



POLICIES OF THE DEPARTMENT OF PHYSICS AND ASTRONOMY

Section I - Procedures for Elections, Runoffs, and for Other Ballot Matters

1. Voting rights/privileges are given in the Faculty Handbook and the University Constitution. Eligible Voters are described in the Constitution (Sect. I, Paragraph 5), and in the Bylaws (Sect. 3, Paragraph A). In the first balloting, all elections, except those specifically exempted in the Department Constitution or Bylaws, shall be decided by a majority of valid ballots cast by Eligible Voters for that specific election item.
2. Unless otherwise mandated by the Constitution or Bylaws, no official ballots can be issued to the Faculty without the explicit authorization of the Council or of the Eligible Voters in a Faculty meeting, expressed via an affirmative majority of valid ballots cast. At least three instructional days shall elapse between the time any ballot is issued and the deadline for the return of the ballot. Thus, if ballots are distributed on Monday, they may be counted on Friday, but not on Thursday. The numerical results of balloting shall be announced in writing to the Faculty promptly after the deadline. Each individual election on a ballot shall contain a choice labeled "Abstain". A ballot will be counted towards the necessary majority for that election only if at least one of the choices, including "Abstain", is marked. A completely blank ballot does not count toward determining the majority of ballots cast.
3. All ballots shall be retained on file in the Department for a period of one calendar year, during which time they shall be available for inspection by the Faculty upon request.
4. The Elections Committee shall be chosen by lot by the Chairman and either the Department's Administrative Assistant or Department's Coordinator.
5. As given in the bylaws, the terms of the Graduate Advisor and Undergraduate Advisor shall be staggered, so that the selections and faculty approvals for each position occur in alternating Fall semesters.
6. Section II, Paragraph 3 of the Constitution reads, "No person shall serve as Chair more than two successive three-year terms or fractions thereof." The phrase "fractions thereof" refers to fractions of three-year terms produced by votes within the Department and does not refer to one-year interim appointments made by the Dean or University.

7. The procedures used shall guarantee anonymity of the ballot. The procedures for a ballot are as follows:
 - a. Ballots shall be distributed to all Eligible Voters, including those on leave. If the election uses paper ballots then each ballot is to be accompanied by an envelope with the name of the Eligible Voter on the outside. To be legally cast, the ballot must be marked and placed in the envelope and the envelope signed, sealed, and placed in the locked ballot box in the Department Office. Immediately after the ballot has been placed in the ballot box, the Eligible Voter must sign a designated sheet that indicates the ballot has been cast.
 - b. Faculty on leave may vote if they submit their ballot in accordance with the procedures in the immediately preceding paragraph, unless otherwise required by College or University regulations. If the election is held on paper, no paper ballots will be mailed unless required by College or University regulations.

8. Runoffs

- a. In the event that a run-off ballot is required in an election, the person(s) with the fewest votes on the first ballot shall be dropped until the second ballot has one more name than the total number needed.
- b. For all run-off ballots, the confidence-preference method of balloting will be used with one name (or more, in case of ties) more than the number of seats to be determined appearing on the ballot. There will be two sections to the ballot for each election, each listing all options including Abstain. The confidence section (so-labeled) will state "Vote for all in whom you have confidence for this office." The preference section will state "Vote for those whom you prefer for this office up to N choices", where N is the number to be elected.
- c. In a confidence-preference balloting, among those nominees having a majority of the confidence votes the winner is she/he who has the most preference votes. If more than one person is to be elected, those having the greatest number of preference votes and also a majority of the confidence votes are elected.
- d. If the first confidence-preference ballot does not result in a complete election, second try will be made with one name (or more, in case of ties) more than the number of seats to be determined appearing on the ballot. The names will be those having the most confidence votes on the previous ballot. In the case of ties for a place on the ballot, the names of all those tied will be placed on the ballot.
- e. The results of each ballot will be reported to the faculty as soon as possible after the deadline for submitting ballots. The results should include the number of votes recorded for each item.
- f. If a second run-off election does not result in a complete election, the matter will be referred to the Department Council.
- g. The Department Council has the authority to interpret or supplement these rules about runoffs when necessary.

Section II - Roles, Functions, and Responsibilities of the Council and Standing Committees

1. The Physics Department Council shall

- a. meet regularly to assist and advise the Chair in matters pertinent to Department business,
- b. advise the Chair in scheduling classes and assigning teaching loads to Faculty,
- c. review and make recommendations to the Chair concerning allocations of funds within the Department and to review budget requests.
- d. advise the Chair in the preparation of the agenda for Department meetings,
- e. interpret these Bylaws and Policies when there is a difference of opinion between officers or committees or their members and promptly bring any recommendations to the Faculty for action,
- f. make sure that the Bylaws and Policies of this Department conform to current College and University regulations and to present any changes to the Faculty,
- g. hear and make recommendations to the Faculty or the Chair on any grievance brought by faculty concerning internal departmental balloting, voting, or matters other than RTP and ETF, but only when a grievance is presented in writing within ten instructional days of the occurrence of the matter challenged.

2. Retention, Tenure, and Promotion (RTP) Committee

- a. This committee makes recommendations on the reappointment, tenure, and promotion of Faculty in accordance with current Department, College, and University RTP policies. RTP policies are governed by University, College, and Department documents that have been approved by the Office of Academic Personnel. The approved department RTP document is attached as a separate Policy Document IV.
- b. This committee shall also conduct the Evaluation of Tenured Faculty (ETF) in accordance with current policies of the Department, College, and University.

3. Curriculum Committee

- a. The Undergraduate Advisor shall serve as Chair of the committee.
- b. The College Constitution requires the following for the Department's representative to the College Curriculum Committee. "Each Department shall elect one committee member. The committee member shall be a tenured or tenure-track faculty member who has served in the Department for at least four years. Members shall serve staggered two-year terms and shall also be members of the Department's curriculum committee." (These requirements also hold true for the College's Environmental Health and Safety Committee.)

- c. The Curriculum Committee shall
 - i. study and review the Department's undergraduate curriculum and undergraduate degree requirements and make recommendations to the Faculty,
 - ii. maintain a check on the Department portion of the Catalog to ensure accuracy and updating in any specifics of curriculum,
 - iii. make recommendations to the Faculty on any curricular revisions needed in the Catalog
 - iv. coordinate and work with the Department Graduate Studies Committee on all graduate curriculum matters,
 - v. coordinate and work with curriculum committees of other departments on curricular matters of joint concern.

4. The **Graduate Studies Committee** shall

- a. study and review the Department's graduate curriculum and degree requirements and make recommendations to the Faculty,
- b. consult and coordinate with the Department Curriculum Committee on all graduate curriculum matters,
- c. maintain a check on the Department portion of the Catalog to ensure accuracy and updating in any specifics of curriculum
- d. advise the Graduate Advisor on applicants and help with the screening of graduate applications, if requested.
- e. assist the Graduate Advisor in preparing and maintaining a list of current professional activities of former graduate students, and
- f. make recommendations on any other appropriate matters relating to any aspect of the graduate program.

5. **Faculty Search Committee**

- a. The roles, functions, and responsibilities of this committee are closely specified and governed by the appropriate College and University policies and procedures. The Office of Academic Personnel generally issues a set of regulations every year.
- b. The Committee shall present all appropriate information to the Faculty pursuant to a decision on the possibility of hiring new faculty.
- c. The most recently hired experimentalist (theorist) is officially designated to act as a non-voting advisor to the Department Search Committee during the next search for an experimentalist (theorist). The intent of this designation is to provide the Search Committee with a fresh viewpoint from a new faculty member who joins the Faculty in the Fall, and

who was not eligible to be elected to the Search Committee, which is done in the prior Spring semester. Once a faculty member is eligible to be elected to the Search Committee, this designation as non-voting advisor is no longer operative.

6. Grade Appeals Committee

- a. This committee shall receive and make recommendations on official grade appeals in accordance with current College and University policies.
- b. University regulations require this committee to have one student member, to be selected by the Committee or the Department Chair.

7. Election Committee

- a. The composition and duties of the election committee are primarily defined in the Constitution(Section V, Paragraphs 1 through 3).
- b. In consultation with the Chair and Associate Chair, the committee advises and may help prepare official ballots.
- c. A minimum number of members of the election committee must be present at the counting of ballots, as specified in Section V of the Constitution.

Section III - Roles, Functions, and Responsibilities of the Officers

1. College and University policies and procedures define the Chair's role, function, and responsibilities. The Department's rules and procedures are in the Department's Constitution, Bylaws, and Policies.
2. The **Associate Chair** shall
 - a. assume those duties of the Chair that are permissible by University, College, Department regulations, during the Chair's absence,
 - b. prepare, distribute, and maintain files of the minutes of the Department meetings,
 - c. prepare and distribute official ballots in consultation with the Chair and Election Committee
 - d. prepare and make available at department meetings where nominations are made a list of all committee assignments for all Department faculty members for the past and current years.
 - e. serve as a voting member of the Physics Department Council
 - f. maintain files of minutes of the Physics Department Council and of each standing committee, with the exception of the RTP, ETF, and Grade Appeals Committees,
 - g. coordinate special departmental projects as appropriate; and
 - h. serve as departmental and college safety representative.
3. The **Graduate Advisor** shall
 - a. have the primary responsibility for implementing specific administrative functions and policies, and special access to student records for the graduate program of the Department of Physics and Astronomy. The Advisor must take special care to be aware of and follow all appropriate University, College and Department policies and regulations concerning student information and other advising functions.
 - b. be the chief counselor of graduate students in the Department, advise students on their graduate programs, advise students about available faculty mentors in the department, assist students toward advancement to candidacy, and sign appropriate documents relating to graduate students;
 - c. provide information to potential students about the graduate program, review applications for admission, keep and update academic files of all graduate students, and suggest students for Teaching Associates;
 - d. perform such other administrative duties in and for the graduate program as are assigned by the faculty or its designated Graduate Studies Committee.

4. The **Undergraduate Advisor** shall
 - a. have the primary responsibility for implementing specific administrative functions and policies, and special access to student records for the undergraduate program of the Department of Physics and Astronomy. The Advisor must take special care to be aware of and follow all appropriate University, College and Department policies and regulations concerning student information and other advising functions.
 - b. be the chief counselor of undergraduate students in the Department, advise students about available faculty mentors in the department, advise students on their programs, assist students toward advancement to their degrees, and sign appropriate documents relating to undergraduate students;
 - c. represent the general physics and astronomy /teaching credential areas as a member of the Curriculum Committee.
5. The **Parliamentarian's** function is given in the Bylaws.

Section IV - Retention, Tenure, Promotion and Post-Tenure Review

Approved by the Office of Academic Personnel, July 24, 2003

I. Preamble

A. **Mission Statement:** The faculty, staff, and administration of the Department are dedicated to a mission whose major components are:

- to provide high quality instruction by faculty for whom excellent teaching is a high priority, and who produce ideas and innovations which continually improve teaching and learning;
- to conduct original research that leads to new knowledge, and to publish and present scholarly and creative works that advance the field of physics and physics education;
- to provide opportunities for students to participate in research projects with faculty who consider continuing scholarly activity a responsibility both to their students and to their discipline;
- to seek external funding from public and private sources in support of our mission, providing supplements to State of California financial support;
- to provide students and faculty with high quality learning and teaching environments, and to foster an atmosphere that encourages and supports collegial interaction, personal growth, and intellectual achievement;
- to encourage flexibility in faculty assignments, because the Department's goals are most fully realized when each faculty member maximizes their contribution, though those contributions may differ in area and emphasis.

B. The Department establishes the following criteria and procedures to be used as guidelines for decisions concerning retention, tenure, and promotion. Should any part of this document be in conflict with documents and/or policies of higher level bodies, then the parts in conflict are null and void, and those of higher level bodies shall prevail.

II. Responsibilities and Procedures

A. The Department Chair

The Department Chair shall be responsible for informing new faculty members of the criteria and procedures used in evaluating their performance. The Department Chair shall distribute copies of the Department, College, and University RTP policies to new faculty upon their arrival. At least once a year the Department Chair shall meet with each probationary faculty member and each faculty member eligible for promotion to discuss the probationary faculty member's performance.

If the Department Chair elects to write an opinion regarding a faculty member's RTP candidacy, the Chair will have access to all materials in the candidate's RTP file. The candidate shall have the opportunity to include a response in the RTP file.

B. The Department RTP Committee

The RTP Committee of 3 to 5 members shall be elected by the Department. Its election shall begin with the nomination of all eligible faculty members and tabulation of their names on a ballot. If the Department Chair elects to write an independent opinion regarding the candidates being considered, he or she shall remove the candidate's name from the ballot. All tenured and tenure-track faculty members shall vote to select a maximum of five names on the ballot. Those who receive a majority of ballots cast shall serve on the Committee. If less than 5 faculty members are elected, a second ballot shall be made to include names of eligible faculty members who did not receive a majority vote in the first ballot. The election continues until a total of 5 faculty members are elected or until no more eligible faculty members receive a majority vote. The Committee shall write a report assessing each RTP candidate, and that report (or both a majority and a minority report, if any) shall be added to the candidate's RTP file. All faculty members who attend RTP meetings shall keep materials and discussions confidential.

The candidate shall have one week to respond to the RTP Committee's report(s) and to any other materials placed in the candidate's RTP file.

III. Criteria and Evaluation

A. Instruction and Instructionally Related Activities.

Given the Department mission, the faculty members are expected to provide high quality instruction and produce ideas and innovations that continually improve teaching and learning. The Department RTP committee will evaluate the candidate's contributions in teaching.

1. **Evaluation:** The assessment of teaching effectiveness will be based on evaluation of the candidate's teaching, with particular emphasis on teaching during the current review period. This evaluation will include the following items.
 - An assessment of scores on student evaluations.
 - Written reports of at least four class visits during the review period by members of the RTP Committee; such reports should deal with the candidate's mastery of the subject matter, the clarity of presentation, sensitivity to student response, and cordiality towards student participation.
 - Evaluation of the course materials and narrative submitted by the candidate.
 - Written comments by students, faculty and alumni if submitted: the Committee will solicit written comments from students and faculty members in the Department, and may solicit comments from alumni or other knowledgeable parties; each written comment must be signed and dated by its author.
2. **Essential Criteria:** For promotion to Associate Professor and for tenure, teaching effectiveness must show compelling evidence of potential for excellence. For promotion to Professor, most areas of teaching and related activities must be excellent. Teaching lecture or laboratory classes

and mentoring students in research and study will be the most important factors in assessing teaching.

- a) **Pedagogical Approach and Method:** The scholarly rigor of the courses should be comparable to the same courses or comparable courses taught by other tenured/tenure-track faculty. Each course should prepare the students for more advanced courses for which the course in question is a prerequisite, and build on previous courses in the Department. The material presented should be appropriately chosen and up to date. Course policies and grading practices should comply with those of the University and College and must be clearly conveyed to students in a timely fashion. The results of grading practices should be reasonably consistent with department norms for the same or comparable courses.
- b) **Student Response to Instruction:** Student ratings of instruction, as well as other student and alumni input to the RTP Committee, should reflect overall a favorable perception of the instruction's conveyance of knowledge, effort, availability, organization, and attention to the student needs. The RTP Committee will conduct an analysis of all available numerical data from student evaluation sheets. This analysis will include a comparison of the candidate's scores with those for comparable courses. Any written comments will also be analyzed by the RTP Committee. The student evaluation results may be influenced by many factors and should be supplemented by other input.
- c) **Ongoing Professional Development as a Teacher:** The candidate must write a narrative describing the candidate's teaching efforts, with appropriate documentation, as required by the University Policy on Retention, Tenure, and Promotion and Post-Tenure Review.
- d) **Ongoing Professional Development in the Discipline:** The candidate must have kept abreast of developments in the discipline, by activities such as those described in the University Policy on Retention, Tenure, and Promotion, and the College Policy on Retention, Tenure, and Promotion and Post-Tenure Review. Relevant activities must be described in a narrative and documented when possible.

3. Enhancing Criteria: Enhancing criteria include:

- a) development of a new course that is relevant to the curriculum,
- b) development of innovative course materials or teaching approaches that can be demonstrated to improve the quality of teaching,
- c) publications or presentations of pedagogical issues at professional meetings,
- d) organizing or chairing sessions at meetings such as AAPT.
- e) publication of a textbook.
- f) conducting assessment of one's instructional effectiveness in order to improve instruction.

- g) mentoring research of students from high schools, other colleges, or universities.
- h) support of student organizations, recruitment and retention activities, or
- i) other activities that lead to an enhancement of teaching effectiveness.

B. Scholarly and Creative Activities

Given the Department's mission, the faculty are expected to conduct scholarly research on an ongoing basis, and each candidate for tenure or promotion is required to have a record of publication that provides evidence of

- 1) the quality of the faculty's scholarly activity, and
- 2) a sustained research program.

The Department RTP Committee will evaluate both the quantity and quality of the completed contributions submitted.

1. **Evaluation:** Evaluation of the candidate's scholarly and creative work will be based on an examination of copies of all published papers, book chapters, reviews, abstracts, and any other relevant publications published or submitted during the period of evaluation. The candidate, at their discretion, may also submit for evaluation copies of all grant proposals and reviewer's comments on proposals submitted during the period of evaluation. The evaluation may also include written and signed comments submitted by faculty members qualified to comment on the work. The candidate will also provide a narrative describing the overall goals and progress of the scholarly research, the nature of student involvement, and the candidate's professional development. The Department RTP Committee or the candidate may request evaluations of the candidate's scholarly activities from scientists outside of the department, and such external evaluations are strongly urged if there are no faculty members in the department qualified to evaluate the work in a knowledgeable and detailed fashion. If it elects to pursue an external review, the external reviewers must be chosen in accordance with the University Policy on External Evaluations.

In evaluating the candidate's record, the Department Committee will refer to the lists of possible scholarly and creative activities in Section 4 below. These lists are intended to give the candidate an idea of the relative value of different types of contributions, but are not intended to be complete or comprehensive. Contributions not appearing on the list must be considered by the Department Committee in its final evaluation of the candidate. Completed contributions will be valued most highly by the Department Committee (e.g., published papers, manuscripts unconditionally accepted by the editor of a journal for publication, grant moneys awarded, etc.) The lists provide guidelines to the candidate concerning minimum requirements for the action sought.

2. **Tenure and Promotion to Associate Professor:** The Department requires that the candidate present evidence of continuing scholarship in which the candidate has a major responsibility and a record of research papers accepted by peer-reviewed journals. The enhancing criteria are listed in Section 4 below.

3. **Promotion to Professor:** The candidate should provide clear evidence of ongoing research in which the candidate has a major responsibility and a record of research papers accepted by peer-reviewed journals, since the last promotion. The enhancing criteria are listed in Section 4 below.
4. **Enhancing Criteria:** There are many ways that faculty may go beyond the essential criteria to enhance their achievement; the following are illustrative, not exhaustive, of the possibilities:
 - i. Authorship of a book, chapter of a book, or review article relating to the candidate's scientific research.
 - ii. Principal investigator or co-investigator on externally funded research grants or contracts.
 - iii. Authorship of research papers presented at international meetings, national meetings, or regional meetings.
 - iv. Principal investigator or co-investigator on a grant or contract proposal which received favorable external peer reviews.
 - v. Principal investigator on grants awarded by CSULB.
 - vi. Authorship of reports to government agencies or private industry.
 - vii. Colloquia presented at universities, government laboratories, or commercial laboratories.
 - viii. Publications not related to the candidate's scientific research.

C. Professional Service

Professional service includes service to the discipline, the Department, the College, the University, and the community. Meaningful service must be clearly related to the mission of the university. The emphasis in the evaluation shall be on: (1) the quality and significance of the activity, and (2) the extent and level of involvement.

1. **Tenure and Promotion to Associate Professor:** The candidate is expected to participate actively in Department committees. The candidate's service contributions listed in Section 3 should be included and will also be evaluated.
2. **Promotion to Professor:** The candidate is expected to participate actively in Department, College, or University committees. The candidate's service contributions listed in Section 3 should be included and will also be evaluated.

3. In addition to campus governance activities, the candidate may

- a. participate in service to professional organizations,
- b. participate in professionally related activities at local, state, national, and/or international level through discipline-oriented activities such as committees, workshops, speeches, or media interviews,
- c. serve as chair of sessions conducted at regional meetings or congresses,
- d. review proposals and manuscripts for publication,
- e. serve as editor of books or special editions of peer-reviewed journals,
- f. participate in service to the community by serving as a consultant to schools, local governments, industry, and community service organizations.

IV. Summary

The quality of the candidate's performance is the most important element to consider in the evaluation. Both essential and enhancing criteria are evaluated in the context of the mission of the Department, the College, the University, and of the professional interests of the candidate. The RTP committee is expected to rank each candidate as Excellent, Competent, or Deficient.

V. Post-Tenure Review

1. The Department Chair shall notify each faculty member to be reviewed in writing. He or she may designate the Department RTP Committee to evaluate the candidate. Otherwise, a separate Post-Tenure Review Committee consisting of three members shall be elected to do the evaluation. Eligible faculty members shall not decline nomination or election to the evaluation committee. The Department Chair will also serve as an ex-officio member of the evaluation committee.
2. The Chair of the review committee shall provide the candidate to be reviewed a copy of the review timetable. If the candidate does not turn in a file on time, the committee Chair shall write memoranda to the Dean of the College. The committee shall state to the Dean that the candidate has failed to comply with University policy and the provisions of the Department, and thus no formal Post-Tenure Review process can be implemented.
3. After the review is completed, the Committee shall write a report and forward it to the Dean of the College.

VI. Amendments

Amendments to this document will be considered upon submission to the Department with the signatures of three full-time faculty who are members of the Department. Written notification to all Department members eligible to vote must be provided at least 10 working days prior to the close of balloting. Affirmative votes of at least 60% of the faculty eligible to cast ballots will be required to ratify the amendment.

Section V - S-Factor Practices and Student and Faculty Responsibilities In Supervisory Courses

1. Current S-factor (supervision) practices of Department of Physics and Astronomy are based on the information published in the (1996/97) CSULB Course Catalog. The S-factor represents the amount of teaching-load WTU credit that a faculty member receives for a student being supervised under one of the following course numbers: PHYS-496, PHYS-691, PHYS-697, and PHYS-698. The S-factor for these courses together with maximum number of units that a student can take is given in the table below. The faculty member gets the listed S-factor WTU credit in the semester that the student signs up for the course. The S-factor credit for supervision in any semester is independent of whether the student signs up for 1, 2, 3, or more units in one of the designated courses for that semester. An instructor cannot get more than the S-factor number of units as given in the table below per eligible student per semester.
2. A student cannot sign up during the course of the degree program for more than the maximum number of units listed in the table below.
3. Students that need additional time to complete thesis research after they have exhausted allowed PHYS-698 units may sign-up for GS700 units. Faculty that have a student signed up for GS700 units do not receive any supervision units!

Course	S-factor	Max number of units allowed
PHYS-496	1/3	3
PHYS-691	1/2	2
PHYS-697	1/2	3
PHYS-698	1/2	6

4. Students signing up for any supervision course (**PHYS 496, 691, 697, 698**) must fill out forms, available from the administrative assistant or the Department Chair, that specifically describe the project and commit the student to the obligations of the course. The forms must be signed by the student, the faculty supervisor, and the Chair of the Department before the student will be allowed to sign up for a supervision course.
5. **PHYSICS 698 - Oral Report Regulations.** An oral report on the thesis is an important part of the requirements for completing Physics 698. The student must plan to complete the thesis sufficiently early in the semester so that arrangements for the student's talk can be made. The following regulations govern this aspect of physics 698.
 - a. A thirty-minute seminar giving the background, results and significance of the Master's thesis will be presented with answers to questions from the audience following.
 - b. A time and place will be chosen, in conjunction with the Thesis Advisor, so that the entire Thesis Committee will be able to attend.
 - c. The time, place and title of the seminar shall be publicly announced so as to encourage attendance from the Department and elsewhere.

- d. The grade awarded for Physics 698 may be partially based on the seminar. Only after the University has officially accepted the thesis and the seminar has been presented may the grade be posted.
6. **PHYSICS 697 – Regulations.** In order to enroll for Physics 697, a form (available from the Department office) must be completed and filed with the Department Coordinator. This form details the work that must be accomplished before a grade may be assigned in the course.
 7. **PHYSICS 496 – Regulations.** An important part of the Physics 496 course is the learning that occurs as a result of preparing written and oral reports covering the material studied. A summary of the regulations involving the assignment of grades follows.
 - a. In order to enroll in Physics 496, a form (available in the Physics Office) must be completed and filed with the Department Coordinator. This form must be signed by the supervising professor and details the work that must be done before a grade may be assigned.
 - b. A short written report on work accomplished must be submitted to the 496 supervisor before a grade may be assigned.
 - c. Near the end of each semester, seminars will be arranged for the presentation of 5-10minute papers giving the results of the 496 work. The Department office will have a list of available times — check with
 - d. to sign up. Make sure that your 496 supervisor is able to attend, because a part of your grade is based on your presentation.

Section VI - Miscellaneous Policies Regarding Financial Matters

1. **Guidelines For Summer Workshops:** The Department Council mandates that the organizers of Summer Workshops:
 - a. make clear financial arrangements with the University Foundation when outside funding is involved;
 - b. make the appropriate request in timely manner to the Department Curriculum Committee for a review if it is desired by the Workshop organizers that Workshop attendees receive University Credit.
 - c. make clear and make sure that regular CSULB students cannot take the Workshop to obtain University Credit toward a degree program in Physics.

2. **Guidelines For Priorities in Summer Session Teaching Assignments:**
 - a. All tenured and tenure-track faculty of the department, regardless of rank, be treated as equally eligible for summer teaching.
 - b. Only the units taught by faculty members during the previous three summers be taken into account in ranking for summer teaching.
 - c. The faculty with the least amount of units taught during the after-mentioned period be given first priority, and so forth and so on.
 - d. If after the application of the above criteria, one or more ties exist, the tossing of a coin will break the tie or ties.

3. **Endowment Expenditures:** Withdrawals from the Physics and Astronomy Department Quasi-Endowment Foundation account shall require the approval of the Chair and a majority of the Eligible Voters.

4. **Guidelines for Publication Charges:**
 - a. Funding is approved (up to \$500/year) to purchase the minimum number of reprints allowed for articles published in journals that do not require page charges. (Note: these charges must still be cleared with the Chairman.) (Council, 7/15/91)
 - b. In cases where failure to pay page charges will delay publication of a journal article, such page charges will be paid out of available non-Foundation Departmental funds upon request of a tenured or tenure-track faculty member. (Council 10/11/94)
 - c. At least 50% of royalties from the sales to CSULB students of laboratory manuals written by Department faculty members shall be deposited in an appropriate Department Foundation fund.

5. Guidelines for Travel:

- a. Each year 10% of the General Fund Allocation to the Department will be reserved for Faculty travel.
- b. A maximum of \$600, if funds allow, will be awarded to an individual each fiscal year.(It is likely that the College will contribute an equal amount or more.)
- c. Only tenured/tenure-track faculty are eligible for the Department travel funds.
- d. Travel to scientific or educational meetings where the applicant is presenting a paper or chairing a session will be funded if possible. Any application must include a filled out travel request form (see Irene) and the title of the paper.
- e. Half of the total allocated for travel will be reserved for travel between July 1 and December 31 and half for travel between January 1 and June 30. Any funds not encumbered before February 28 will be returned to the Department Budget for redistribution to other accounts.
- f. Travel requests must be directed to the Department Chairman. Applications will be funded on a first-requested basis as funds are available.

Section VII - Guidelines For Department-Funded Assigned Time

1. **The funds required** for the department's assigned time come out of the salary budget generated essentially by the number of WTUs taught by the department. Assigned time is clearly dependent on the budget. SCAC (Scholarly and Creative Activities) proposals and other proposal for internal university support of assigned time play an important role in the Department in freeing up funds for assigned time in a given semester.
2. **The University expectation:** Every faculty member is generally expected to have 12 WTU per semester. These 12 WTU are classified into two categories:
 - a. Teaching: classroom, student supervision, instructional research, special projects
 - b. Assigned time: administrative duties, research, large lecture, special projects
3. The amount of assigned time will be determined by the Chair depending on budgetary and scheduling considerations. Records will be made available at least once per year. Each unit of assigned is currently (2005-2006) about \$1,600. If the Department gives 3 units of assigned to a faculty member, it may have to hire a part-time lecturer to teach those 3 units. On average at this time, that pay rate is about \$1,600 per unit
4. **Departmental Responsibilities/Duties:** Faculty who perform the following duties for the department receive the following assigned time per semester:
 - a. Undergraduate Advisor (3 WTU)
 - b. Graduate Advisor (3 WTU)
 - c. Colloquium coordinator (2 WTU)
 - d. Lab Coordinator (1 WTU preferred, sometimes 0.5 WTU because of the budget problems). We have 6 lab coordinators: ASTR 100L, PHSC 112 lab, 100A/B labs, and 151/152 lab.
 - e. SPS Advisor (0 - 2 WTU depending on chair's discretion)
 - f. Large enrollment courses (variable, up to the WTU count connected with the course)
 - g. Special projects (0-3 WTU depending on Chair's discretion)
5. Assigned time from the Department related to research. The following unranked factors may be considered in assigned time decisions.
 - a. A strong and recent publication record.
 - b. A recent track record of applying for external support at the campus level and beyond.
 - c. A recent track record of receiving external support at the campus level and beyond.
 - d. Positive and significant impact in an area of research.

- e. Involvement of students in the research.
 - f. The needs of the faculty member.
6. A faculty member may purchase assigned time from a grant. The College may match. This type of assigned time is a contract between the faculty member and the College.

Section VIII - General Undergraduate Curriculum Policies

1. A minimum grade of C will be required for all physics and mathematics courses used by our majors to satisfy course requirements for the B.S. degree.
2. Students who drop lower division Physics and Physical Science courses are not allowed to continue to attend the corresponding lab portion of the course or to receive a separate lab grade for laboratory work carried out that semester.
3. Until there is a college, campus or CSU rule to the contrary, departmental faculty grading distributions will continue to not be considered privileged information as regards other faculty. Nevertheless, this information should be handled in a sensitive manner and faculty should not make grading distributions of other faculty available to students.
4. Students enrolled in a course having more than one section should receive equal treatment.