

## Department of Physics and Astronomy – BYLAWS Index

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# Department of Physics and Astronomy

## BYLAWS

### SECTION I. RELATIONSHIP OF THE DEPARTMENT TO THE UNIVERSITY

The Department of Physics and Astronomy (DPA) is an academic unit of the College of Sciences at The University of Texas Rio Grande Valley. The authority of the Department Faculty and the Department Chair, as stated herein, shall be exercised within the framework and limitations of the relevant statutes of the State of Texas,<sup>1</sup> the Regents' Rules and Regulations of the University of Texas System,<sup>2</sup> University of Texas System Policies,<sup>3</sup> and the Handbook of Operating Procedures of the University of Texas Rio Grande Valley.

### OUR MISSION

The department of Physics and Astronomy at UTRGV continues to maintain Tier I excellence in research, teaching and innovation to emerge as global leaders in experimental, theoretical and computational physics and astronomy, and to serve the regional, state and national community through dissemination of education and active professional engagement.

<sup>1</sup> See, Texas Education Code, Title 3. Higher Education. Available at <http://www.statutes.legis.state.tx.us/?link=ED>.

<sup>2</sup> See, University of Texas Regents' Rules and Regulations. Available at <http://www.utsystem.edu/board---of---regents/rules>.

<sup>3</sup> All UTS Policies available at <http://www.utsystem.edu/board---of---regents/policy---library>.

## **SECTION II. DEFINITION OF THE DEPARTMENT OF PHYSICS AND ASTRONOMY**

**A. Membership in the Department of Physics and Astronomy.** The Department of Physics and Astronomy includes education and research (ER) personnel as well as staff and supporting personnel (SSP); typically without research or education assignments:

**ER1** Full time permanent tenured professors (with at least a 50 % appointment in the Department of Physics and Astronomy) at the rank of (Full) Professor as well as the Chair of the Department.

**ER2** Full time tenured professors (with at least a 50 % appointment in the Department of Physics and Astronomy) at the rank of Associate Professor.

**ER3.** Tenure track Assistant Professor or Tenure Track Associate Professor (in case someone is hired in a senior rank).

**ER4** Temporary faculty members such as Emeritus Professor, Visiting Professor, Adjunct Professor, postdoctoral research associate, research associate. This category includes also tenured and tenure---track Faculty members with a less than 50 % joint appointment in the Department of Physics and Astronomy. Members in this category cannot vote. (HOP policy #adm---06---402)

All ER1, ER2, and ER3 positions require a PhD in physics.

**ER5A** Lecturers I, II, and III and senior Lecturers. (These positions do not require a PhD in Physics but they require a Master's degree in physics or related discipline with at least 18 hours of physics courses.)

**ER5B** Research associates (do not require a PhD in Physics but they require a Master's degree in physics or related discipline.)

**ER6** Short---term temporary positions such as lecturer, adjunct professor, research associates, research assistants (these positions do not require technically a PhD in Physics but they require a Master's degree in physics or related discipline with at least 18 hours of physics courses.)

**SSP1** Permanent full time staff and supporting personnel

**SSP2** Temporary and/or part time staff and supporting personnel

**B. Voting and Non---Voting Members of the Department.**

1. Voting members on departmental policy matters, evaluation issues and elections are ER1, ER2 and ER3. Voting members for evaluation issues that include faculty members in the rank of Lecturers are ER5A. Exceptions to this must be in compliance to the University of Texas system.
2. All members of the Department of Physics and Astronomy, are encouraged attend Department meetings, even if they do not have the right to vote.
3. Only ER1 members can participate to the committees on tenure application evaluations and evaluations for promotion to (full) professor.

**C. Department Meetings.**

1. Department meetings shall be conducted according to *Robert's Rules of Order* (most recent edition) unless specific exceptions are made in these Bylaws.
2. Department Meetings shall be convened by the Department Chair with face-to-face (f2f) presence at least once per semester, at each campus, during the academic year. The meetings will be video linked between campuses to facilitate maximum participation. The Department Chair shall notify department members of the proposed regular meeting times at the beginning of each semester and shall provide a written agenda at least 2 working days (48 hours) before a meeting. The Department Chair may convene additional meetings as required to conduct the official business of DPA.
3. If existing rule or regulations do not require a specific (open or secret) ballot, the chair will propose the type of ballot (secret or not) and the voting members of DPA will determine the nature of ballot.
4. A minimum of 50% voting members of DPA present at a meeting, in person or through conferencing technology, shall be considered a quorum and sufficient to conduct official business of the Department. If the meeting was not announced at least five working days in advance, a quorum is established only if 2/3 of the voting members of DPA are in attendance.

5. Department members may attend meetings “virtually,” through teleconferencing technology if they have compelling reasons for not being able to participate f2f at one of the campuses. Such compelling reasons include business travel, medical reasons, etc. If a voting member chooses to participate “virtually” in a meeting they will do so through the virtual connection set up by the department office in coordination with the UTRGV IT office. It is the participating members’ responsibility to establish such a teleconnection and in the event such a connection cannot be established it would not constitute grounds for rescheduling a meeting or a vote nor would the member be considered part of the quorum for vote counting purposes.

6. At every DPA Meeting the Department Chair shall select a Secretary, from the faculty or administrative staff, who shall be responsible for keeping minutes of the meetings. The Secretary shall make the minutes of meetings accessible during the next DPA Meeting. The minutes will be adopted by a motion to approve the minutes called by the department chair and seconded by a member of the department.

7. Votes shall ordinarily be taken *viva voce* or by show of hands, unless at least one voting member of DPA, including the Department Chair, requests a secret ballot.

8. A majority of votes cast is sufficient to pass a motion. Abstentions do not contribute towards number of votes.<sup>4</sup>

9. The Department Chair may be required to convene special meetings of DPA, beyond those convened under Section I.C.1, if requested in a written petition signed by at least 50% of the voting members of the one of the Department’s campuses.

10. A motion that passed the vote of the whole department can be canceled in 75% of the voting members of one campus (Brownsville or Edinburg) votes against it.

### **SECTION III. DEPARTMENT CHAIR<sup>5</sup>**

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<sup>4</sup> As noted in Section V.1., exceptions include bylaws, bylaw amendments, and other department documents appended to these bylaws, which require a two---thirds majority.

<sup>5</sup> UTS 182 Sec. 1 “General. Each academic department shall have a chair who is a member of and serves as the academic leader of the department faculty and the designated administrator of the department. The department chair reports to a dean and serves at the pleasure of the dean, with the concurrence of the Executive Vice President of Academic Affairs (EVPAA). Sec. 2 Eligibility. To be eligible to serve as a department chair, an individual shall hold a tenured position in his/her respective department and have demonstrated leadership, managerial, and administrative abilities.” It is recommended that the chair should have a full professor position. Also, UTRGV H.O.P. Section ADM 06---303.C.1. Available at <http://www.utrgv.edu/hop/policies/adm---06---303.pdf>.

**A. Definition.** The Department Chair is a faculty member who serves as the administrative leader of the academic unit and should have the mutual confidence of the eligible voting faculty of his or her academic unit, the College of Science Dean (COS Dean), the Executive Vice President of Academic Affairs (EVPAA), and the President of the University. The position of DPA Chair is defined as a tenured full time position at least at the Associate Professor level.

**B. Eligibility.**<sup>6</sup> To be eligible to serve as Department Chair, an individual shall:

1. Hold an earned doctorate in an area related to the Department's academic program;<sup>7</sup>
2. Have demonstrated research, leadership, managerial, and administrative abilities;
3. Hold academic rank at Tenured Associate Professor level or above.

**C. Selection and Guidelines for Department Chair Search Committee.** The Department Chair shall be selected by the COS Dean with the concurrence of the Executive Vice President of Academic Affairs (EVPAA) after an appropriate and inclusive search committee process.<sup>8</sup>

1. Before beginning the search for a Department Chair, the COS Dean will meet with the eligible DPA faculty to discuss the needs of the Department, the College and the University. The COS Dean and DPA faculty should reach a mutual agreement on whether to have an internal or external search. The Department may conduct an external search with the approval of the COS Dean and Executive Vice President of Academic Affairs (EVPAA). Eligible faculty within the Department may be candidates in the search. All searches must comply with institutional hiring practices including affirmative action policy and tenure---track appointment requirements.
2. When a vacancy in the position of Department Chair is anticipated, the Dean, in consultation with the voting members of the department, will elect a Department Search Committee. The Search Committee shall consist of at least 5 voting eligible DPA faculty and

<sup>6</sup> UTS 182 Sec. 2 Eligibility. To be eligible to serve as a Department Chair, an individual shall hold a tenured position in his/her respective department or school and have demonstrated leadership, managerial, and administrative abilities. Also, see UTRGV H.O.P Section ADM 06---303.D.2.

<sup>7</sup> See UTRGV H.O.P Section ADM 06---303.D.2. The following fields qualify as an earned degree in the Department's academic programs: Physics, Astronomy or other related terminal degree.

8 UTS 182 Sec. 3 and UTRGV H.O.P. Section ADM 06---303.C.1.

include gender, campus, and rank balance, and one (1) non-voting student representative in a DPA graduate program, nominated by the department graduate committee chair. The student member may participate in all committee functions except those relating directly to recommendation decisions on a candidate or candidates. The Search Committee will elect its own Chair unless the Dean selects a chair. The current Department Chair may not serve as a member of the search committee. Any internal candidate must recuse him/her self from the search process.

3. The advertisement for the Department Chair position will be written in accordance with the University requirements by the Search Committee in consultation with all voting eligible DPA faculty.

4. The Search Committee shall conduct the external chair search for candidates in accordance with University requirements and an established calendar.<sup>9</sup> In the case of an internal search, the procedures and search calendar will be established in consultation with the COS Dean.

#### **D. Department Chair Selection, Appointment, and Reappointment Procedures.**

1. The voting eligible DPA faculty members, including those who are not serving on the search committee, shall vote on all candidates, using multiple choice ballots that allow for multiple selections. The Chair of the search committee must provide to the voting eligible DPA faculty a C.V. of all eligible candidates. To be recommended, a candidate(s) must receive the vote of a majority (at least 50%) of the Department's voting eligible faculty members. If there are more than two candidates, the voting shall occur in two stages. The first stage will eliminate all except the two candidates with the most votes. In the second and final stage, the candidate with the majority of votes is chosen.

2. The search committee shall conduct the balloting process and report the results of the Department's vote regarding the candidates to all the voting eligible DPA faculty.

3. The search committee chair, in consultation with the members of the search committee, will forward the voting results to the COS Dean with their written recommendation for Department Chair with supporting rationale.

4. Should the COS Dean and voting eligible DPA faculty fail to agree on the recommended candidates for Department Chair, the COS Dean shall submit a rationale for his or her position in writing to the search committee. The COS Dean will then reconvene the search

<sup>9</sup>Recommended elements in the selection process include an open seminar in which the candidates articulate their vision of the Department, and a meeting with the COS Dean.



committee to recommend an additional candidate(s). If the Department Chair search is unsuccessful the following year, the President may extend the interim Chair's appointment or after consulting with voting eligible DPA faculty, the COS Dean, and the Executive Vice President of Academic Affairs (EVPAA), names a new Interim Chair.

5. The COS Dean will forward his or her recommendation and the results of the eligible DPA faculty vote to the Executive Vice President of Academic Affairs (EVPAA). The Executive Vice President of Academic Affairs (EVPAA) will forward an appointment letter to the candidate selected to serve as Department Chair.<sup>10</sup>

#### **E. Term of the Department Chair**

The standard term of appointment for a Department Chair is three years. The term of appointment may be renewed once as long as the Department Chair continues to meet or exceed expectations as defined by institutional policy. These term limitations do not extend to "Interim" Department Chairs. Department Chairs are appointed on the basis of a fiscal year (12 months).<sup>11</sup>

#### **F. Duties and Responsibilities of the Department Chair. [Also refer to the HOP]**

The Department Chair is responsible for the overall leadership, management, and administration of the Department, which shall include the following duties and responsibilities:<sup>12</sup>

1. Consulting with and representing the interest of DPA faculty on policies, plans, and procedures that affect the Department;
2. Strategic planning and goal setting aligned with similar efforts at the college/Department and university level;

<sup>10</sup> UTRGV HOP, see ADM---06---303 (p. 1): Appointment --- The school Department Chair or department chair shall be appointed by the dean with the concurrence of the Executive Vice President of Academic Affairs (EVPAA)/EVP for Academic Affairs."

<sup>11</sup> UTRGV H.O.P. Section ADM 06---303.D.4.a.

<sup>12</sup> UTS 182, Sec. 5 and UTRGV H.O.P. Section ADM 06---303.D.5.



3. Promoting faculty development in teaching, research, and public service and, within the limits imposed by administrative duties, providing leadership by example in these activities;
4. Supervising the instructional, scholarly, creative and service activities of the Department, and maintaining and improving their quality;
5. Articulating and implementing University policy within the Department;
6. Ensuring that Department policies and practices are consistent with those of the UTRGV Handbook of Operating Procedures, Rules and Regulations of the Board of Regents, and the U. T. System---wide Policies (UTS Policies).
7. Conveying faculty and program concerns and needs to the COS Dean and upper Administration;
8. Recruiting faculty and students and identifying student constituencies;
9. Guiding and mentoring tenure---track faculty and new hires;
10. Maintaining an environment of collegiality and shared governance;
11. Addressing questions, complaints, grievances, and suggestions from faculty, staff, and students;
12. Promoting the welfare of the university in concert with university vision and strategic goals;
13. Preparing and submitting to the COS Dean personnel evaluations and recommendations associated with appointment, reappointment, non---reappointment, tenure, promotion, and merit for professional and clerical staff;
14. Preparing budget requests and supervising the allocation and expenditure of Department funds;
15. Assessing trends and development within the relevant disciplines and facilitating the development of appropriate new curricula or revising existing curricula as necessary;
16. Developing effective professional relationships with relevant community organizations and agencies and with related academic departments and Departments at other institutions in the State;

17. Representing the Department in meetings with department chairs, university administrators, and faculty;
18. Cooperating and consulting with other academic unit chairs/Department Chairs in the development of co---requisites and interdisciplinary and transdisciplinary courses and programs.
19. Serving as a liaison with relevant professional associations;
20. Monitoring the alignment of University and Department policies, procedures, and standards with those of state and national regulatory and accrediting agencies.
21. Overseeing the preparation, revision, and submission of Department class schedules and faculty class assignments to the COS Dean;
22. The Chair may be assigned additional responsibilities by the COS Dean, Executive Vice President of Academic Affairs (EVPAA)/Vice President for Academic Affairs, or President.
23. Organize and supervise the DPA committees.

The department chair can choose to ask for an associate chair. The associate chair will aid the department chair with duties outlined above. The chair will outline the duties of an associate chair at the time of appointment. The associate chair will serve at the other campus in coordination with the chair to maximize departmental contact.

#### **G. Best practices for electing an Associate Chair and General Election procedure**

- ☐ Proven leadership skills at departmental, college and university level.
- ☐ Accomplished research and scholarship background recognized nationally and internationally.
- ☐ Proven experience in curriculum development and teaching at graduate and undergraduate level.
- ☐ Good understanding of academic and administrative processes at UTRGV, especially with respect to grants and contracts and academic affairs.
- ☐ Proven interest to improve student retention and success and to facilitate and support research for faculty.
- ☐ Clear vision and mission to maintain the high standards of the Physics department with respect to education and research.
- ☐ Interest in stepping up the outreach and recruitment activities to strengthen Physics and COS in general.

The process of the election will be as follows.

- The department chair asks for nominations from all tenure track and tenured faculty members over a period of 7 working days from the date of announcement.
- The nominated candidates are informed and asked to accept or decline their nomination over a period of 3 working days from that date.
- The candidates who accept their nomination will send a statement (no more than one page) to all voting members regarding
  1. qualification and experience
  2. how they see their contribution and leadership experiences fit in the department's and college's mission and vision
  3. how they can help the chair and the faculty members in the department and its relation with the college and the university.
- A vote will be called by the department chair 7 working days since the posting of the statements. The voters can ask questions to the candidate, if any.
- The voting process will consist of the following.
  - The chair will send out an announcement that the voting is open with dates of accepting ballots on both campuses.
  - Ballot boxes will be set up in each campus on an assigned date.
  - All votes will be kept confidential.
  - Designated department staff members will accept the ballots and will record only the name of the voter.
  - Faculty members who cannot vote in person must send their vote to the record-keeper by e-mail, who will record the vote in a *strictly confidential* manner.
  - The votes will be counted and will be reported to the chair along with the list of voters.

The chair will announce the results to the department and inform the Dean to proceed with the appointment.

#### **H. Best practices for Teaching Interactive Televised Classes**

Ideally the instructor teaches from Brownsville and Edinburg in an alternate manner every week. For example, for a MW class, Monday from Brownsville and Wednesday from Edinburg or vice versa. In case of any other frequency of remote campus presence, the information must be clearly conveyed to the students. Resources permitting, an ITV instructor will be provided with a dedicated Teaching Assistant (TA) for 20 hours a week. The TA must be present at the remote campus classroom during the full class time to assist students and classroom needs. The instructor should provide list of topics and/or problems

to the TA who should schedule and conduct weekly Recitation and Tutoring time. The TA should submit time cards to be approved by the supervisor.

The TA should help with grading home works and proctoring exams.

Typical weekly schedule of an ITV class TA is as follows.

Contact hour: 6.0

Remote campus travel: 3.0

Recitation support and tutoring: 3.0

Instructional material support: 2.0

Grading and proctoring: 6.0

Total: 20

## **I. Department Chair Review Procedures<sup>13</sup>**

The Department Chairs may be removed from the administrative position at any time for reasonable cause at the discretion of the COS Dean, and the concurrence of the Executive Vice President of Academic Affairs (EVPAA)/Executive Vice---President for Academic Affairs.

Service as Department Chair is also

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<sup>13</sup> UTRGV H

<sup>14</sup> .O.P. ADM

subject to periodic formal evaluation. There are three separate procedures for initiating

an evaluation of a Department Chair:

1. The Department Chair must undergo an in---depth review process, including input from Department faculty and staff at the beginning of the final year of their term. It is the COS Dean's responsibility to initiate this evaluation process at the appropriate time. The COS Dean may initiate the evaluation of the Department Chair at any time, or at the request of a majority (at least 50%) of all voting eligible Department faculty. The Department Chair is not eligible to participate in the voting on this matter if it pertains to their office. The vote shall be conducted by the Dean.

4. In all of the above cases, the COS Dean in consultation with the voting eligible Department faculty, excluding the Department Chair, shall meet to establish the procedure for the evaluation process, which shall be consistent with the general evaluation procedures for academic administrators in the *Handbook of Operating Procedures*, and transmit them to the Executive Vice President of Academic Affairs (EVPAA). During this meeting, a simple majority (at least 50 %) of the voting eligible DPA faculty will constitute a quorum. The procedure adopted should ensure a high level of participation by the voting eligible Department faculty.

5. The COS Dean shall distribute tabulations of any data collected excluding written comments, in the evaluation process to all voting eligible Department faculty and Executive Vice President of Academic Affairs (EVPAA). The COS Dean shall provide written comments to the Department Chair and Executive Vice President of Academic Affairs (EVPAA) regarding the outcome of the review. The Department Chair may submit a written response of the COS Dean's recommendation.

6. The voting eligible DPA faculty may meet with the COS Dean to discuss the evaluation.

7. The COS Dean will provide a copy of the final recommendation to the Department

Chair, members of the committee and to the Executive Vice President of Academic Affairs (EVPAA).

#### **SECTION IV. DEPARTMENT COMMITTEES**

Department committees consist of standing committees and *ad hoc* committees.

##### **A. Eligibility and Membership**





1. All members of the Department from both campuses are eligible to serve on

appropriate Department committees as allowed under the departmental workload policy.

2. All Department committees, except search and screen committees for Department Chair, shall be appointed by the Chair, unless the chair instructs the committee members to choose a chair within themselves. The Department Chair shall announce the committee members, including Committee Chairs, to the Department at the first Department meeting of each academic year.

### **B. Terms**

The term of service on standing committee is for an academic year.

### **C. Voting by Committees**

Committees are encouraged to strive for consensus, but *in lieu* of consensus committees are to reach decisions by majority vote.

### **D. Committee Charge**

All standing committees shall be officially charged by the Department Chair no later than

September 30<sup>th</sup> of each academic year with a list of assigned tasks and responsibilities, a schedule for completing those tasks and responsibilities, notwithstanding those standing committees may initiate proposals or consider proposals from any member of the Department. Balanced committees involving members from both campuses will be charged by the Chair.

### **E. Standing Committees**

The Department shall have the following standing committees:

#### **1. Personnel Committee(s): (a) Committee for T&P and Post---tenure and (b) Committee for Annual Review.**

a. 1(a) must have all tenured full professors as members. 1(b) may have both Tenured Associate and Full Professors as serving members. Evaluations by the Personnel Committee shall be conducted in accordance with UTRGV Handbook of Operating Procedures ADM 06-- 502<sup>14</sup> and the *DPA Evaluation Criteria and Standards for Tenure and Promotion, Including Post---Tenure Review*.<sup>15</sup>

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<sup>14</sup> University of Texas Rio Grande Valley, *Handbook of Operating Procedures*, see, <http://www.utrgv.edu/hop/handbook/index.htm>.

<sup>15</sup> Approved by DPA on XXX, 2016. By reference, this document is incorporated into the By---Laws and may only be amended under the terms established in the By---Laws.

c. All tenured and tenure---track faculty with an at least 51% appointment in DPA shall be evaluated for tenure, promotion, and post---tenure performance at the appropriate time in accordance with UTRGV Handbook of Operating Procedures ADM 06---504 and ADM 06---505<sup>16</sup> and the *DPA Evaluation Criteria and Standards for Tenure and Promotion, Including Post---Tenure Review*.

d. The Department Personnel Committees shall be comprised of no fewer than five tenured faculty members.

e. Two elected tenured full professors of the department will represent the department at the college personnel committee.

## **2. Graduate Committee**

a. The Graduate Committee shall review student applications for under the Department's jurisdiction. The graduate committee shall be responsible for reviewing all curriculum proposals at the Department level, including proposals for new courses, proposals to terminate courses, proposals to teach special topics courses, and proposals for new or revised degree programs and requirements. The Committee shall submit its recommendations to the Department Chair.

b. The Graduate Committee shall be composed of at least five voting eligible faculty members.

c. The department chair will assign additional charge to the graduate committee at the beginning of the academic year in alignment of the department's goals and vision.

d. The Chair of the Graduate Committee shall present all curriculum proposals approved by the Department Chair to the University Graduate Committee (UGC/Graduate Council) and shall be responsible for submitting and securing the required approvals at other levels of the University.

## **3. Undergraduate Curriculum Committee**

a. The Undergraduate Curriculum Committee shall be responsible for reviewing all curriculum proposals at the Department level, including proposals for new courses,

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<sup>16</sup> UTRGV, *Handbook of Operating Procedures*, see, <http://www.utrgv.edu/hop/handbook/index.htm>.

proposals to terminate courses, proposals to teach special topics courses, and proposals for new or revised degree programs and requirements. The Curriculum Committee shall submit any recommendations to the Department Chair, who will open it to the department for discussion and approval by the voting eligible members of the Department.

b. The Curriculum Committee shall be composed of at least five tenured and tenure---track members of the Department. The committee's composition may be supplemented by full---time lecturers of the Department, in an advisory role only.

c. The Chair of the Curriculum Committee shall present all curriculum proposals approved by the Department to the University Curriculum Committee (UCC/Graduate Council) and shall be responsible for submitting and securing the required approvals at other levels of the University.

d. The department chair will assign additional charge to the undergraduate committee at the beginning of the academic year in alignment of the department's goals and vision.

#### **F. The evaluation and promotion criteria**

See all approved departmental evaluation documents.

#### **G. Ad Hoc Committees and Taskforce**

1a. Ad Hoc Committees shall be created on an as---needed basis and shall exist until they have completed their charge or assigned task(s) unless a specific date for termination is established by a vote of the Department Meeting or by the Department Chair at the time the committee is established.

1b. Whenever applicable, the department chair may appoint an advisory council. The advisory council may address issues raised by department faculty members that do not fall in the range of responsibilities of any other committee.

#### **2. Faculty Search and Screen Committee(s).**

a. Faculty search and screen committees are *ad hoc* committees convened for the purpose of conducting one or more searches for new DPA faculty members. Faculty search and screen committees shall be selected and operate in accordance with the UTRGV *Handbook of Operating Procedures* and the UTRGV *Faculty Recruitment Manual*.<sup>17</sup>

<sup>17</sup> University of Texas Rio Grande Valley, Division of Academic Affairs, *Faculty Recruitment Manual*, see,



b. All search and screen committees in DPA shall include at least one voting---eligible member of the Department, where possible, whose primary field is related to the position being searched by the Department.

#### **H. Instructional Laboratories**

Management of the instructional laboratories is done jointly by the Laboratory Supervisors and the departmental Instructional Laboratory Committee. All instructors including Teaching Assistants must abide by the rules and regulations distributed at the beginning of the semester orientation. The committee will review and revise the laboratory manuals periodically and work closely with the laboratory supervisors in implementing the changes. The laboratory supervisors will in turn will assist the instructors with all technical needs.

#### **I. Faculty Senate**

The Faculty Senate representative(s) shall be elected by the voting faculty of the Department. The representative(s) shall report to all members of the faculty in the Department the activities of the Faculty Senate following each meeting.

If the distribution of DPA representatives on The University of Texas Rio Grande Valley Faculty Senate allows the DPA to elect two or more representatives to the Faculty Senate then at least one of the Department's elected Faculty Senate representatives shall be from one of the other campuses with four or more faculty members.

#### **SECTION V. RATIFICATION AND AMENDMENT**

1. Ratification. The By---Laws will become effective immediately when approved by vote by a two---thirds (2/3) majority of eligible voters.

2. Amendments:

a. Any voting---eligible member of the Department can propose an amendment to the By---Laws.

b. Proposed amendments may be submitted in writing to any Department Meeting.

c. At least 20 working days must elapse between the proposing of a By---Law amendment to the Department and a vote on that amendment by the Department.

d. An amendment shall pass with a two---thirds (2/3) vote of all voting eligible members of the Department. An amendment will be repealed if at least 75 % of the voting members from one campus vote against.

3. Transparency. The most up---to---date DPA By---Laws shall be available on the Department's website within 10 working days of their approval or the approval of any amendments.