATEGIC PLANNING AND RESOURCES (EXECUTIVE COMMITTEE)

(a) The Executive Committee shall advise the chair and make recommendations to the faculty on the following:

- (1) recruiting policy
- (2) budgeting policy
- (3) teaching assignments
- (4) agenda for faculty meetings
- (5) other matters dealing with policy and administration

(b) The Committee shall consist of four members of the faculty, who shall be elected by the faculty as a whole. Two shall be from Material Science, and the other two from all other fields combined.

(c) The election procedure is that each faculty member shall cast two votes for candidates in each of the two categories (Materials Science, and other fields). The two top vote-getters in each category will serve on the Committee. In case of a tie, the winner will be decided by flipping a coin or drawing lots.