

**Bylaws of
The Department of Meteorology
College of Arts and Sciences
Florida State University**

Preamble

Even excellent bylaws do not guarantee that departmental business will be conducted efficiently and equitably. Under these bylaws our department will prosper as it should only if its faculty members act conscientiously and responsibly at faculty meetings and on department and university committees, this in addition to conducting research, teaching well, and rendering service to the Department and outside organizations.

Article 1. Membership

Section 1.

Membership in the Department of Meteorology shall include:

1. full-time or part-time regularly appointed faculty in tenured or tenure-earning positions;
2. temporary or part-time appointees, including those serving as instructors; visiting faculty appointees; courtesy appointees; adjunct appointees; postdoctoral fellows; professors emeriti; research associates; assistants and associates in research; and scholar scientists (all levels);
3. Administrative and professional personnel;
4. University Service Personnel System personnel.

Section 2.

Only faculty members in tenured or tenure-earning positions, including tenure earning faculty on courtesy appointments, shall be entitled to vote in faculty meetings or by mail ballot. This is the group that shall vote on all matters unless specified otherwise.

Section 3.

Candidates for tenure-track faculty positions shall be recommended to the dean subsequent to an affirmative majority vote of the faculty.

Article II. Officers

Section 1. Department Chair

A. Term of office

The chair shall be appointed by, and serve at the pleasure of the Dean of Arts and Sciences. The chair will serve for a length of time determined by the Dean, which is normally three years. An individual may be reappointed as chair, at the discretion of the Dean.

B. Procedures for nomination of the Chair

1. Prior to the expiration of a term of the chair or upon the office becoming vacant from another cause, the Executive Committee, described later, shall request that the Dean appoint a nominating committee from the voting membership of the Department and at least one member from outside the Department. This shall be done normally in the fall term of the last year of an incumbent chair's term.
2. The nominating committee shall make a formal nomination to the Dean for consideration and appointment after the nomination has been approved by a two-thirds vote of the voting members of the department in a secret ballot.

C. Authority and duties of the Chair

1. The Chair shall serve as the chief administrative officer of the Department and will be responsible for:
 - a. executing the policies established by the department,
 - b. consulting regularly with departmental committee chairs and program area directors,
 - c. preparing the agenda, scheduling of and presiding over faculty meetings, and
 - d. supervision of the personnel assigned by the University (e.g., the department's Business Manager, Academic Coordinator, Computer Specialist, etc.).
2. The Chair shall appoint for two-year, renewable terms an Associate Chair, a Director of Undergraduate Studies and a Director of Graduate Studies.
3. The Chair shall appoint any other officers and/or committee members required for the administration and conduct of departmental affairs.
4. The Chair, serving as principal financial officer of the department shall:
 - a. supervise receipt and expenditures of all moneys;
 - b. in conjunction with the Executive Committee, prepare an annual operating budget and previous year-end financial report. These documents shall be presented to the faculty as early in the academic year as circumstances permit.

5. The Chair, in conjunction with appropriate Faculty committees, shall supervise and coordinate the recruiting of new faculty members.
6. The Chair, after receiving recommendations of the Faculty Evaluation Committee, shall make recommendations for annual evaluations and faculty salary increases to the Dean of the College of Arts and Sciences.
7. The Chair shall be responsible for initiating meetings of the Faculty Evaluation Committee and the Promotion and Tenure Committee in order to insure timely preparation of materials and recommendations for promotion and tenure decisions in the department and at the College level.
8. The Chair shall hold an annual evaluation meeting with each faculty member to review his/her overall performance of professional responsibilities consistent with that member's annual assignment of duties. The Chair shall assign one of four evaluative statements, SATISFACTORY, OFFICIAL CONCERN, NOT OBSERVED or INADEQUATE, in each of the four evaluation areas of research, teaching, service and overall performance. Evaluations will be based on all available information including the recommendations of the Faculty Evaluation Committee. Feedback shall be given in file context of each person's career development and, when relevant, progress toward promotion and/or tenure. All such evaluations are to follow the *Faculty Handbook* and the most recent *Collective Bargaining Agreement*, should one exist.
9. The Chair shall annually provide tenure-track and non tenure-track faculty a written evaluation of their progress toward promotion.
10. The Chair shall annually provide untenured tenure-track faculty a written evaluation of their progress toward the award of tenure as part of their third year review.
11. The Chair, with the advice of appropriate committees and officers of the department, shall coordinate all segments of the academic program, such as degree requirements, curricular offerings, and catalog announcements. S/He shall determine and supervise, in consultation with appropriate committees, such matters as the scheduling of classes and the assignment of duties to faculty members.
12. Except when provided for otherwise, the Chair or his/her designee shall serve as liaison officer and departmental representative to officers and bodies outside the department.

13. The Chair shall regularly report to the faculty the actions performed in administering departmental affairs.

D. Procedure for recommending removing a Chair from office

The Department may recommend to the Dean that a Chair be removed from office. Such an action must be taken according to the following procedure.

1. A petition calling for removal must be signed by a majority of the tenured voting members and submitted to the Dean.
2. The Dean or the Dean's Representative shall preside at a meeting of the faculty to consider the petition. Two weeks notice shall be given of this meeting.
3. To be adopted, a motion for removal must be supported by two-thirds of the voting members in a secret, mail ballot. This ballot shall be conducted by the Elections Committee, who shall report the result to the faculty and to the Dean.

Section 2. Associate Chair

The duties of the Associate Chair are as follows:

1. The Associate Chair shall serve as the Chair's representative on various University and Departmental committees and in other ways assist the Chair in administration of the Department.
2. The Associate Chair shall have primary responsibility for requesting information from faculty and program area directors regarding course offerings and scheduling.
3. The Associate Chair shall coordinate all requests for curriculum changes, both graduate and undergraduate, and forward such requests to the appropriate College and University committees.
4. The Associate Chair shall assist the Chair in the annual assignment of duties to faculty and in the selection of faculty (and courses) for the summer term.
5. The Associate Chair shall assist in fiscal matters such as travel allocations, colloquium funds, shop budgets, OPS requests, etc.
6. The Associate Chair shall assign teaching responsibilities to graduate students receiving teaching assistantships and shall supervise their activities.

Section 3. Director of Undergraduate Studies

The Director of Undergraduate Studies shall be appointed by the Chair for a two-year term. The duties of the office shall be concerned with undergraduate students' affairs including

coordinating matters relating to undergraduate training in the Department including curricula, recruitment and admission of students, program requirements, etc. and planning and coordinating upper- and lower-division advising assignments, orientation meetings for new students, etc.

Section 4. Director of Graduate Studies

The Director of Graduate Studies shall be appointed by the Chair for a two-year term. The duties of the office shall be concerned with graduate students' affairs, including coordinating matters relating to department-wide issues pertinent to graduate training including curriculum, recruitment and admission of students.

Article III. Faculty Meetings

Section 1. Kinds and frequency of meetings

1. The faculty of the department shall meet in regular session once each month, whenever possible, during the regular academic year. The dates of meetings shall be established by the Chair in consultation with the Executive Committee. Dates of departmental meetings shall be distributed early in the fall term.
2. Additional sessions may be called by the Chair or the Chair's designated representative (1) on the Chair's own initiative, (2) at the request of the Executive Committee, or (3) at the written request of six voting department members.
3. Faculty members are expected to attend and participate in *all* faculty meetings as part of their service duties as listed in their Assignments of Responsibilities. Absences will be excused for approved University travel, sabbaticals, personal or family illnesses, and/or assigned University business.

Section 2.

The Chair shall normally preside at faculty meetings. In the absence of the Chair another voting member designated by the Chair shall preside.

Section 3.

The Chair shall prepare the agenda for each meeting and distribute copies to the members prior to the meeting and faculty members may request in writing that items be included on agendas.

Section 4.

Two-thirds of the voting members of the Department shall constitute a quorum at any faculty meeting. If a quorum is not achieved, the meeting may proceed, but no votes may be taken.

Section 5.

Meetings shall be conducted in accordance with Robert's Rules of Order, latest revision, except as otherwise provided in these bylaws.

Section 6.

The Departmental Business Manager shall serve as Secretary. In the absence of the Secretary, the Chair shall appoint a substitute. The duties of the Secretary shall be:.

1. to record the minutes of departmental meetings;
2. to distribute copies of minutes to all departmental faculty members within one week following the meeting; and,
3. to keep in the departmental office a complete file of departmental minutes.

Section 7.

The first order of business at each meeting shall be disposition of the minutes of the previous meeting.

Section 8.

Each voting member of the department shall consider attendance at departmental meetings an obligation to be disregarded only for good reason. The secretary shall record in the minutes the names of all voting members absent from each meeting.

Section 9.

Copies of these bylaws shall be distributed with the announcement of the first faculty meeting of the academic year.

Section 10. - Voting

1. A majority vote of those voting on an issue is required for its passage. The majority is to be based on percentage of votes cast, not the percentage of eligible voters.
2. Voting members of the Department who are on leave, sabbatical, or release time may vote on departmental issues with the understanding that they make an effort to inform themselves of the issue at hand.

3. Voting faculty may, if they wish, assign their vote on specific issues by proxy to another member of the voting faculty. Assignment of proxies must be in writing to the Chair.
4. Voting members not voting on an issue, either themselves or by proxy (including votes in the form of approve, disapprove, or abstain) are considered to have removed themselves from voting status on that issue.

Article IV. Committees

Service on departmental committees is considered to be part of each department member's assignment of duties. In addition, all faculty members are encouraged to raise issues and suggest changes to be considered by any committee. Meetings of committees shall be held only when a majority of the voting members of the committee are present. Unless otherwise specified, all committee members serve in a voting capacity.

All committees stand in an advisory capacity to the Chair. At the discretion of the Chair, non-voting members of the faculty may serve on committees and may vote on the committee's decisions.

Election of committee members shall occur in Fall semester for the next calendar year by either paper or electronic secret ballot. Formal announcement of departmental committees shall occur no later than the December faculty meeting.

Section 1. Standing Committees

A. Executive Committee

1. This committee shall be the principal coordinating committee of the department.
2. The committee shall function as an advisory body in implementing departmental policies dealing with the following matters:
 - a. budgetary policy, except for faculty salaries;
 - b. academic program;
 - c. non-elective committee appointments;
 - d. assisting in developing the slate of nominees for committee elections; and
 - e. departmental planning and development.
3. This committee shall consist of the following six Department members:
 - a. the Chair, who shall chair the Committee but does not vote
 - b. the Associate Chair

- c. two other members appointed by the Chair, and
 - d. two members elected by the Department from the ranks of eligible voters.
 - e. at least one member of the committee shall come from each of the major program areas of the Department (i.e., physical, synoptic and dynamical-climatological areas of meteorology).
4. All appointed committee members shall serve one-year, renewable terms. The elected committee members will serve two-year terms except in the first year in which these bylaws take effect when one member will be elected for a two-year term, the other for a one-year term.
 5. The committee shall meet during the first month of each semester and sets its calendar for the remainder of the semester. Additional meetings may be called by the Chair or through petition by a majority of the committee.
 6. Meetings of the committee shall be held only when a majority of the voting members or their faculty proxies are present.

B. The Faculty Evaluation Committee

1. The primary responsibility of this committee will be to establish and carry out procedures for the annual evaluation of faculty. Such procedures or changes in previously approved procedures must be ratified by a two-thirds vote of all voting faculty members. All procedures must be ratified during the Spring semester prior to the academic year in which these changes would take effect.
2. The committee shall consist of *all* tenure-track Meteorology faculty members.
3. The committee shall review annually each faculty member, other than themselves, in terms of her/his overall performance of professional responsibilities consistent with: (1) that member's annual assignment of duties, (2) the *Faculty Handbook* and (3) *The Collective Bargaining Agreement*, if any. Each committee member will recommend to the Chair the assignment of one of four evaluative statements in each of the four evaluation areas of research, teaching, service and overall performance: SATISFACTORY, OFFICIAL CONCERN, NOT OBSERVED or INADEQUATE. The Chair or her/his designee will compile the distribution of the evaluative statements for each faculty member and provide each faculty member with their distribution as provided by the department faculty.

4. Each committee member shall provide to the Chair, for use in determining annual merit pay recommendations, a single, department-wide ranking for each faculty member, other than themselves. These recommendations will be based on all available information included in the evaluation files and will follow any merit pay guidelines provided by the University that are consistent with the *Faculty Handbook* and/or the *Collective Bargaining Agreement*, if any. The Chair or her/his designee will compile the distribution of the rankings for each faculty member and provide each faculty member with their distribution as provided by the department faculty.
5. No member of the committee is permitted to evaluate his or her spouse or another relative.
6. The committee shall meet as often as needed during the academic year.

C. Promotion, Tenure, and Doctoral Directive Status Committee

1. This committee shall make recommendations regarding promotion and tenure. These recommendations will be made in accordance with previously adopted guidelines (see Appendix A: Statement of Promotion and Tenure). The committee shall also make recommendations regarding doctoral directive status. Criteria for granting doctoral directive status is in a policy statement that has been adopted by the Natural Sciences Area Committee of the College of Arts and Sciences, and is titled "Guidelines for Granting Doctoral Directive Status, Natural Sciences Area." Written recommendations regarding doctoral directive status will be made to the Chair who will convey them to appropriate officers and committees outside the department.
2. Membership on this committee will vary depending on the status for which a candidate is being considered. The tenure committee consists of all tenured faculty; the committee for promotion to full professor consists of all full professors and that for promotion to associate professor consists of all associate and full professors.
3. The committee shall also specifically examine the performance of selected faculty members with respect to Third Year Promotion/Tenure Review and/or *qualifications* for Promotion, Tenure. Those reviewed will be all untenured faculty members as well as tenured associate professors who request a review for possible promotion. The committee shall provide a written summary of its review to the Chair during the Spring semester at a date chosen by the Chair to meet University requirements.

4. The committee shall also perform a *Sustained Performance Review* of University selected full professors when so requested and provide the Chair with a written summary of its review. Faculty members selected for the review may not participate in this review.
5. One member of this committee holding the rank of full professor shall be elected by the Tenure Committee to serve as the representative of the department on the Natural Sciences Area Promotion and Tenure Committee. This person shall report back to the faculty on his or her impressions of criteria being applied by the area committee and any other committee to which he or she may be elected.

D. Graduate Program Committee

1. This committee shall establish and help implement policies relating to department-wide aspects of graduate admissions, training, curriculum, program requirements, etc.
2. The committee shall consist of five members:
 - a. the Director of Graduate Studies
 - b. one faculty member appointed by the Chair
 - c. three elected faculty members, one from each major program area
3. All appointed members shall serve one-year, renewable terms. The elected committee members will serve two-year terms except in the first year in which these bylaws take effect when two members will be elected for two-year terms, the other member will be elected for a one-year term.

E. Undergraduate Program Committee

1. This committee shall establish and help implement policies relating to undergraduate training, curriculum changes, and advising (both lower- and upper-division).
2. The committee shall consist of four faculty members: the Director of Undergraduate Studies who will chair the committee, and one elected faculty member from each program area. The elected committee members will serve two-year terms, except in the first year in which these bylaws take effect when two members will be elected for two-year terms, the other member will be elected for a one-year term.

F. Curriculum Committee

1. This committee shall establish and help implement policies relating to academic affairs of the combined graduate and undergraduate programs.

2. The committee shall consist of five members consisting of the Graduate program Director, Undergraduate Program Director, and three additional members appointed by the Chair from members of the Undergraduate and Graduate Program Committees.
3. The committee shall meet as often as necessary as decided by the Department Chair.

G. Space and Facilities Committee

1. This committee shall make recommendations for the utilization of space assigned to this department.
2. This committee shall establish procedures for the assignment of: offices to faculty and students and research and storage space. This committee shall also consider future space needs based on changes in faculty, research programs, etc.
3. This committee shall consist of five members:
 - a. the Chair (or his/her designated representatives)
 - b. the Department Business Manager, and
 - c. three departmental members elected for two-year terms, one from each of the major program areas. (During the first year in which these bylaws take effect, one member will be elected for a two-year term, two for one-year terms - the area having the two-year term will be selected randomly).
4. The committee shall elect its chair on an annual basis.
5. The committee shall meet during the first month of each semester and sets its calendar for the remainder of the semester based upon charges given by the Chair.

H. Awards Committee

1. This committee shall gather appropriate information and nominate faculty and students for applicable professional awards on the local, national and international levels.
2. This committee shall consist of five members elected for staggered two-year terms. During the first year in which these bylaws take effect, two members will be elected for two-year terms and three for one-year terms.
3. The committee shall meet during the first month of each semester and sets its calendar for the remainder of the semester based upon charges given by the Chair.

I. Computing Committee

1. This committee shall annually review and recommend possible changes to the Department maintained computing systems, including the administrative system.
2. The committee shall consist of five members:
 - a. The technical support person charged with oversight of departmental computing (appointed by the chair).
 - b. Three faculty members elected for two-year terms, one from each of the major program areas.
 - c. A member of the current Graduate Student Advisory Committee (appointed by the chair of that committee).
3. The committee shall maintain and update the Department's computing policy document as necessary.
4. The committee shall meet during the first month of each semester and sets its calendar for the remainder of the semester based upon charges given by the Chair.

J. Seminar Committee

1. This committee shall collect nominations for seminar speakers and Sunkist Professors from faculty and staff members and select candidates for the same. Upon approval by the Chair, the committee shall plan and coordinate travel arrangements, room scheduling, refreshments, etc. with the appropriate Department staff. The committee will integrate the visitors with students scheduled for M.S. and Ph.D. defense seminars.
2. The committee shall consist of three members selected from the tenure-track faculty in consecutive alphabetical order. Each faculty member shall normally serve three consecutive academic year semesters. A new member will be added each academic semester, and the one having served three semesters will age off the committee. During the first year in which these bylaws take effect, one member will be chosen for a one semester term, one for a two semester term, and one for a three semester term. The Committee Chair for each term will be the person with the least time remaining on the committee. The committee chair will be responsible for supervision of the graduate students enrolled in the M.S. and Ph.D. seminar courses.
3. The committee shall meet during the first month of each semester and sets its calendar for the remainder of the semester based upon charges given by the Chair.

K. Publicity Committee

1. This committee shall annually review and recommend possible changes to the manner by which the Department publicizes its activities (i.e., brochures, web page, handouts, etc.).
2. The committee shall consist of five members elected for one-year terms, one from each of the major program areas.
3. The committee shall meet during the first month of each semester and sets its calendar for the remainder of the semester based upon charges given by the Chair.

L. Graduate Student Advisory Committee

1. This committee shall consist of three full-time graduate students in the Department.
2. This committee shall discuss issues relevant to graduate students and graduate training in the department and will serve as an advisory body to the Chair and the Department. This committee will meet with the Chair at least once in each of the Fall and Spring semesters.
3. The graduate student body will elect the committee to one-year terms within the first three weeks of classes in the fall term.

Section 2. Other Committees

The Chair shall establish such additional committees for the 12-month academic year as are needed to conduct the affairs of the department. The functions and membership of each committee shall be made known to the department as soon as practicable in the academic year.

Section 3. Faculty Senator

The department will elect its faculty senator and official alternate at such times as are specified by the constitution of the Faculty Senate. The senator is responsible for attending faculty senate meetings and informing the department of developments affecting the department and its members.

Article V. Recruiting

New faculty members will be recruited through internationally placed advertisements in various media following University procedures. All such searches will be carried out by search committees appointed by the Chair following consultation with the Department's Executive Committee. When a search is conducted for a Meteorology faculty member, the majority of the search committee will be composed of Meteorology tenure-track faculty. The committee will be expected to prepare a preference ranked list of candidates for review by the meteorology faculty,

who in turn will recommend a preference ranked list to the Chair for consideration for recommendation to the Dean of Arts and Sciences.

Article VI. "Sunset" Provision

These bylaws shall cease to apply after the November 2011 faculty meeting unless they are approved again by a ballot vote of a majority of the voting members of the faculty.

Article VII. Amendments to the Bylaws

Any three voting members of the Department may propose an amendment to these bylaws. A proposed amendment must be made available to the voting members at or before a departmental meeting that occurs at least two weeks prior to the date of the meeting at which a vote on adoption is to be taken. To be adopted, a proposed amendment must receive an affirmative vote by two-thirds of the members present and voting, assuming a quorum. In the event of an emergency, a proposed amendment may be adopted at the same meeting in which it is presented if it receives an affirmative vote by three-fourths of the members present and voting. All voting on proposed amendments shall be conducted by secret ballot.

Approved by a majority of faculty members by secret ballot on 7 October 2008.

Appendix A - Statement of Promotion and Tenure

General statement of faculty responsibilities

The faculty members of the Department of Meteorology are collectively responsible for:

- (1) effective teaching of meteorology and other non-majors at the basic studies level;
- (2) effective teaching of meteorology and other science majors at the B.S. level;
- (3) effective teaching of meteorology and other science majors at the M.S. level;
- (4) effective teaching of meteorology and other science majors at the Ph.D. level;
- (5) research and scholarly activity in various areas of the atmospheric sciences;
- (6) service to the Department, the College, the University, the State, and the Nation in order to help advance the related goals of all.

An individual faculty member may not excel in all these areas. However, the need for the faculty as a whole to excel in all areas must be understood and respected. A faculty member who contributes little to some areas is expected to contribute more to others.

It is also clear that there is considerable overlap among the responsibilities outlined above. For example, research and scholarly activity are essential for good teaching, the more so as the academic level increases. As another example, an essential activity such as undergraduate counseling has aspects of both teaching and service to the Department. As still another example, certain activities such as reviewing manuscripts and proposals for national organizations sometimes represent both scholarly activity and service.

Objectives and criteria for effective performance

1. Basic studies teaching.

The objectives are: a) to prepare students to appreciate day-to-day experience with the atmosphere; b) to provide background for basic-science teachers; c) to promote awareness of meteorological factors as they affect other professions and careers; d) to provide understanding of basic scientific principles and methodologies.

The faculty member assigned to teach a course at the basic studies level is expected to make every reasonable effort to present basic and relevant material at a level appropriate for non-science majors and in such a way as to stimulate student interest and understanding.

2. Undergraduate teaching of science majors.

The objectives are: a) to educate professional meteorologists to fill B.S. level government and industrial positions; b) to prepare interested students for graduate work in the atmospheric sciences; c) to provide students from related disciplines with necessary atmospheric background.

Faculty members assigned to teach courses at this level are expected to present organized and current material consistent with related courses. Effective classroom teaching must be combined with a willingness to assist students who require special attention. Classroom presentations should challenge students to critically examine and question the issues before them.

3. Graduate teaching at the M.S. level.

The objectives are: a) to produce M.S. level professional meteorologists for careers in government and industrial research, service, and administration; b) to prepare interested students for advanced graduate work in the atmospheric sciences; c) to provide appropriate meteorological background for students from related geophysical areas.

At this level, classroom teaching of the type described under (2) is expected but with more emphasis on the quality and timeliness of course content. What is taught one year may be superseded the next year by newer research results. The successful teacher must at least keep abreast of developments and preferably participate in them.

Also at this level, the emphasis on working with students individually becomes greater. The good teacher works with M.S. students in preparing term papers and seminars, either as the principal supervisor or as a helpful advisor when called upon.

4. Teaching at the Ph.D. level.

The objective is to educate future national and international leaders in the science and profession of meteorology.

The successful teacher at the doctoral level must understand intimately and critically the latest developments in a chosen specialized field and encourage and assist doctoral students to do the

same. Doctoral students are to be taught means of establishing new ideas and concepts, as well as established ones, through active supervision of their study and dissertation research.

5. Research and scholarly activity.

Research and scholarly activity are required for good teaching, at least above the basic studies level. In addition, research must be regarded as a highly desirable activity in itself, since it contributes to the solution of critical problems involving the atmospheric environment. Experience has shown that fundamental advances in man's knowledge often originate in the university setting that research cannot be relegated to government and industrial laboratories.

The faculty member is expected to maintain an up-to-date knowledge of scientific advances to contribute to those advances through research, and to disseminate results in reports, meetings, and publications. The work should be of such a caliber that it would attract outside funding.

6. Service.

“Service” implies an activity that is necessary for the overall functioning of the group – for example, Department, university, and professional society – but does not in itself directly advance the faculty member's own teaching or research experience. Examples at the Department level are certain types of counseling, administrative assignments and service or departmental committees. Examples at the national level are certain types of editing, reviewing, and service on national committees. Each faculty member is expected to spend some time and resources on service activities.

Evaluation of effective performance

1. Student evaluation of teaching.

The student best judges many, but not all, components of teaching effectiveness. To measure student opinion, the Florida State University Student Perception of Teaching (SPOT) or its successor will be distributed in each class in the Fall and Spring Semesters that have six or more students. The results will be returned to the instructor involved for information and guidance. The instructor will place a copy in the confidential personnel folder. This information may be made available to any departmental committee that requires it for a valid, specific purpose (e.g., promotion, tenure, and salary recommendations).

2. Faculty Evaluation.

Most faculty members have considered opinions about the teaching effectiveness of their colleagues. These opinions may come from a variety of sources – observation of performance in a classroom or seminar situation, evaluation of course content, consideration of enthusiasm, or the lack of it, for teaching and working with students, assessment of the quantity and quality of M.S. and Ph.D. students, considered evaluation of student reaction to certain instructors (taking into account the reasons for it), etc. Although a particular faculty member's opinion of another particular faculty member may be biased or based on too little knowledge, an integrated opinion of the faculty is likely to be highly reliable.

To perhaps even a greater extent, a faculty member is in a good position to judge a colleagues' research ability, scholarly contributions, and professional standing, as well as willing and effective service activity.

The formal expression of collective faculty judgments is through the Faculty Evaluation Committee and the Promotion and Tenure Committees of the Department.

Working procedures

1. Promotion and Tenure Committees

The promotion committee consists of all tenured professors in the Department at or above the rank of a person to be considered for promotion. The tenure committee consists of all tenured faculty members.

These committees, after considering all the evidence, including student evaluations, initiate all promotion and tenure recommendations.

The promotion committee elects the departmental representative to the Science Area promotion and tenure committee.

2. Student and faculty evaluation of faculty

It is the responsibility of the Department Chair to see that student evaluation of faculty classroom teaching is carried out during each appropriate semester. The faculty evaluation committee evaluates all faculty for the purpose of advising the chair of the Department on salary recommendations.

3. Faculty folders

It is the responsibility of the Department Chair to maintain an evaluation folder for each faculty member. This contains a curriculum vita, which the faculty member should revise as needed. It also contains the results of student and peer teaching evaluations, as well as copies of the annual evaluation form established by the Dean of the Faculties

Promotion and Evaluation Criteria for Non-tenure Track Faculty

Non-tenure track faculty are promoted and evaluated based on their performance of their assignments as specified by the Assignment of Responsibilities. The evaluations are performed by the direct supervisors of the non-tenure track faculty in question and are communicated to the Chair of the Department. Recommendations for promotion are made to the Chair by the non-tenure track faculty direct supervisors, who then forwards them to the Dean. Non-tenure track faculty at ranks beneath the highest rank for which they are eligible will receive letters from their direct supervisors about progress towards promotion.