

**The Department of Physics and Astronomy
The University of Tennessee, Knoxville**

Departmental Bylaws

October 22, 2024

I. Introduction

The Department of Physics and Astronomy at The University of Tennessee, Knoxville, is to be governed by these bylaws. These bylaws and included timelines are subject to all policies and provisions as set forth by the *Faculty Handbook* and the bylaws of the College of Arts and Sciences and shall not supersede any existing regulation of The University of Tennessee or bylaws of The University of Tennessee Faculty Senate.

II. Faculty

A. Department Head

1. The dean of the College of Arts and Sciences appoints the department head following consultation with department faculty.
2. The department head assumes administrative responsibility for the management and operation of the physics department.
3. The department head shall preside over meetings of the faculty.
4. The department head may appoint one or more associate heads from among the faculty of the department to assist in the administration of the department.

B. Faculty Membership

1. The faculty of the department shall consist of those who hold an appointment in the department as either a full-time or part-time employee at the following academic levels:
 - a) Tenured and tenure-track (tenure-line) professors at all the ranks (full, associate, and assistant).

- b) Research, joint faculty, adjunct, and visiting professors at all ranks.
- c) Emeritus professors at all ranks.
- d) Teaching Faculty at all ranks including lecturers/teaching assistant professors, senior lecturers/teaching associate professors, and distinguished lecturers / teaching full professors.

2. The voting faculty shall consist of the following subset of the full faculty:

- a) Tenure-line professors.
- b) Centrally-funded Joint Faculty independent of home institution (see II.B.4)
- c) Full-time teaching faculty ($\geq 75\%$ of a FTE).
- d) Faculty members who have specifically been granted voting rights by the voting faculty.

3. Granting of voting rights requires an affirmative vote by at least two-thirds of the voting faculty. Voting rights can be granted for up to five years and are renewable. A written record of the justification for granting the voting right should be kept in the faculty member's departmental file.

4. Centrally-funded Joint Faculty with shared appointments between The University of Tennessee and Oak Ridge National Laboratory, as defined by the Joint Faculty agreement between UT and ORNL, enjoy all the same privileges and responsibilities within the department as tenured or tenure-track faculty independent of whether their home institution is UT or ORNL with the exception that Joint Faculty with home institution at ORNL cannot vote on personnel decisions affecting UT tenure-line faculty. The UT workload requirements for Joint Faculty are prorated according to the UT share of their appointment. It is expected that centrally-funded Joint Faculty members will use the Department of Physics byline when publishing papers, giving talks, or in other circumstances where an affiliation is given.

5. Externally-funded Joint Faculty ("0% Joint Faculty") are those with shared appointments between UT and another entity, typically ORNL, whose UT appointment is sponsored exclusively from externally funded research contracts. Externally-funded Joint Faculty does not share the faculty privileges and responsibilities as set out in the Faculty Handbook or section II.B.4 of these bylaws concerning centrally funded Joint Faculty.

The conditions of their employment shall be similar to those of Non-Tenure-Track Research Faculty as described in the Faculty Handbook and in Section II.B.7 of these bylaws. Selection and appointment of externally funded Joint Faculty shall follow the same process as described for Adjunct Faculty in section II.B.6 of these bylaws. Externally-funded Joint Faculty is expected to contribute to the mission of the department according to the stipulations of their appointment letter. It is expected that, as appropriate, externally-funded Joint Faculty members will use the Department of Physics byline when publishing papers, giving talks, or in other circumstances where an affiliation is given. Externally-funded Joint Faculty is also expected to maintain visibility and engagement with the Department, and make an effort to organize or participate in on-campus activities, such as seminars, colloquia, lectures, social events and attend faculty meetings

6. Adjunct Professors of all three academic ranks are appointed with a majority vote by the voting faculty. Nomination for adjunct faculty membership is to be made by submission of a written request to the head by the candidate and by two voting members of the faculty. The head will propose the appropriate academic rank to the faculty. Appointments of adjunct faculty are expected to be reserved for individuals with substantive association with the educational, research or outreach activities of the Department of Physics. All nominations must be accompanied by a vita of the nominee as well as a written statement of the nature of their association with the Department of Physics. Appointments as Adjunct Faculty are made for a fixed term only. The initial appointment is usually made for not more than three years. Appointments as Adjunct Faculty may be renewed for additional fixed terms, typically for four years, by majority vote by the voting faculty following nomination by two voting members of the faculty. It is expected that, as appropriate, adjunct faculty members will use the Department of Physics byline when publishing papers, giving talks, or in other circumstances where an affiliation is given.

7. Research Professors of all three academic ranks are appointed with a majority vote by the voting faculty. Nomination and approval for research faculty membership follows the same procedure as for Adjunct faculty as given in section II.B.6 of these bylaws. Research professors are expected to derive their salary from external research grants and contribute to the research mission of the department by carrying out research as stipulated in the grants. Research professors can also contribute to educational, service, or outreach efforts after approval by the head. The appointment as a Research Professor will usually continue for as long as external funding is available. It is expected that research faculty members will use the

Department of Physics byline when publishing papers, giving talks, or in other circumstances where an affiliation is given.

8. Teaching Faculty generally hold a doctoral degree and are employed to primarily support the teaching mission of the department and are in general not expected or required to perform research and service tasks, unless such a responsibility is specifically included in their appointment letter. As specified in Section II.B.2.c Full-Time Teaching Faculty are part of the voting faculty. All other privileges and responsibilities of Teaching Faculty are defined by the bylaws of the College of Arts and Sciences. Teaching Faculty can either be appointed through a search with a search committee appointed by the head or by a process similar to the appointment of Adjunct Professors (section II.B.6), where the candidate and two voting members of the faculty are submitting written requests to the head. All appointments of Teaching Faculty require approval by the head and a majority vote of the voting faculty. Instructors are appointed at the discretion of the head. Approvals of annual reappointments of Teaching Faculty and Instructors are done by the head.

Promotion of Teaching Faculty between ranks: Lecturer/Teaching Assistant Professor to Senior Lecturer/Teaching Associate Professor or Senior Lecturer/Teaching Associate Professor to Distinguished Lecturer / Teaching Full Professor requires the candidate to submit a request and a dossier to the head. The voting faculty, with the exception of non-tenure line faculty holding similar or lesser rank than that of the candidate, will evaluate the dossier and provide a recommendation to the head by a majority vote. The head will then provide a recommendation to the Dean.

In special circumstances, the head can choose to employ Non-Tenure Track (NTT) faculty using other titles, like Instructor, Part-Time Lecturer or Academic Support Specialist. The privileges and responsibilities of persons employed in with these titles shall follow rules of the Faculty Handbook or the UT System Human Resources. Specifically, they will not be considered as part of the faculty.

9. For faculty appointments, where the job requirements might overlap two or more of the appointment categories, the title(s) and job requirements should be approved by the faculty and be specified in the appointment letter.

10. Friend appointments are used for people with only a tangential connection to the department in situations where the appointment is judged by the department head to be of benefit to the department. Examples can be retired researchers or professors from other institutions,

former faculty members who left our department prior to their retirement, or close collaborators with no other institutional connection. Friends are allowed to have UT email, library access and access to colloquia and seminars. They do not have faculty status and are not allowed to use the UT byline unless approved by the department head. Friends are appointed at the discretion of the department head on an annual basis. Their appointment can be terminated at any time by the department head.

11. Professors with long and meritorious research, teaching, and/or service records at the time of retirement may be awarded the rank of emeritus. Requests for Emeritus status must be initiated by the retiring faculty member, and endorsed by the head, Dean and Chancellor. Depending upon the availability of office space, Emeriti faculty may be offered office space within the Department. With the approval of the head, Emeriti faculty can teach and attend Faculty meetings, but they have no voting rights.

C. Faculty Meetings and Voting Procedures

1. Faculty meetings are in general open to all members of the faculty. However, for deliberations concerning hiring, promotion, tenure, or other decisions related to individual faculty members the head can limit the attendance to the part of the faculty who have voting rights concerning the issue at hand.
2. There shall be a faculty meeting open to all faculty ranks at least once in each term during the academic year.
3. The department head shall distribute the agenda for faculty meetings to the faculty at least five calendar days, if feasible, before the meeting.
4. All faculty meetings shall be chaired by the department head or a designate and will be conducted in accordance with the procedures of Robert's Rules of Order. As a consequence, as part of the voting procedure abstentions will not be asked for, will not be recorded and will not be reported. However, the number of valid votes for or against the proposal will have to fulfil the quorum requirements as specified in section II.C.6.
5. Voting may take place either during regularly announced faculty meetings or by electronic ballot. For hiring, promotion, and tenure decisions, or other decisions related to individual faculty members, the voting shall be done by a secret written or electronic ballot during a faculty meeting. The expectation of the faculty is that an eligible faculty member

shall assume the responsibility for being fully informed about the promotion/tenure case. Eligible faculty members shall affirm having read the relevant dossiers in writing. If eligible faculty members are not able to participate and vote in person, they can appoint a proxy provided they summarize their opinions in an email to the chair of the P&T committee. These opinion emails will be read aloud or summarized by the chair of the P&T committee during deliberations of the faculty meeting. Any exceptions to these voting rules will have to be approved by the department head. For all other voting, the head may select the method of voting.

6. A quorum for votes concerning hiring, promotion, or tenure shall be $\frac{2}{3}$ of the voting faculty who are entitled to vote on the specific issue (see section II.B.7). For example, for promotion to full professor the quorum will be $\frac{2}{3}$ of the tenured full professors. For all other decisions, a quorum of $\frac{1}{2}$ of the voting faculty entitled to vote on the specific issue is required. If the vote employs electronic ballot, a quorum shall be assumed if all voting members of the faculty have been informed of the process in a timely fashion.

7. Proxy votes are allowed for voting taking place during faculty meetings. Proxy votes should be counted towards the determination of a quorum. Requests for proxy votes should be submitted in writing (or email) to the departmental Office Manager at least 24 hours before a faculty meeting.

8. In general, all faculty members can deliberate, and all voting faculty can vote on all issues proposed to the faculty. However, this general rule is superseded in the following situations:

- a) For hiring of faculty in tenure-line (tenured or tenure-track) positions only the tenure-line faculty can deliberate and vote.
- b) For tenure decisions only the tenured faculty can deliberate and vote.
- c) For promotion of tenure-line faculty to a given rank only tenure-line faculty at or above that rank can deliberate and vote.

D. Hiring of Faculty

1. Faculty shall, in general, be hired in keeping with the department's long-range plan, which is to be updated at least every five years by the planning committee. This plan sets forth the priority areas for new faculty hires. New opportunities can be brought to the department head and the planning committee for consideration, and then to the faculty upon approval by the planning committee. New circumstances or initiatives at the University can lead to a re-evaluation of the long-range plan.
2. The head initiates the process of starting a new search or opportunity hire after having consulted with the Planning Committee concerning the area and scope of position. The selection of the area of the search or opportunity hire should be guided by the strategic recommendations of the departmental long range plan together with the tactical situation for obtaining funding and approval.
3. Upon approval of the search or opportunity hire by the College, the head will establish a search committee. The majority of this committee shall consist of faculty members with expertise within the area of the search as well as selected members from other areas within the department. The head shall take extra care in attempting to make the composition of the search committee as diverse as possible with representatives from all tenure-line faculty ranks. In certain situations, faculty members from other UT departments can also serve on the committee as consultants with no voting privilege if they provide needed expertise not found within the department.
4. The search committee shall attempt to create as diverse a pool of candidates as possible. In its deliberations of the qualifications of the candidates it should also consider the variety of personal and professional experiences applicants from minority backgrounds might have had as well as consider how each candidate might contribute to an enhancement of the climate of equity and inclusion in the department.
5. The search committee shall assume responsibility for selecting, interviewing, and recommending candidates for the faculty position. A representative for the search committee shall present the committee's findings and recommendations at a faculty meeting, whereupon the faculty shall deliberate and vote on these recommendations.
6. The department head reviews the recommendation of the search committee and the deliberations and votes of the faculty and makes a recommendation to the dean. If the head's recommendation differs from

the faculty vote, the head will inform the faculty in writing about the reasons for his/her decision.

E. Promotion and Tenure

1. All departmental actions concerning appointment to the faculty, retention, tenure, and promotion, will conform to the standards and procedures set forth in the *Faculty Handbook*.

2. The department head shall appoint a mentor for all assistant and associate professors. The mentor will be a departmental faculty member preferentially at the full professor level working in an area of research close to that of the mentee, if possible. In certain situations, mentors can also be selected from outside the department if the department head judges this to be in the best interest of the mentee. It is the responsibility of the mentor to have frequent interactions with the mentee and to actively guide him/her with all aspects of the work and professional life of a probationary faculty member.

3. After the assistant professor has served three years on the faculty, the department head will ask the departmental promotion and tenure committee to perform an Enhanced Tenure-Track review (ETTR) of him or her. The purpose of this review is to judge the progress of the junior faculty member toward tenure, make recommendations on needed improvements, and advise the department head and the tenured faculty on retention. The *Faculty Handbook* describes the procedures for the ETTR with the exception that in this department it is the responsibility of the promotion and tenure committee, as opposed to an undefined group of the tenured departmental faculty, to provide the faculty review as described in the Enhanced Tenure-Track Review section of The *Faculty Handbook*.

4. The department head may identify candidates for promotion and tenure, or faculty members may propose candidates. Faculty members may also propose themselves for promotion and tenure. Nominations will be in accordance with the Provost's letter of appointment.

5. In addition to the minimum eligibility criteria for appointment to the three academic ranks specified in section 3.2 of the *Faculty Handbook* the Department of Physics and Astronomy also emphasizes:

a) For tenure and/or promotion to Associate Professor:

(1) Competitive funding as a Principal or co-Principal Investigator at a level sufficient to operate a small research group (typically a post-doc or a couple of graduate research assistants, summer salary, travel funds, and operational/equipment funds normal for the subfield of the candidate).

(2) A number of refereed publications with the candidate as a primary author in mainstream professional journals with a broad readership. For most fields of physics this will correspond to a couple of refereed publications annually in the period after the enhanced retention review.

(3) Several invited presentations at topical conferences within the subfield of the candidate during the probationary period.

b) For promotion to Full Professor:

(1) Sustained external funding as a Principal or co-Principal Investigator at a level sufficient to operate a fully functioning research group.

(2) A substantial set of refereed publications in mainstream professional journals with a broad readership and with a citation index commensurate with general established norms for the candidate's subfield.

(3) A sustained record of invited talks at major topical conferences.

It is the responsibility of the department head to discuss these criteria with the candidate and, in case of disagreement, to decide what the above-mentioned general established norms should be for the candidate. The specific criteria for the candidate should be communicated to the faculty. For non-tenured candidates this should be done at the annual retention faculty meeting and for tenured candidates it should be done at the first faculty meeting after they receive tenure.

In extraordinary circumstances these eligibility criteria might not apply fully for a candidate. In that case it is the responsibility of the head, after consultations with the candidate and the Promotion and Tenure committee, to specify in writing the appropriate criteria. The head shall inform the candidate and the faculty about the special criteria. This should ideally be done at the time when the candidate enters a new level (after being hired as a probationary faculty member or after receiving tenure) or at least three years prior to the promotion or tenure decision.

6. The department head must judge the candidate's qualifications according to the eligibility criteria specified in section II.E.5 of these

bylaws. If the head finds that the candidate is likely to meet these eligibility criteria, he/she submits a nomination to the department's promotion and tenure committee. However, if the head finds that the candidate might not meet these criteria, he/she should inform the candidate and advise the candidate accordingly. If the candidate after this consultation still wishes to be considered for promotion or tenure the head shall submit a nomination to the promotion and tenure committee.

7. The promotion and tenure committee will be responsible for organizing the faculty evaluation of the candidate as described in the section on Promotion and Tenure Review Procedures in the *Faculty Handbook*. This committee in consultation with the department head will be responsible for selecting the external evaluators, some suggested by the candidates and some suggested by the faculty. The number of evaluators and the criteria for their eligibility shall follow the university and college guidelines. The department head is responsible for requesting evaluations.

8. The candidate shall present a departmental colloquium before the first faculty meeting at which the tenure or promotion issues are discussed. If feasible, the colloquium shall take place in the same semester as the faculty recommendation on promotion and tenure. Through the colloquium the candidate should convey in a clear and pedagogical manner the current status of their field as well as their own contribution to it. Approximately equal amounts of time should be devoted to each of these two aspects. The colloquium will be used as an indicator of the candidate's ability to communicate their research to a general audience, and to complement the information submitted in their tenure packet.

9. There must be two faculty meetings to discuss promotion and tenure for a candidate. The first meeting is devoted to discussion of the data. The second meeting involves further discussion and a vote. If possible, meetings should be at least two weeks apart to give faculty time to study the related data regarding a candidate's nomination. It is the responsibility of the promotion and tenure committee to record the formal vote as well as a written summary of the faculty's deliberation. A two-thirds vote of the faculty eligible to vote will be considered a positive recommendation.

10. The department head, in forming his or her own promotion and tenure recommendation, should consider whether a consensus of the faculty forms. The report by the promotion and tenure committee and department head recommendation are submitted to the dean.

11. The department head must notify the tenured faculty if his or her recommendation deviates from the majority of the faculty. The head must also inform the faculty of his or her recommendation before submittal to the dean.

12. The department head must provide the faculty member with a copy of the recommendation at the same time it is submitted to the dean.

13. Tenured faculty, individually or collectively, may forward a dissenting report to the next level of review.

F. Annual Faculty Evaluations

It shall be the responsibility of the department head to perform an annual evaluation of all regular faculty members. The detailed formulation of the review process is left to the department head, but the process is to be consistent with the policies of the University and the College of Arts and Sciences and is expected to include the following:

1. Announcement of evaluation procedures

In a timely fashion, the department head will inform all regular faculty members of the procedure for the annual evaluation. This includes a schedule for each step in the process, including formats for submission of information, as well as clear description of the actions expected by the faculty member and the department head.

2. Statement of Faculty Performance Expectations

Evaluation of faculty should consider their contributions in the areas of research, teaching and service, as well as their advancement of diversity, equity, and inclusion through these efforts. This should be evaluated within the context of the university mission and stated priorities.

The department head will provide the faculty with a Statement of Faculty Performance Expectations. This statement shall contain a comprehensive description of the philosophy and the specific expectations used by the department head in the annual evaluation of faculty and a link to the university mission website. The statement should be reviewed and updated, if needed, each year prior to the start of the academic year the statement is valid for. The statement should be published as an addendum to these bylaws and made available to all members of the faculty.

In addition to the general expectations in the Statement of Faculty Evaluation more specific individual expectations might be appropriate to some faculty members. The department head in consultation with each faculty member shall define these individual expectations for the next evaluation period during the annual evaluation meeting.

3. Submission of information by faculty members

It is the responsibility of each faculty member to submit all material germane to the evaluation to the department head by the date defined in the review process. The format shall be consistent with that defined by the evaluation procedure. It is understood that it is the responsibility of each faculty member to provide this information in a timely fashion and in the required format. While the department head may, as appropriate, consider information in addition to that submitted by the faculty member, he/she is not responsible for the failure to consider information that was not submitted in the correct format and in a timely fashion.

Information to be provided by each faculty member is expected to include, but is not limited to:

- Papers published in refereed journals
- Books or book chapters published
- Information about submitted, rejected, and funded proposals for competitive funding and/or external funding.
- Invited talks at meetings and conferences by the faculty member or the graduate students or postdocs working directly for him or her
- Major prizes and honors
- Professional recognition and important national or international committees and boards
- Activities in teaching (including graduate student supervision)
- Public service
- Departmental and University service
- Other substantial professional accomplishments
- Plans for professional activity over the next evaluation period

4. Evaluation by department head

Based on the submitted information, teaching evaluations, database information available through the UT Library, and other

information as appropriate, the department head assigns a grade or ranking as mandated by University policy.

5. Review by faculty member

Each reviewed faculty member will be informed of his/her evaluation in a timely fashion to allow a review. At their discretion, either the department head or the faculty member may request a formal meeting to discuss issues relating to the evaluation.

6. Further review procedures

The head and the faculty members will follow the procedures and deadlines as established by the College for the submission and potential appeal of evaluation material and evaluations.

7. Faculty performance not meeting departmental standards

If a faculty member's performance falls below the rating of "meets expectations for rank" in any individual category the department head shall meet with the faculty member and together they shall agree on a plan to help the faculty member to perform better. The details of the plan are left at the discretion of the department head and can include elements like a) better support and training in needed areas or b) reassignment of tasks so the faculty member can better contribute to the complete mission of the department.

If a faculty member receives a notice from the chief academic officer that they have received ratings of "falls short of meeting expectations for rank" or "falls far short of meeting expectations for rank" they must develop a plan of improvement and submit the plan to the department head within 30 days of receipt of the fully executed Annual Review Form. The improvement plan shall contain milestones that will be used in the evaluation of the faculty member the following year.

G. Merit Raises

It is understood that the assignment of performance-based raises or compensation will be based upon the outcome of the Annual Faculty Evaluations as determined by University policies. The department head is responsible for selecting the criteria by which merit and equity raises are determined and for informing the faculty in writing about these criteria.

H. Teaching Loads

1. In accordance with UTK policy, a full-time load shall be defined as the equivalent of 12 credit hours per term. There are five factors involved in determining teaching assignments:
 - a) Teaching a lecture or laboratory course
 - b) Guiding graduate students in research
 - c) Personal scientific research
 - d) Service to the department, the University, and/or the public
 - e) Efforts to improve diversity, equity, and inclusion in support of the university and department mission and stated priorities.

2. The department aims at assigning faculty members with a 1+1 teaching load, if they have an active and well-funded research program and they are actively supervising graduate students for dissertation work.

3. The department head makes each semester's teaching assignments based on the above workload factors. The department head shall solicit and consider faculty requests for specific teaching assignments and is the final arbiter of disputes involving assignments. The teaching assignments shall be announced at least two months prior to the start of classes for a given semester whenever possible.

III. Departmental Affairs

A. Standing Committees

1. Since the department head is responsible for the management and operation of the department (section II.A.2) he/she will determine the committee structure, the committee membership, and other assignments of faculty as needed for the department to accomplish its mission. Exceptions are the core committees specified in section III.A.3 of these bylaws.

2. The faculty of the department shall control the addition, alteration and deletion of the curriculum and courses as well as the creation and modification of degree programs.

3. The major standing committees normally function only during the academic year and meet at least once during each term. Additional meetings may be called by the chair of each committee or on petition of three members. The department head shall be advised of all meetings and is considered an ex-officio member of all committees unless the committee charge specifies otherwise.

The following core responsibilities should be managed by the standing departmental committees:

- a) Planning (advises the department head on issues of departmental policies, strategic planning, and faculty searches). This committee must include a distribution of people from different research specialties.
- b) Promotion and Tenure (review and recommendation of faculty for retention, promotion and tenure)
- c) Awards (review and recommendations of faculty and staff for awards)
- d) Departmental Equity and Community (collaborates with the departmental leadership on all aspects of improving culture, diversity, and inclusion. Monitors the climate in the department, and hears faculty, students, and staff complaints in this area)
- e) Undergraduate Studies for Majors (Curricular, recruiting, and admission issues for undergraduate physics majors)
- f) Undergraduate Studies for Non-Majors (Curricular issues for general education and service courses for non-physics majors)
- g) Astronomy Curriculum Committee (Curricular and instruction issues for astronomy as well as planetarium and additional astronomy outreach equipment)
- h) Graduate Studies (Graduate curriculum, graduate admission policies, and graduate degree programs)
- i) Student Appeals Review (Review student complaints as final step of internal appeals process)
- j) Departmental Undergraduate Mentoring Committee (responsible for mentoring of undergraduate students)
- k) Departmental Graduate Advising Committee (responsible for advising of graduate students as well as administering the placement exams for new graduate students)
- l) Departmental Bylaws Committee (responsible for the process of amendments of the bylaws).

4. All other committees and areas of responsibilities as well the people assigned to these tasks are determined by the department head and published annually at least two months prior to the beginning of the academic year whenever possible.

B. Curriculum/Undergraduate and Graduate Requirements

1. Proposed curriculum changes are reviewed by the graduate and undergraduate studies committees and then voted upon. If passed, they are forwarded to the faculty for a vote.
2. The exam structure and graduation requirements in the graduate program is developed by the graduate studies committee in accordance with the University policies and approved by the faculty.
3. After faculty approval, any proposed changes addressing the curriculum will be forwarded through the appropriate University channels.

C. Advising

It is the responsibility of the department and the faculty to ensure that all students pursuing degrees in Physics or Astronomy, undergraduate as well as graduate students, are being well supervised and mentored. Academic advising of undergraduate physics majors will, in general, be done by a professional counselor reporting to the College of Arts and Sciences. Mentoring and career advising will, in general, be done by members of the graduate and undergraduate advising committees.

D. Graduate Students

1. Graduate students are, in general, expected to teach instructional laboratories as full teaching assistants during their first year of graduate study and full or half-time TAs during their second year.
2. All graduate teaching assistants are entitled to receive at least the minimum GTA base stipend, as determined each year by the departmental administration.
3. The faculty shall review the performance of all students after they complete the Ph.D. qualifying exam and vote on whether the student is allowed to continue in the Ph.D. program. The faculty must review and vote on each student's performance on a case-by-case basis. During this discussion, the faculty may consider the student's performance on the qualifying examination(s), course work, optional research participation, performance as a graduate teaching assistant, and collegiality towards their classmates, faculty, and staff. The faculty may also consider extenuating circumstances related to qualifying life events (e.g., additions to the family, family emergencies etc.). However, the faculty must respect the student's right to privacy related to physical or mental health matters and documented disabilities. Should a student's circumstances

intersect with these matters, the student must give explicit permission to discuss these matters before the issues are raised at the faculty meeting. Discussions must also be limited to disabilities documented with the university.

4. It is the expectation that a faculty member will provide financial support for any graduate student supervised by them after the student passes their qualifying examinations. A full-time (0.5 FTE) 12-month GRA stipend should be at least 11/9 of the full-time base stipend of a second year GTA. The department will announce this minimum GRA salary each year at the beginning of the academic year. Any exceptions to the required minimum GRA salary based on insufficient research funding will have to be discussed with and approved by the department head.

5. GRAs have a right to be off work for up to 4 weeks each calendar year.

6. It is expected that graduate research is supervised by a tenure-line faculty member or a centrally-funded Joint Faculty member of the physics department. However, when a non-centrally funded Joint Faculty (JFA) member or an adjunct has established a solid track record of successful student mentoring in the physics department, they can be allowed by the faculty to direct doctoral dissertations. Likewise, if an adjunct holds a tenured/tenure track position in another UT department and has established a solid track record of successful student mentoring in their department, they can be allowed by the faculty to direct doctoral dissertations on a student-by-student basis. This approval process shall follow the usual voting procedures as described in section II.C.

IV. Amendments

A. The faculty and the department head shall have the power to amend these bylaws according to the following procedures:

1. Amendment proposals shall originate through a petition to the bylaws committee signed by at least seven members of the voting faculty or by the department head.

2. The bylaws committee shall present proposed amendments to the faculty in writing before the earliest possible regular faculty meeting following receipt of a petition.

a) At that faculty meeting (or subsequent meetings when in order) a motion to poll the faculty for the purpose of adopting the prospective amendment may be made and voted upon according

to the usual rules of parliamentary procedure, a majority vote being sufficient to carry the motion.

b) After a motion to poll the faculty has carried, a ballot shall be distributed immediately to all voting faculty and, after seven days, the bylaws committee shall count votes. An affirmative vote by two-thirds of the voting faculty shall constitute an enactment of the amendment. The voting faculty shall be informed in writing of the amendment when it is enacted.

c) Amendments shall become effective immediately following the vote of enactment.

B. The planning committee shall review the bylaws at least once every five years to determine their effectiveness and either propose amendments if necessary or to propose a complete re-writing of the bylaws due to changes in the College or University rules and regulations.