Bylaws of the Department of Physics

I. Composition of the Faculty.

A. Regular Faculty

The Regular Faculty of the Department comprises the Tenure-Track, Research, Teaching, and Secondary Faculty.

1. Tenure-Track Faculty. The Tenure-Track Faculty of the Department comprises persons holding the titles of Professor of Physics, Associate Professor of Physics, or Assistant Professor of Physics. Tenure-Track Faculty holding a Joint Appointment with another department are members of this class.

2. Research Faculty. The Research Faculty of the Department comprises persons holding the titles of Research Professor of Physics, Associate Research Professor of Physics, or Assistant Research Professor of Physics.

3. Teaching Faculty. The Teaching Faculty of the Department comprises persons holding the titles of Lecturer, Professor of the Practice of Physics, Associate Professor of the Practice of Physics, and Assistant Professor of the Practice of Physics.

4. Secondary Faculty. The Secondary Faculty of the Department comprises persons holding the titles of Professor, Associate Professor, or Assistant Professor in another department of the University, and a Secondary appointment in Physics.

B. Non-Regular Faculty.

The non-regular faculty of the Department comprises persons holding the titles Adjunct Professor of Physics, Adjunct Associate Professor of Physics, Adjunct Assistant Professor of Physics, Visiting Professor of Physics, Visiting Associate Professor of Physics, Visiting Assistant Professor of Physics, Instructor in Physics, Senior Research Scientist, Lecturing Fellow, or Research Scientist.

C. Emeritus Faculty.

The Emeritus Faculty are comprised of retired members of the Regular Faculty.
II. Meetings of the Faculty.

All meetings are conducted according to Robert’s Rules of Order.

A. Ordinary Meetings

Ordinary meetings are those at which all business of the Department is discussed and acted upon, except for consideration of appointment, renewal, promotion, or tenure of Regular Faculty. All Regular and Emeritus Faculty in the Department may attend these meetings.

1. Schedule of Ordinary Meetings. There shall be at least six ordinary faculty meetings in each academic year, with at least three meetings held in the Fall term and at least three meetings held in the Spring term. Other meetings may be called by the Chair upon one week's notice. Upon receipt of a written request from any three members of the Regular Faculty, the Chair shall call a meeting within one month.

2. Voting Rights and Procedures. All Regular Faculty whose primary appointment is in Physics have voting privileges in Ordinary meetings. Voting is generally carried out by show of hands, but the Chair may decide at any time to hold the vote by secret ballot. Any member of the Regular Faculty may request, through a motion, that the vote be by secret ballot.

3. The Agenda. The Chair shall prepare the agenda and circulate it at least one day in advance of the meeting.

4. Minutes. All decisions made shall be recorded and distributed in written minutes of the meeting. The secretary shall be the person holding the most recent appointment to a tenured Associate Professor position. If two or more persons satisfy this condition, then the Chair shall decide which of these serves as secretary.

5. Quorum. A quorum shall be a majority (i.e., greater than half) of the voting faculty in residence (i.e., excluding faculty on sabbatical or other leave) at the time of the meeting. (Nonetheless, faculty on sabbatical or other leave have full voting rights if they choose to attend.) By Quorum is meant the minimum number of voting faculty who must be in attendance for the meeting to proceed.

6. Business. There are several important departmental policies for which initial implementation or substantial alteration require a majority faculty vote for their approval and enactment. These include substantial changes in departmental course offerings and changes in degree requirements.
B. Restricted Meetings.

*Restricted meetings* are those in which appointment, renewal, promotion, or tenure of Tenure-Track faculty, Research Faculty, and Teaching Faculty are either discussed or voted upon.

**For initial appointments of Tenure-Track Faculty**, all Regular Faculty and all Emeritus Faculty may attend the discussion meetings at which no vote is taken. Only Tenure-Track Faculty may attend a subsequent meeting at which a vote is taken to approve the recommendation of the Search Committee (cf. Sec. IV.B.2). All Tenure-Track Faculty are eligible to vote at this meeting. For cases that involve tenured initial appointments (and provided that the preceding vote is in favor of making the initial appointment), there is an additional meeting at which only Tenure-Track Faculty at or above the rank of the candidate being considered may attend and vote (cf. Sec. IV.B.2).

**For renewal, promotion, or tenure of Tenure-Track Faculty**, only Tenure-Track and Secondary Faculty above the rank of the candidate being considered may attend the discussion meetings at which no vote is taken. Emeritus Faculty whose last Regular Faculty appointment was Tenure-Track above the rank of the candidate being considered may also attend the discussion meetings. Only Tenure-Track Faculty above the rank of the candidate may attend or vote at the meetings at which a vote is taken. Further details of the procedures governing these meetings are given in Section IV below.

For initial appointments of **Research Faculty**, all Regular and Emeritus Faculty may attend the discussion meetings at which no vote is taken; all Tenure-Track and Research Faculty may attend the meetings at which a vote is taken (cf. Sec. V.C). For the **promotion** of Research Faculty, all Tenure-Track, Secondary, and Research Faculty at or above the rank of the candidate to be achieved by the appointment under consideration are eligible to attend. For the **renewal** of Research Faculty appointments, the following persons may attend the discussion meeting: 1) Tenure-Track and Secondary Faculty at or above the rank of the candidate to be achieved by the appointment under consideration, and 2) Research Faculty above the rank of the candidate being considered. Emeritus Faculty may also attend these meetings provided that their last Regular Faculty rank is eligible to attend. For cases involving renewal of an Assistant Research Professor this means that only Assistant, Associate, and Full Tenure-Track (Primary and Secondary) Professors and Associate and Full Research Professors may attend. For cases involving the promotion to the position of Associate Research Professor, only Associate and Full Tenure-Track (Primary and Secondary) Professors and Associate and Full Research Professors may attend. For cases involving the renewal of an Associate Research Professor, only Associate and Full Tenure-Track (Primary and Secondary) Professors and Full Research Professors may attend. For cases involving the promotion to Full Research Professor only Full Tenure-Track (Primary and Secondary) Professors and Full Research Professors may attend. For cases involving the renewal of a Full Research Professor, only Full Tenure-Track (Primary and Secondary) Professors may attend. The same rules for attendance apply for each of these cases to the meetings at which a vote is taken, except that Secondary and Emeritus Faculty do not attend. Further details of the procedures governing these meetings are given in Section V below.
For initial appointments of Teaching Faculty, all Regular and Emeritus Faculty may attend the discussion meetings at which no vote is taken; all Tenure-Track and Teaching Faculty may attend and vote in the meetings at which a vote is taken (cf. Sec. VI). For the promotion of Teaching Faculty, all Tenure-Track, Secondary, and Teaching Faculty at or above the rank of the candidate to be achieved by the appointment under consideration are eligible to attend. For the renewal of Teaching Faculty appointments, the following persons may attend the discussion meeting: 1) Tenure-Track and Secondary Faculty at or above the rank of the candidate to be achieved by the appointment under consideration, and 2) Teaching Faculty above the rank of the candidate being considered. Emeritus Faculty may also attend these meetings provided that their last Regular Faculty rank is eligible to attend. For cases involving the renewal of a Lecturer or the promotion to Assistant Professor of the Practice, this means that only Assistant, Associate, and Full Tenure-Track (Primary and Secondary) Professors and Assistant, Associate and Full Professors of the Practice may attend. For cases involving the renewal of an Assistant Professor of the Practice, only Assistant, Associate, and Full Tenure-Track (Primary and Secondary) Professors and Associate and Full Professors of the Practice may attend. For cases involving the promotion to Associate Professor of the Practice, only Associate and Full Tenure-Track (Primary and Secondary) Professors and Associate and Full Professors of the Practice may attend. For cases involving the promotion to Full Professor of the Practice, only Full Tenure-Track (Primary and Secondary) Professors and Full Professors of the Practice may attend. For cases involving the renewal of an Associate Professor of the Practice, only Full Tenure-Track (Primary and Secondary) Professors may attend. The same rules for attendance apply for each of these cases to the meetings at which a vote is taken, except that Secondary and Emeritus Faculty do not attend. Further details of the procedures governing these meetings are given in Section V below.

III. Administration of the Department

A. The Chair.

1. Appointment. The Chair is appointed by the Dean of the Faculty of Arts & Sciences (hereafter called "the Dean") after consultation with the Provost. The Dean solicits advice from each member of the Regular Faculty of the Department before making her/his recommendation to the Provost. The Chair must be a member of the Tenure-Track faculty of the department, holding the rank of Full Professor.

2. Term. The Chair is normally appointed for a three-year term, with renewal possible after consulting with the Faculty as above. Normally the Chair serves no more than two consecutive terms. An initial five-year term may be given, especially if the appointment is made from outside the University.
3. **Duties.** The Chair is the official link between the Department and the Administration of the University. In this capacity, the Chair presents departmental needs, objectives, and evaluations of achievement to the Dean, and keeps her/his colleagues informed of University policy.

The Chair prepares the annual budget proposal for presentation to the Dean, and oversees the expenditure of departmental funds.

After consultation with the Regular Faculty, the Associate Chair for Teaching, and with the Directors of Graduate and Undergraduate Studies, the Chair approves the scheduling of courses, teaching assignments, and teaching loads.

The Chair is responsible for nominating the Associate Chair for Teaching, the Director of Graduate Studies (DGS), and the Director of Undergraduate Studies (DUS).

The Chair appoints directly or approves the appointment of all departmental committees. For personnel and search committees, the Chair first seeks the approval of the Dean.

Departmental recommendations concerning appointment, promotion, retention and termination of faculty members are sent by the Chair to the Dean, who writes the official letters on these matters. In the event that Faculty opinion in these matters is substantially divided, the Chair presents summaries of all pertinent arguments to the Dean.

The Chair is responsible for assigning office and laboratory space for the use of Department members.

**B. The Associate Chair for Teaching.**

The position of the Associate Chair for Teaching is filled at the discretion of the Chair. If the position is not filled, the Chair is responsible for the duties of the Associate Chair for Teaching described in Section 3 below and elsewhere in the bylaws.

1. **Appointment.** The Associate Chair for Teaching (AC) is appointed by the Dean of the Faculty of Arts and Sciences upon the Chair’s recommendation. The Chair solicits advice from each member of the Regular and Emeritus Faculty before making her/his recommendation. The AC must be a member of the Tenure-Track or Teaching faculty of the department, holding the rank of either Associate or Full Professor.

2. **Term.** The term of office is normally three years and is renewable. The AC normally serves no more than two consecutive terms. The position of Associate Chair for Teaching is not to be viewed as “Chair-to-be,” though serving as Associate Chair for Teaching does not preclude subsequent appointment as Chair.

3. **Duties.** The AC is responsible for overseeing all activities relating to the teaching mission of the department.
After consulting with the Regular Faculty, the DUS and the DGS, and subject to the approval of the Chair, the AC determines the scheduling of courses and teaching assignments.

The AC proposes all departmental committees that directly pertain to the teaching mission of the department. In particular, the AC nominates the Graduate Curriculum Committee, and the Undergraduate Curriculum Committee.

The AC serves *ex officio* as a member of the Graduate Curriculum Committee and the Undergraduate Curriculum Committee.

The AC prepares, in consultation with the Chair, the instructional component of the annual budget request and oversees departmental expenditures of teaching-related items.

The AC, together with the Undergraduate Curriculum Committee and the DUS, monitors the department's undergraduate curriculum, majors requirements, and course offerings, and proposes changes to the Faculty as the need arises.

The AC, together with the Graduate Curriculum Committee and the DGS, monitors the department's graduate curriculum, requirements, and course offerings, and proposes changes to the Faculty as the need arises.

The AC is responsible for administering the qualifying examination to graduate students, and presents the results of the examination to the Faculty together with recommendations for action.

The AC, together with the DUS, is responsible for oversight of the departmental Honors program. The AC serves, *ex officio*, on committees for evaluating undergraduate Honors theses.

The AC, together with the DUS, serves as the Department's contact on teaching and course matters to other parts of the University.

C. The Director of Graduate Studies.

1. **Appointment and Term.** Appointment of the Director of Graduate Studies (DGS) is made by the Dean of the Graduate School upon the Chair's recommendation. The term of office is normally three years and is renewable. The DGS normally serves no more than two consecutive terms.

2. **Duties.** The DGS is the liaison officer between the Department and the Office of the Graduate School. The DGS keeps the Faculty and graduate students of the Department informed of Graduate School regulations and policies, and advises the Dean of the Graduate School concerning the Department's graduate programs.
The DGS advises the Associate Chair for Teaching and the Chair on the scheduling of graduate courses.

The DGS is the registration advisor for the graduate students. The DGS appoints advisors, and supervises advising for all graduate students for whom doctoral committees have not yet been appointed.

The DGS nominates doctoral committees to the Dean of the Graduate School, and he/she supervises the scheduling of all M.A., M.S., and Ph.D. Examinations.

The DGS prepares, in consultation with the Chair and the AC, the annual budget request for Graduate Award funds and other University funds supporting graduate students, and oversees expenditure of these funds.

The DGS carries out the Department's correspondence with prospective and current graduate students.

The DGS serves ex officio as chair of the Graduate Admissions and Awards Committee. The DGS serves ex officio on the Graduate Curriculum Committee.

D. The Director of Undergraduate Studies.

1. Appointment and Term. Appointment of the Director of Undergraduate Studies (DUS) is made by the Dean of Trinity College upon the Chair's recommendation. The term of office is normally three years and is renewable. The DUS normally serves no more than two consecutive terms.

2. Duties. The DUS is the liaison officer between the Department and the Office of Trinity College. The DUS keeps the Faculty informed of all extra-departmental curricular requirements affecting the Department’s undergraduate program and majors, and he/she advises the Dean of Trinity College concerning the Department's undergraduate programs and courses.

The DUS advises the Associate Chair for Teaching and the Chair on the scheduling of undergraduate courses.

The DUS is responsible for official communication between the Department and the undergraduate majors, and supervises the registration advising for the undergraduate majors in the Department.

The DUS supervises administration of the Program II curriculum and, with the AC, the Honors programs for departmental majors.
The DUS acts for the Department in approving course credits and equivalence for courses taken away from Duke.

The DUS serves *ex officio* on the Undergraduate Curriculum Committee.

E. Committees.

1. **Graduate Admissions and Awards Committee.** This committee acts for the Department in recommending to the Graduate School candidates for admission to graduate study in the Department, for fellowships, and for other graduate awards.

2. **Graduate Curriculum Committee.** This committee advises the Associate Chair for Teaching and the Director of Graduate Studies on matters pertaining to the graduate programs. The committee shall review the graduate curriculum at least every six years, and may, with the DGS and the AC, recommend changes to the Faculty.

3. **Undergraduate Curriculum Committee.** This committee advises the Associate Chair for Teaching and the Director of Undergraduate Studies on matters pertaining to the undergraduate programs. The committee shall review the undergraduate curriculum at least every six years, and may, with the DUS and the AC, recommend changes to the Faculty.

4. **Ad Hoc Committees.** The Chair may appoint ad hoc committees to deal with matters not considered by other committees.

IV. Appointment, Retention, and Promotion of Tenure-Track Faculty.

A. **General Criteria.**

Decisions about initial appointment, appointment renewal, and promotion of the Tenure-Track Faculty shall be based on assessment of scholarly accomplishments and promise, excellence of teaching, and service to the Department and the University.

The descriptions in the following sections summarize and, in some aspects, supplement the procedures specified in the *Faculty Handbook* ([http://www.provost.duke.edu/fhb.htm](http://www.provost.duke.edu/fhb.htm)) and the *APT Handbook* ([http://www.aas.duke.edu/admin/apthandbook/index.html](http://www.aas.duke.edu/admin/apthandbook/index.html)).
B. Initial Appointments.

1. The Search Committee.

When the Dean has authorized a faculty recruitment search, an ad hoc committee shall be nominated by the Chair to supervise the search. This search committee, numbering usually three or four Tenure-Track faculty members, shall be responsible for soliciting names of suitable candidates, and for placing advertisements in suitable professional journals. In some cases, University faculty from outside the department may serve on the search committee. The committee shall gather information on candidates, and periodically keep the Faculty informed on the progress of the search. The committee shall draw up a ranked list of the candidates, called a short list, and present it to the faculty for consideration and approval. A majority vote of all Tenure-Track faculty present is required for approval of the short list. The search committee then makes arrangements for visits of the candidates.

2. Department Action.

The search committee's recommendations shall be considered at two or more restricted meetings. Votes on recommendation for appointment shall not be taken at the first such meeting, called a discussion meeting. All Regular and Emeritus Faculty may attend the discussion meeting. At the meeting in which a vote on the recommendation of the Search Committee takes place, only Tenure-Track Faculty may attend and vote. In order to be approved, the recommendation of the Search Committee requires an affirmative vote of a majority of those eligible to vote. Voting shall be by secret ballot, with the Chair voting only in case of a tie.

3. Submission to the Dean

The Department's recommendation for appointment shall be submitted by the Chair to the Dean, in accordance with general University policies as given in the Faculty Handbook and the APT Handbook. In the case of a term appointment, the Dean's concurrence is sufficient, and the Dean writes a letter of appointment to the candidate. If the appointment carries tenure, the Chair will forward the recommendation to the Dean, with nominations for a tenure-review committee. Upon appointment of the committee, a full tenure review will be conducted. If the Provost eventually approves the appointment, the Dean writes a letter of appointment to the candidate.

C. Renewal of Term Appointments.

In the case of an initial term appointment for four years or less, the Tenure-Track faculty with rank above that of the appointment being considered, shall consider renewal of the appointment at at least two restricted meetings to be held during the year preceding the last year of the term. No vote is taken at the first discussion meeting. An ad hoc review committee appointed by the Chair and approved by the Dean shall collect data, including letters of reference, concerning the candidate's performance, in accordance with pertinent
sections of the *APT Handbook*; the committee shall present their findings and recommendation concerning renewal to the Tenure-Track Faculty with rank above that of the appointment renewal being considered. Secondary Faculty with rank above that of the appointment renewal being considered and Emeritus Faculty whose last Regular Faculty rank was Tenure-Track and above that of the appointment renewal being considered may attend the discussion meeting. Only Tenure-Track Faculty with rank above that of the appointment renewal being considered may attend the meeting at which a vote is taken. Voting shall be by secret ballot, with the Chair voting only in case of a tie. The procedure for action by the Department is the same as for the initial appointment (Section IV.B.2 above). The Department's recommendation concerning renewal shall be submitted by the Chair to the Dean, in accordance with policies as given in the *Faculty Handbook* and the *APT Handbook*. The decision of the Dean and Provost is transmitted to the Chair, and the Dean writes the appropriate letter to the candidate.

### D. Promotion to Tenure.

#### 1. Initiation of the Process.

The Department may consider promotion at any earlier time, but all aspects of the decision must generally be completed no later than the end of the year preceding the last year of the final term appointment. The dates for submission of dossiers to the Dean are specified in the *Faculty Handbook* and the *APT Handbook*. A candidate may request an extension under certain conditions as described in the *Faculty Handbook* and *APT Handbook*.

The Chair shall appoint an ad hoc review committee (to be approved by the Dean) consisting of members of the Tenure-Track Faculty at or above the rank to be achieved, which shall collect the data on the candidate as specified in the *Faculty Handbook* and the *APT Handbook*. In some cases, secondary faculty who are Tenure-Track at or above the rank to be achieved may serve on the ad hoc review committee. In addition, members outside the Department can serve on the ad hoc review committee, especially in cases where the candidate is involved in interdisciplinary research. The candidate shall be informed by the Chair that the review is in progress, and he/she shall be given the names of the members of the review committee.

#### 2. Department Action

The report of the review committee shall be considered at two or more restricted meetings by the Tenured Faculty at or above the rank to be achieved by the promotion. Votes on promotion shall not be taken at the first such meeting. Secondary faculty with rank at or above that to be achieved by the promotion may attend those meetings at which no vote is taken. Emeritus faculty may attend those meetings at which no vote is taken, provided that the most recent Regular appointment held by the emeritus faculty member was Tenure-Track and at or above the rank to be achieved by the promotion. A
recommendation for promotion requires an affirmative vote of a majority of those eligible to vote. Voting shall be by secret ballot, with the Chair voting only in case of a tie.

3. Submission to the Dean.

The Department's action shall be reported by the Chair to the Dean, in accordance with general University policies as given in the Faculty Handbook. If the Department recommends promotion with tenure, the matter is submitted through the Dean to the Provost’s Advisory Committee on Appointments, Promotion, and Tenure. After the decision has been made, the Dean writes the appropriate letter to the candidate.

E. Promotion from Associate Professor to Professor.

The Department may consider promotion to Professor at any time. An Associate Professor can request to the Chair to be considered for promotion at any time. The dates for submission of dossiers to the Dean are specified in the Faculty Handbook. The procedures for review are the same as the promotion to tenure (Section IV.D above).

F. Information Given the Candidate Concerning Renewal or Promotion.

1. Notice of standards and procedures. Each faculty member shall be advised by the Chair early in her/his appointment of the standards and procedures employed by the Department and by the University in decisions affecting renewal, promotion, and tenure.

2. Opportunity to Submit Material. The candidate shall be informed of the time when decisions affecting renewal or promotion are to be made in her/his case, and she/he shall have the opportunity to submit material pertinent to a thorough consideration of her/his circumstances, following the procedures set forth in the APT Handbook.

3. Notice of adverse Decision. In the event of a decision by the Department not to recommend renewal or promotion, the faculty member shall be informed by the Chair of the decision in writing. The Chair will forward the negative recommendation with one copy of the file to the Dean, who will consult the Provost. Once the Provost has made the final decision, the candidate shall be advised by the Chair of the reasons that contributed to that decision.

G. Joint and Secondary Appointments.

Faculty from other university departments or programs may hold a secondary appointment in the Department. This appointment cannot be at a rank higher than that of the individual’s primary appointment. The Dean, the Tenure-Track Faculty of the Department, the Chair of the primary department, and the Provost must concur on the
terms of the appointment. Secondary faculty may attend all ordinary and certain restricted meetings as defined above, but do not vote.

Faculty from other university departments or programs may hold a joint appointment in the Department. This appointment cannot be a rank higher than that of the individual's appointment in any other university department. The Dean, the Tenure-Track Faculty of the Department, the Chairs of both primary departments, and the Provost must concur on the terms of the appointment. Faculty holding Joint Appointments in the Department enjoy the privileges of the primary Tenure-Track Faculty, commensurate with their rank.

A faculty member whose primary appointment is in another department at the University may be considered for an initial secondary appointment in Physics at any time. The candidate is expected to provide the Regular Faculty with a curriculum vita, list of publications, and an essay describing the overlap in the candidate’s interests with physics, both in terms of past research and probable future directions. Additionally, it is generally expected that the candidate will make a presentation in one of the Department’s regularly scheduled seminar series. The recommendation to make such an appointment shall be considered at two or more meetings. The first meeting, at which no vote is taken, is a discussion meeting which is open to all Regular and Emeritus Faculty. The meeting at which a vote is taken is restricted to Tenure-Track Faculty regardless of rank. The recommendation for secondary appointment requires an affirmative vote of a majority of all Tenure-Track Faculty in residence. Voting shall be by secret ballot, with the Chair voting only in case of a tie. Once the initial appointment of a secondary faculty member has been made, renewal and other changes in the appointment (e.g., to reflect a promotion or other change in status in the primary appointment) will require the affirmative vote of a majority of all Tenure-Track Faculty in residence.

A faculty member whose primary appointment is in another department at the University may be considered for a joint appointment in Physics at any time. The voting procedure to make the initial appointment is equivalent to that for an initial appointment of Tenure-Track Faculty. An ad hoc committee collects information about the candidate in accordance with policies set forth in the APT Handbook. The ad hoc committee's recommendations shall be considered at two or more restricted meetings. Votes on recommendation for appointment shall not be taken at the first such meeting, called a discussion meeting. All Regular and Emeritus Faculty may attend the discussion meeting. At the meeting in which a vote on the recommendation of the ad hoc committee takes place, all Tenure-Track Faculty may attend and vote. In order to be approved, the recommendation for appointment requires an affirmative vote of a majority of those eligible to vote. Voting shall be by secret ballot, with the Chair voting only in case of a tie. The voting procedures for renewal or promotion of a joint faculty member are equivalent to those used, respectively, for renewal or promotion of primary Tenure-Track faculty.
V. Appointment, Retention, and Promotion of Research Faculty.

A. General Criteria.

Research Faculty differ from Tenure-Track Faculty in that they are not obliged to take on specific regular duties in the classroom teaching programs of the Department, although they are required to have an instructional component in their responsibilities. Such faculty are expected to participate in the training of graduate students. Except for occasional service in classroom teaching, Research Faculty do not normally receive compensation from regular Department funds, but rather from research funds. Consequently, decisions about appointment, retention, and promotion of Research Faculty shall be based on assessment of scholarly accomplishment and promise, and on availability of research funding to support their work.

B. Terms.

The term of an appointment to the Research Faculty is generally four years; terms can be made progressively longer at each higher rank. The Department must review these faculty for renewal in their penultimate year of appointment. Assistant Research Professors will be reviewed at least every four years and the position is contingent on the availability of funds. Associate and Full Research Professors will be reviewed at least every five years and these positions are also contingent on the availability of funds.

C. Appointments.

Research faculty positions are approved in advance by the Dean in consultation with the Provost, and in some cases the Provost may waive the need for a national search. In such cases, there is no formal search of the type described in Section IV.B.1 above. For each position to be filled, the Chair shall nominate to the Dean an ad hoc committee to gather information, including at least three letters of reference, on each candidate and to present these data to the Department.

The Recommendation to appointment shall be considered at two or more restricted meetings of all Tenure-Track and Research Faculty. Votes on the appointment shall not be taken at the first such meeting; Secondary and Emeritus Faculty may attend the discussion meeting. A recommendation for appointment requires an affirmative vote of a majority of all Tenure-Track and Research Faculty in residence. Voting shall be by secret ballot, with the Chair voting only in case of tie.

The Department's recommendation for appointment shall be submitted by the Chair to the Dean. If the Dean and the Provost concur, the Dean writes a letter of appointment to the candidate, specifying the rank, the term (if limited), and the funds from which the salary will be paid.
D. Review.

The Department shall conduct a review for the purposes of renewal or promotion during the penultimate year of each term appointment. For appointments carrying no specified term, there shall be such a review at least every five years. The review procedure is the same as for the re-appointment of Tenure-Track Faculty (see the APT Handbook).

VI. Appointment, Retention, and Promotion of Teaching Faculty.

A. General Criteria.

Teaching faculty demonstrate the academic preparation, professional development, and activity necessary for their instructional duties in the Department. They may also perform research relating to curriculum development, methodological innovation, or other scholarly contributions. Consequently, decisions about appointment, retention, and promotion of Teaching Faculty shall be based on assessment of fulfillment of their instructional duties, service to the Department, and continued professional activities and development.

B. Terms.

The term of an appointment to the Teaching Faculty is generally three years; terms can be made progressively longer at each higher rank. The Department must review these faculty for renewal in their penultimate year of appointment.

C. Appointments.

Teaching Faculty positions are approved in advance by the Dean in consultation with the Provost. In some cases, the Provost may waive the need for a national search. In such cases, there is no formal search of the type described in Section IV.B.1 above. For each position to be filled, the Chair shall nominate to the Dean an ad hoc committee to gather information, including at least three letters of reference, on each candidate and to present these data to the Department.

University procedures for initial appointments of Teaching Faculty at the rank of Lecturer, Assistant Professor of the Practice, Associate Professor of the Practice, and Professor of the Practice are largely similar to those for Tenure-Track Faculty described in Sec. IV above and are specified in the APT Handbook and in Chapter 6 of the Chair’s Handbook (http://www.aas.duke.edu/admin/chairshandbook/index.html).

The Recommendation to appointment shall be considered at two or more restricted meetings of all Tenure-Track and Teaching Faculty. Votes on the appointment shall not be taken at the first such meeting. Secondary and Emeritus Faculty may attend the discussion meeting. A recommendation for appointment requires an affirmative vote of a
majority of all Tenure-Track and Teaching Faculty in residence. Voting shall be by secret ballot, with the Chair voting only in case of tie.

The Department's recommendation for appointment shall be submitted by the Chair to the Dean. If the Dean and the Provost concur, the Dean writes a letter of appointment to the candidate, specifying the rank and the term (if limited).

D. Review.

The Department shall conduct a review for the purposes of renewal or promotion during the penultimate year of each term appointment. For appointments carrying no specified term, there shall be such a review at least every five years. The review procedures for Assistant Professor of the Practice, Associate Professor of the Practice, and Professor of the Practice are generally similar to those for Tenure-Track Faculty and are specified in the APT Handbook and in Chapter 6 of the Chair’s Handbook.

VII. Appointment of Non-Regular Faculty.

A nomination for appointment to the following Non-Regular Faculty positions shall be considered at an ordinary meeting: Adjunct Professor of Physics, Adjunct Associate Professor of Physics, Adjunct Assistant Professor of Physics, Visiting Professor of Physics, Visiting Associate Professor of Physics, and Visiting Assistant Professor of Physics. A dossier containing data on the candidate, including a curriculum vita and a list of publications, shall be prepared and circulated to the Regular and Emeritus Faculty in advance of the meeting. A recommendation for appointment requires an affirmative vote of a majority of the Tenure-Track, Research, and Teaching Faculty who are present. Voting shall be by secret ballot, with the Chair voting only in case of a tie. If the recommendation is positive, the Chair writes the appointment letter, and sends a signed copy of the appointment letter and the candidate’s curriculum vita to the Dean. Renewal and other changes (e.g., to reflect a promotion or other change in status in the primary appointment) in any of the above Non-Regular Faculty positions will require the affirmative vote of a majority of the Tenure-Track, Research, and Teaching Faculty who are present.

The initial appointment and re-appointment of the following Non-Regular Faculty positions is carried out by the Chair alone and no consultation with the Faculty is required: Instructor in Physics, Senior Research Scientist, Lecturing Fellow, and Research Scientist.
VIII. Amendment of Bylaws.

Amendments to these bylaws shall take effect if, after being circulated at least a week in advance of the first meeting, they are adopted at two successive department meetings by a two-thirds majority of all Tenure-Track Faculty in residence with a primary appointment in Physics. The second meeting shall be called within one month of the first.