

# BYLAWS OF MATERIALS SCIENCE AND ENGINEERING

This version formatted, compiled, and revised by JCN – Accurate as of 4/20/2021  
Voted and Approved by the Faculty on October 2019

## Article I. Definition of Faculty

The word Faculty shall be used to designate the collection of members in the Department of Materials Science and Engineering who hold faculty status according to the University of Florida Constitution/Bylaws. The Department shall be used to designate the Department of Materials Science and Engineering.

### Section 1. Faculty members – Definition of those with voting rights.

- A. Tenured faculty Members of the Department who hold a tenured position shall be designated voting tenured faculty members. These members shall be designated Tenured in these bylaws.
- B. Tenure-track faculty members of the Department who hold a tenure track position shall be designated voting tenure-track faculty members in these bylaws.
- C. Joint faculty members of the Department who are either tenured or hold a tenure track position in another department may be made voting tenured/tenure-track faculty members by a 2/3 majority vote of the eligible tenured/tenure-track voting faculty members. These members shall be designated voting tenured/tenure-track faculty members in these bylaws.
- D. Faculty members of the Department who hold a non-tenure track university faculty appointment in the Department may be made voting non-tenure track faculty members by a 2/3 majority vote of the eligible voting tenured/tenure-track faculty members. These members shall be designated voting research faculty members in these bylaws. The voting rights of voting non-tenure track faculty members are renewable each academic year by a majority vote of the eligible voting tenured/tenure-track faculty members.
- E. Emeritus faculty members may be made voting emeritus faculty members by a 2/3 majority vote of the eligible voting tenured/tenure-track faculty members. These members shall be designated voting Emeritus faculty members in these bylaws. The voting rights of voting Emeritus faculty members are renewable each academic year by majority vote of the eligible voting tenured/tenure-track faculty members.
- F. Any voting faculty members may request temporary status as non-voting faculty members.

### Section 2. Department faculty members – Definition of those with non-voting rights.

- A. Other faculty members of the Department not included in Section 1 of Article I will be non-voting faculty members.

### Section 3. Faculty members of the Department – Definition of those with Affiliate status.

- A. Affiliate faculty status may be granted as described in Article IX of these bylaws.
- B. Affiliate faculty status does not grant the right to attend faculty meetings or vote in the Department.

## Article II. Faculty meetings

### Section 1. Attendance

- A. Attendance is open to voting and non-voting faculty members and Department members other than restricted by these bylaws.
- B. Attendance of individuals outside of the Faculty is by invitation from the Department chair or a majority of the Faculty for individual meetings.
- C. Attendance of other individuals is by invitation from the Department chair or a majority of the Faculty for individual meetings.
- D. Faculty meetings serving a specific service as defined by the UF Constitution, such as, but not limited to, tenure and promotion, can only be attended by persons as specified in the UF Constitution.

### Section 2. Procedures

- A. Faculty meetings

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- a. Faculty meeting shall be held normally at least once during each calendar month of the academic year.
  - b. Special faculty meetings can be called by the Department Chair or a minimum of five voting faculty members with a minimum of three business days prior notice to the faculty.
- B. Faculty meeting rules
- a. A Faculty meeting may be held if a quorum is present.
    - i. A quorum is present when at least one-half of the eligible voting faculty members are present.
  - b. In the conduct of its business, Faculty meetings shall be guided by the customary rules of parliamentary procedure, insofar as these are not modified by the provisions of the Constitution of the University of Florida or the Bylaws of the Senate or the Bylaws of the Department.
  - c. In cases of dispute, recourse shall be to the current edition of Robert's Rules of Order available.
    - i. Hardcopy shall be maintained and made available by the Department Chair.
    - ii. The most current electronic version, as provided at the UF Library website, can be substituted in the absence of a hard copy.
    - iii. Disputes on interpretation of bylaws and rules shall be directed by the Bylaws committee for a ruling by the UF Office of General Counsel.

### Section 3. Voting

Votes on departmental policy, procedure, and recommendations for hire will be handled according to the following policies and procedures.

- A. Majority
  - a. A simple majority is defined as greater than one-half of the eligible voting members of the Faculty.
  - b. A two-thirds majority is defined as equal to or greater than two-thirds of the designated eligible voting faculty members.
- B. Promotion and tenure
  - a. Voting will be conducted according to the University of Florida Constitution, which at the time of the adoption of these bylaws, read as follows:
    - “...The department chair or administrator of the academic department or unit concerned shall obtain the votes of the tenured members of the department or unit by a secret ballot... Only faculty with tenure may participate in the (tenure) assessment... Only those faculty holding rank superior to that of the candidate may participate in the (promotion) assessment... The department chair or administrator of the academic department or unit concerned shall obtain the votes of the individual faculty members of the department or unit holding rank superior to that of the candidate for promotion...”*
- C. Recommendations for employment as a member of the Faculty
  - a. Recommendation for employment as a member of the Faculty shall be discussed at a meeting of the faculty prior to voting.
  - b. Recommendations for appointments to the faculty as tenured and tenure-track appointments shall require a 2/3 majority of the eligible voting tenured/tenure track faculty members.
  - c. Recommendations for appointments to the Faculty other than tenured and tenure-track shall require a 2/3 majority of the eligible voting faculty members.
- D. Amendments and changes to these bylaws
  - a. Amendments and changes to these bylaws may be recommended by faculty members to the Bylaws committee for consideration.
  - b. A meeting of the faculty will be held to discuss the amendments or changes to these Bylaws in the Department at least two weeks prior to a vote on the proposed changes.
  - c. All amendments and changes to these bylaws shall be communicated to the faculty in writing at least two weeks prior to a vote on the proposed changes.
  - d. All changes to these bylaws shall require approval by 2/3 of the eligible voting tenured/tenure-track faculty members.
- E. All other matters

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- a. All other matters must be approved by a simple majority of the eligible voting faculty members.
  - F. Roster of the Faculty
    - a. A list of members of the Faculty including their rank in the Department shall be maintained by the Department Chair.
    - b. A list of the members of the Faculty including their voting status shall be published on or before the First Day of Classes of each academic semester.
    - c. The Department Chair shall present for a vote by the faculty, each academic year, a list of all faculty members seeking renewal of their status under Article I.

#### **Section 4. Voting procedures**

Votes on departmental policy, procedure, and recommendations for Faculty employment will be decided under the following conditions:

- A. Voting in faculty meetings
  - a. Show of hands of eligible voting faculty members can be used for balloting on all matters other than hiring, tenure, or promotion, which require an electronic vote.
  - b. Electronic voting can be used in the absence of quorum of eligible voting faculty members at the meeting.
- B. Electronic Voting
  - a. Electronic votes will be handled in a manner entailing a formal written posting of the motion and electronic submission of individual votes by the eligible voting faculty members.
  - b. All votes shall be cast within 72 hours of the posting.
  - c. Tallies cannot be made before the expiration of this voting period.

### **Article III. Tenure and promotion criteria for tenure track faculty**

The Department of Materials Science and Engineering criteria statement is as follows: As a major unit of the College of Engineering of the University of Florida, the Department of Materials Science and Engineering pursues the same mission as the University and the College, and promotes excellence in teaching, research, and service.

#### **Section 1. Criteria for Tenure and Promotion of Tenure Track Faculty**

Evaluation of faculty for promotion and tenure focuses on performance in the areas of teaching, research, and service.

- A. To be recommended for tenure or promotion to Associate Professor, a member of the Faculty is expected to have an outstanding record in two of these areas. Since the principal responsibilities of each department are teaching and research, performance in these areas is emphasized unless the candidate's service contributions are extraordinary in significance, impact, and visibility. Service to the public school sector is considered important and will be considered in the evaluation process. Evidence of teaching effectiveness, success in securing funded research, publications in scholarly journals, honors and awards, national recognition, Ph.D. production, and potential for long-term success will be taken into consideration. Metrics for use in the evaluation of tenure track Faculty are given in Article III Section 2. In addition to the metrics listed, external letters of evaluation shall be considered for promotion.
- B. For promotion to Professor, the candidate must have established a distinguished record in his/her field with evidence of national and international recognition. He/she must have excelled in teaching, research, and service to the profession at both national and international levels. The quality as well as the quantity of technical and educational contributions will be judged. Metrics for use in the evaluation of tenure track Faculty are given in Article III Section 2. In addition to the metrics listed, external letters of evaluation shall be considered for promotion.
- C. The departmental process for Tenure and Promotion will follow the updated procedures and timeline provided annually by the College of Engineering.

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**Section 2. Metrics for Use in the Evaluation of Tenure Track Faculty**

The following are examples of activities and accomplishments that can be considered for evaluation of faculty:

- A. Research:
  - a. Peer Reviewed Publications
    - i. Journal Papers
      - 1. Quality of Journal
      - 2. Quality of Paper
      - 3. Contribution to paper
      - 4. Number of Papers
    - ii. Papers in conference proceedings and other refereed volumes
      - 1. Conference Quality
      - 2. Quality of Paper
      - 3. Contribution to paper
      - 4. Number of Papers
  - b. Not peer reviewed Publications – Number and Quality
    - i. Advanced level books, texts, and monographs
    - ii. Patents and copyrights
    - iii. Conference papers
    - iv. Other scholarly works
  - c. Originality and relevance of research
    - i. Citation indices generated by ISI and Google Scholar without self-citations
    - ii. Paper Awards
  - d. Recognition and stature in profession
    - i. Awards, Fellowships, etc.
    - ii. Invited talks, Keynote talks
    - iii. Other honors
  - e. Research funding
    - i. Source and type of review
    - ii. Amount
    - iii. Overhead Generated
  - f. Graduate student supervision
    - i. Number and quality of Ph.D supervised/graduated
    - ii. Number and quality of Engineer supervised/graduated
    - iii. Number and quality of M.S. supervised/graduated
    - iv. Student placement
- B. Teaching:
  - a. Evaluations
    - i. Student
    - ii. Peer
    - iii. Awards
  - b. Level of Effort
    - i. Class size
    - ii. Updating of course content
    - iii. Laboratory/facilities development
    - iv. Introduction of new approaches and new initiatives
  - c. Effectiveness
    - i. Letters from Students
    - ii. Exit and Alumni Survey Data
    - iii. Peer Input
  - d. Innovation
    - i. New course development
    - ii. Undergraduate and beginning graduate textbook publication
    - iii. Other teaching related materials, tools or content
  - e. Extramural Funding
    - i. Source and type

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- ii. Type of review
  - iii. Overhead Generated
- C. Service:
- a. Teaching
    - i. Professional education
    - ii. Educational research
    - iii. Non-traditional teaching
    - iv. Outreach activities
  - b. Editorial Activities
    - i. Journals
    - ii. Conference Proceedings
    - iii. Manuals
    - iv. Codes
    - v. Non-traditional media
  - c. External service recognition, commendations, awards
    - i. Meeting Organizer
    - ii. Symposium organizer/chair
    - iii. Session chair
    - iv. Reviewer
  - d. Exceptional internal service activities with the potential for significant institutional impact, for example research organization / leadership
  - e. Professional Service
    - i. Mentoring
    - ii. Advisor to student society
    - iii. Member, Chair, or Officer of professional committees or societies
    - iv. Other service activities
  - f. Coordination of teaching or research programs

### **Section 3. Mentoring During Tenure Probationary Period**

The department will establish a mentoring program for faculty during their tenure probationary period. The program will include consultation assessing the member of the Faculty's progress toward tenure. No mentors will be required to provide written assessments. The criteria and metrics described in previous sections will be used to advise faculty concerning their performance.

### **Section 4. Mid-tenure Review**

During March or April of the third year of the probationary period, members of the Faculty will participate in a special midterm review. The purpose of this review shall be to assess the member's progress toward meeting the criteria for tenure and to provide thoughtful and constructive guidance to assist the member in fulfilling the tenure criteria. Members of the Faculty undergoing this review must prepare a packet using the current tenure template, but without the external letters of evaluation. The department Tenure & Promotion Committee shall review packets and meet with the department chair to assess whether the member of the Faculty is making satisfactory progress toward tenure, according to the criteria described in previous sections, and at a rate appropriate for a member of the Faculty in their third year. The appraisal process shall be confidential. Results of the evaluation shall not be placed in the member's evaluation file. Results of the evaluation shall not be included in the subsequent tenure packet and shall not be used in any way in any future evaluation of the member of the Faculty for tenure.

### **Section 5. Sustained Performance Evaluation of Tenured Faculty**

The department Tenure and Promotion Committee will participate in the sustained performance evaluations of tenured faculty.

**Article IV. Merit raise criteria for tenure track faculty****Section 1. Purpose of Merit Based Pay Raises**

Pay raises based on merit may be used to promote and further various goals of the Department of Materials Science and Engineering, including:

- A. Advance departmental mission
- B. Improve the quality of department programs
- C. Recognize and reward meritorious performance and sustained excellence of faculty
- D. Promote retention of the most valuable and productive faculty
- E. Improve faculty morale
- F. Provide incentives for future faculty efforts
- G. Improve department reputation in national surveys

**Section 2. Criteria for Award of Merit Pay Raises**

The Faculty has approved a merit raise formula that is used to rank the productivity of each member of the Faculty for any given year. The pool of money available for merit raises is then given out in 'shares'. The number of shares each member of the Faculty receives is determined through the following formula, where each member of the Faculty generates a merit raise factor based on the year's work. Depending on the availability of funds and deviation of the merit raise factor, each member of the Faculty will qualify for 0.5, 1.0, 1.5, or 2.0 shares of the merit raise pool depending on which quartile of productivity they achieve. This value of a share of raise is determined by taking the total number of shares to be distributed from this process. This accounts for 70% of the total number of shares. The final 30% of the shares are allocated to the chair for distribution to the faculty based on her/his discretion. The total dollar value of the raise pool is then divided by the total number of shares to be distributed to arrive at the share value. The chair then allocates this share value to each member of the Faculty and distributes the 30% of the discretionary shares.

$$A. \text{ Merit Raise Factor} = \sum_i \left( \frac{N_i}{X_i} \right) IF_i$$

$$= \left( \frac{N_P}{X_P} \right) (1) + \left( \frac{N_G}{X_G} \right) (1) + \left( \frac{N_S}{X_S} \right) (1) + \left( \frac{N_D}{X_D} \right) (0.5) + \left( \frac{N_A}{X_A} \right) (0.5) + \left( \frac{N_C}{X_C} \right) (0.5) + \left( \frac{N_E}{X_E} \right) (0.5) + \left( \frac{N_S}{X_S} \right) (0.5)$$

## B. Definition of terms:

IF<sub>i</sub> = Impact factor per category (weights between 0 and 1)

N<sub>i</sub> = Number contributed by the individual faculty in the i<sup>th</sup> category.

X<sub>i</sub> = Departmental mean in the i<sup>th</sup> category.

Categories:

P = Weighted Publication Value (Journal Articles = 1, Book, Editor or Chapter = 3, Book, Author = 10)

G = Graduate students supervised

A = Awards

\$ = External contract/grant research support generated

D = PhD students graduated

C = National Committees

E = Editorial board

S = Organize symposia, present invited, plenary or keynote talks

**Article V. Market equity raise criteria**

An individual member of the Faculty may make a request to the department chair to have his/her salary reviewed for consideration of a market equity increase. The chair will assign the review to the departmental Compensation Committee. The committee will compare the member of the Faculty's salary with the University of Florida designated salary survey, e.g., Oklahoma State University Salary Survey, and consider such factors as the member of the Faculty's value and productivity to the department in developing a recommendation. The committee's recommendation will be sent to the chair. The Chair will evaluate the committee's recommendation and make a decision regarding the recommendation.

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**Article VI. Annual performance evaluation criteria**

Performance evaluations are intended to communicate to a member of the Faculty a qualitative assessment of that member of the Faculty's performance of assigned duties by providing written constructive feedback that will assist in improving the member of the Faculty's performance and expertise. Faculty shall be evaluated according to the approved standards and procedures that were in place prior to the beginning of the evaluation period. The member of the Faculty's annual evaluation shall also consider, where appropriate and available, information from the following sources: immediate supervisor, peers, students, member of the Faculty/self, other university officials who have responsibility for supervision of the member of the Faculty, and individuals to whom the member of the Faculty may be responsible in the course of a service assignment. Any materials to be used in the evaluation process submitted by persons other than the member of the Faculty shall be shown to the member of the Faculty, who may attach a written response.

**Section 1. University Level Criteria**

The annual performance evaluation shall be based upon assigned duties, and shall carefully consider the nature of the assignments and quality of the performance in terms, where applicable, of:

- A. Teaching effectiveness, including effectiveness in presenting knowledge, information, and ideas by means or methods such as lecture, discussion, assignment and recitation, demonstration, laboratory exercise, practical experience, student evaluations, assessment of and engagement with student work, and direct consultation with students.
  - a. The evaluation shall include consideration of effectiveness in presenting knowledge and skills, and effectiveness in stimulating students' critical thinking and/or creative abilities, the development or revision of curriculum and course structure, and adherence to accepted standards of professional behavior in meeting responsibilities to students.
  - b. The evaluation shall include consideration of other assigned university teaching duties, such as advising, counseling, supervision of interns, or duties of the position held by the member of the Faculty.
  - c. The evaluator shall take into account any relevant materials submitted by the member of the Faculty such as class notes, syllabi, student exams and assignments, a member's teaching portfolio, results of peer evaluations of teaching, and any other materials relevant to the member's instructional assignment.
  - d. The chair shall consider all information available in forming an assessment of the member's teaching effectiveness.
- B. Contribution to the discovery of new knowledge, development of new educational techniques, and other forms of research/scholarship/creative activity.
  - a. Evidence of research/scholarship/creative activity, either print or electronic, shall include, but not be limited to, published books, chapters in books; articles and papers in professional journals; papers presented at meetings of professional societies; reviews, and research and creative activity that has not yet resulted in publication, display or performance.
  - b. The evaluation shall include consideration of the quality and quantity of the member's research/scholarship and other creative programs and contributions during the evaluation period, and recognition by the academic or professional community of what has been accomplished.
- C. Service within the university and public service that extends professional or discipline- related contributions to the community; the State, including public schools; and the national and international community. Such service includes contributions to scholarly and professional conferences and organizations and positions on governmental boards, agencies, and commissions that are beneficial to such groups and individuals.
  - a. Participation in the governance processes of the institution through significant service on committees, councils, and senates, and the member of the Faculty's contributions to the governance of the institution through participation in regular departmental or college meetings.
  - b. Other assigned university duties, such as advising, counseling, supervision of interns, and academic administration, or as described in a Position Description, if any, of the position held by the member of the Faculty.

**Section 2. Departmental Clarification of University Criteria**

Faculty in the Department of Materials Science and Engineering shall be evaluated annually according to the criteria listed in Section 2 of Article III, and rated as either Satisfactory or Unsatisfactory in Teaching, Research, and Service based on their performance in each of those areas. Their overall rating of Satisfactory or Unsatisfactory will be based upon consideration of their assignment and their rating in each of the three primary categories. Typically, the period over which a member of the Faculty's performance is evaluated is the preceding year. However, the department may allow for an evaluation period for research/scholarship/creative activity of up to 3 years.

Examples of Satisfactory Performance in each of the three primary categories are given below. These are not intended to be inclusive; they are merely examples. These metrics, in addition to those listed in Section 2 of Article III, shall be considered for the annual performance evaluation.

**A. Research:****a. Satisfactory**

- i. Publications in high quality, peer reviewed journals or prestigious conference proceedings at a rate in keeping with departmental averages.
- ii. Participation in conferences through contributed or invited presentations by faculty and/or their students.
- iii. Research funding at a level appropriate to the discipline and adequate to fund a vibrant research program including support of graduate students.
- iv. Supervision of a number of Ph.D. students in keeping with the departmental average.

**b. Unsatisfactory**

- i. Publications in poor quality journals or conference proceedings or in high quality venues but at a rate well below departmental averages
- ii. Little or no participation in conferences through contributed or invited presentations by faculty and/or their students.
- iii. Little or no research funding or poor proposal generation rate
- d. Supervision of few or no Ph.D. students.

**B. Teaching:****a. Satisfactory****i. Evaluations**

1. Student evaluations near or above departmental averages and/or
2. Other positive feedback from students, e.g. during exit interviews and/or
3. Awards for excellence in teaching and/or
4. Satisfactory peer evaluation from observation and analysis arranged by dept. chair

**ii. Level of Effort**

1. Course content kept up to date.
2. Introduction of new approaches and new initiatives in existing courses or development of new courses.
3. Timely fulfillment of ABET assessment requirements.

**b. Unsatisfactory****i. Evaluations**

1. Student evaluations well below departmental averages and/or
2. Other negative feedback from students, e.g. during exit interviews

**ii. Level of Effort**

1. Course content not kept up to date
2. Lack of introduction of new approaches and new initiatives in existing courses and no development of new courses
3. Late or incomplete reporting of assigned ABET assessments

**C. Service:****a. Satisfactory**

- i. Service to profession through participation as member or chair of professional or technical committee.
- ii. Editor or Associate Editor of Archival Journal.

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- iii. Service to department, college, or university through participation in faculty meetings and departmental, college or university committees.
  - b. Unsatisfactory
    - i. No service to the profession.
    - ii. Poor performance of duties as member of department, college, or university committees.

## **Article VII. Promotion criteria for non-tenure track faculty**

### **Section 1. Engineer Series**

Evaluation of in the Engineer Series for promotion is generally focused primarily on performance in service. Performance in either teaching or research may also be considered depending upon the member's assignment. Engineer Series faculty are expected to excel in their assigned areas. The quality of performance must be consistent with that of the Professional Series for the equivalent rank taking the more applied nature of the research into account. In this track, research is usually considered to be related to professional activities and applied research. Areas like professional education, educational research, applied research, and non-traditional teaching (short courses, professional development, etc.) are to be considered as well. The percentage assignment of their duties must be taken into consideration. Metrics such as those given in Section 2 Article III consistent with their assignment can be used in their evaluation.

### **Section 2. Research Scientist Series**

Evaluation of member of the Research Scientist Series for promotion is generally limited to performance in research. If service or teaching activities are part of the member's assignment, they must also be included in the evaluation. Performance in research is the driver for promotion and salary decisions, however, and faculty are expected to excel in research. The quality of their research performance must be consistent with that of the Professorial Series for the equivalent rank. Metrics such as those given in Section 2 Article III consistent with their assignment can be used in their evaluation.

### **Section 3. Lecturer Series**

Evaluation for promotion in the Lecturer series is primarily for members Department involved in teaching, thus promotion in the lecturer track requires demonstrating excellence in teaching. Performance in service or research may also be considered depending on the faculty assignment. Teaching is evaluated in three areas: teaching quality, innovation in approaches to enhance student learning and professional development. Service is evaluated on quality and benefit to the goals of the department, college, and university. Metrics such as those given in Section 2 Article III consistent with their assignment can be used in their evaluation.

## **Article VIII. Merit raise criteria for non-tenure track faculty**

### **Section 1. Purpose of Merit Based Pay Raises**

Pay raises based on merit may be used to promote and further various goals of the Department of Materials Science and Engineering, including:

- A. Advance departmental mission
- B. Improve the quality of department programs
- C. Recognize and reward meritorious performance and sustained excellence of Faculty
- D. Promote retention of the most valuable and productive faculty
- E. Improve faculty morale
- F. Provide incentives for future faculty efforts
- G. Improve department reputation in national surveys

### **Section 2. Criteria for Award of Merit Pay Raises**

- A. Merit-based pay raises should be based on the quality and quantity of activities of the Faculty with regard to assigned responsibilities. Merit-based raises should generally reflect a continuous trend of productivity and excellence over a period of several years, as opposed to being based on achievements during a single academic year. Merit evaluations should be based on standardized activity reports submitted by the member of the Faculty over the evaluation period, which will serve

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as the member of the Faculty 'case for merit'. In addition, merit deliberations may also consider other formal documents prepared during the evaluation period such as promotion folders including external letters, and recent memoranda of understanding written by the chair following an extended discussion with the member of the Faculty.

- B. The same metrics described in Section 2 Article III should be used by the department to determine meritorious performance. The relative importance of the metrics will vary among the ranks. Members of the Faculty in the Research scientist track, for example will be evaluated using the Research criteria, while those in the Lecturer track will be judged using the Teaching criteria. Those members of the Faculty whose assignments encompass more than one area will be evaluated using the relevant metrics.

## **Article IX. Courtesy and affiliate appointments**

The MSE Department should be expansive and welcoming of affiliated Faculty. The rationale begins with the inherent multidisciplinary nature of the materials and nuclear science and engineering fields, and the need to communicate and collaborate across disciplines and departments with faculty who are engaged in materials and nuclear science and engineering research. It continues with the furtherance of collaborative research and engagement in pedagogical activity, such as graduate mentorship and teaching.

### **Section 1. Types of Appointments**

Based on UF's official Faculty Appointment Categories, the status as affiliated or courtesy faculty in the MSE department can be formalized through appointments provided to UF and non-UF employees. The MSE Department offers two types of appointments\*

- A. Affiliate with MSE Graduate Faculty Status. Applies to all qualified UF Faculty holding Graduate Faculty status with appointments in other departments or units.
- B. Courtesy with MSE Graduate Faculty Status. Applies to qualified individuals holding Graduate Faculty status who do not have employment with UF.

### **Section 2. Appointment Period**

Receiving an Affiliate or Courtesy Appointment with Graduate Faculty Status in the MSE Department implies that the recipient (to be named affiliated Faculty in this document) has expertise and ongoing activity in science and/or engineering components within the broad material and/or nuclear fields. Therefore, to verify this requirement, appointments are reevaluated/renewed every two years.

### **Section 3. Graduate Faculty Status Requirement**

Affiliated Faculty must have MSE or NE Graduate Faculty status. Graduate Faculty status requires approval by departmental ballot. Voting for the Graduate Faculty status appointment will follow the policy guidelines by the Graduate School. MSE Graduate Faculty status allows the affiliated Faculty to serve on the committee of MSE or NE graduate students as an internal member or co-Chair. MSE and NE Graduate Faculty status is restricted to those who have demonstrated the ability to advise on both the science and engineering aspects of a thesis or dissertation and their intersection. Faculty without this status do have options for co-advisement with MSE and NE faculty and serving on committees of MSE and NE students as external members, so long as they are a member of the Graduate faculty in another department or unit.

### **Section 4. Membership**

The Chair of the department will present an updated list of the active affiliated Faculty in the first faculty meeting of the fall semesters. As needed, new appointments and renewals will be presented for a vote. The updated list will be posted and maintained on the MSE website.

### **Section 5. Duties and Responsibilities of MSE/NE Affiliated Faculty**

The MSE department strives to generate a collaborative and mutually beneficial relationship for our Affiliate/Courtesy members with MSE/NE Graduate Faculty Status. Thus, there are benefits and responsibilities associated with joining our department.

- A. General responsibilities:

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- a. Agreement to give a department seminar and/or guest lecture on a primary MSE/NE course (undergraduate or graduate) at an appropriate date (the seminar and/or guest lecture should be based on a relevant topic of interest to MSE/NE students and faculty).
  - b. Maintenance of a current web page for linking with the MSE homepage
  - c. Submission of CV to the MSE Department every two years.
  - d. Informing the MSE Department of all MSE/NE-related topic courses the faculty member is teaching in their home department
  - e. Maintain close communication with the MSE Academic Services Office to ensure that all academic procedures and schedules of the MSE/NE graduate students advised are being followed.
  - f. Submission of a Courtesy Appointment Activity Summary every two years, by July 31<sup>st</sup>.
- B. Graduate Committee Membership: Per UF Graduate School guidelines, faculty that have Graduate Faculty Status in any department at UF may serve as a counted member on a Ph.D. or Masters committee and consequently they can no longer serve as an External member and may only be counted as a general member of the committee.
- C. Chair of Graduate Committees Courtesy Faculty appointees (of both Courtesy and Affiliate types) with Graduate Status may serve as the Chair of a graduate committee (doctoral or MS), provided the committee has a co-Chair that is a member of the Primary MSE/NE faculty. These faculty must also provide funding/sponsorship directly to a MSE/NE student.
- D. MSE Internal Affairs Courtesy Faculty appointees (of both Courtesy and Affiliate types) do not have voting rights in the department; however, they may attend the general business portions of MSE faculty meetings. They may use the Affiliate or Courtesy title on correspondence and CVs.

### **Section 6. Appointment Procedures**

- A. Requirements: To apply for Affiliate or Courtesy Graduate Faculty Status in MSE, the following requirements must be met:
- a. Election of Appointment to MSE Graduate Faculty Status: Election to the MSE Graduate Faculty Status is distinct from Affiliate status and requires a separate vote. MSE Graduate Faculty Status is a prerequisite for applying for affiliate or courtesy appointment. The status is expected to be granted only if there is a recognized need from MSE in order to serve on student committees as internal member or co-Chair. Therefore, the candidate should demonstrate strong involvement in graduate student supervision (e.g. serving on committees) shortly upon appointment.
  - b. Designation of status (Affiliate or Courtesy). The determination of designation is based on the faculty status of the applicant at the University of Florida. Individuals who are not classified as faculty at the University of Florida are not eligible for Affiliate status in any department in the University of Florida.
  - c. Demonstration of significant recent activity in the fields of Materials Science and Engineering and/or Nuclear Science and Engineering. Examples of this include:
    - i. Publication in MSE/NE journals
    - ii. Significant research activity in MSE/NE areas
    - iii. Guest lecturing in courses within the current MSE/NE curriculum.
    - iv. Collaboration with MSE Primary Faculty
    - v. Co-advising a MSE/NE graduate student
    - vi. Advising a non-MSE/NE student whose work is within the realm of MSE/NE, particularly that resulting in MSE/NE conference or journal publications
    - vii. Service on MSE department committee or national committees of MSE/NE organizations
  - d. A Sponsor who is a Primary member of the MSE Faculty: To apply for affiliate or courtesy appointment, the candidate must have an official sponsor from a faculty member with primary appointment in the MSE department. This sponsor will serve to submit the paperwork to the Department Chair, discuss the application package with the faculty at a department faculty meeting, and serve as the affiliated faculty member's champion during the general faculty vote.
- B. Application: To apply for affiliate or courtesy appointment with graduate faculty status, the candidate must submit an application. The applicant should submit this to their MSE/NE Sponsor for review. The application must include the following:
- a. Designation of Status-type: Affiliate with graduate faculty status or courtesy with graduate faculty status

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- b. Outline of Scholarly Activity: Applicants should submit a CV that demonstrates significant activity in the MSE and/or NE fields of engineering. This activity may be evidenced by, for example, publications in MSE/NE journals, research collaborations with MSE colleagues, co- advising of MSE/NE graduate students (either at UF or previous institutions), and/or MSE/NE industry experience. In addition to research activity, involvement in teaching and graduate advisement should be clearly presented within the CV.
  - c. Summary of Motivation and Future Involvement: A brief summary outlining the motivation for seeking this appointment, as well as plans for future involvement in the department if/once this appointment is approved. These plans may include specific information on planned research collaborations with primary MSE/NE faculty, student co-supervision, and/or proposed contributions to lectures within the current MSE/NE curriculum.
  - d. Current Involvement in MSE/NE Graduate Students: Candidates should also include a brief summary of their involvement with MSE/NE Graduate Students to date.
- C. Review Procedure: Following the submission of the application to the MSE/NE Primary Faculty Sponsor, the Sponsor will then forward this to the Department Chair. All Courtesy appointments will be reviewed by the Department Tenure and Promotion Committee and a recommendation will be put to the faculty for or against appointment, who will then vote on the appointment. The MSE faculty sponsor will have the opportunity to present a case for the candidate before a vote is taken. General faculty votes must be > 80% (of those present at the meeting at which the candidate is proposed) in favor of the appointment to be approved. Votes on Affiliate or Courtesy Status and MSE Graduate Faculty Status will be conducted separately. Both votes must pass in order for the appointment to move forward.
- D. Vote Outcome: Upon final approval by the MSE Department Chair, HWCOE, and Graduate School, the candidate will receive official, written notification from the MSE Department Chair.
- a. Within the first month of appointment, the affiliated faculty should contact the Department Chair to provide faculty synopsis, photo, weblink for MSE website, and arrange to give a seminar.
  - b. Should the appointment not be approved, the candidate can reapply after 1 year.
- E. Terms: Appointments are for two years starting in fall semesters\*, after which MSE/NE-related activity is reviewed prior to reappointment. Therefore, review for renewal of appointments takes place every two years. The guideline for renewal is outlined in the next section.

### **Section 7. Review and Reappointment**

- A. Renewal of Affiliate and Courtesy with Graduate Faculty Status: After the initial application, reappointments will be based on review of the activity summary (outlined below). Affiliated appointments will be reviewed by the Department Tenure and Promotion Committee and a recommendation will be put to the faculty for or against renewal, who will then vote on renewal during the first Faculty meeting of the fall semester, or via electronic voting shortly after. MSE and NE Graduate Faculty status appointments will be reviewed by the Department Tenure and Promotion Committee and a recommendation will be put to the faculty for or against renewal, who will then vote on renewal during the first Faculty meeting of the fall semester, or via electronic voting shortly after.
- B. Requirements for renewal: Prior to renewal (i.e., in the spring or summer semesters before the voting in the fall semester is expected to take place), the Affiliate and Courtesy Graduate Faculty must submit a completed Activity Electronic Summary Form to the Department Chair. This summary form will highlight participation in MSE/NE-related activities of the previous two years, which may include:
- a. Lecturing on courses within the MSE/NE curriculum
  - b. Serving on an MSE/NE student PhD committee as chair, co-chair, or member.
  - c. Supervision of a MSE/NE MSc student
  - d. Supervision of a MSE/NE undergraduate student
  - e. Collaboration with a MSE core faculty member that has resulted in a peer-reviewed publication, conference presentation, or federal grant application
  - f. Presentation of a UF MSE/NE seminar
- C. Sunset and Hiatus. After appropriate reminders, failure to submit a report will result in the revocation of affiliated status. The former affiliate will be able to re-apply for an appointment for the following fall (i.e., effectively a one year hiatus).

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**Section 8. Exceptions and Clarifications**

- A. \*Per UF and Graduate School regulations, the Department Chair has the authority to extend the following appointments at their discretion:
- a. Courtesy without MSE/NE Graduate Faculty Status. This is intended for short-term visiting scholars and postdoctoral appointees, whose sole focus is on research, and enables their access to UF resources and services (e-mail, library, etc.).
  - b. Special appointments. This is for special appointments to a graduate student's supervisory committee of qualified UF or non-UF personnel who do not have regular graduate faculty status at UF in order to serve as guest experts on graduate students' supervisory committees. Special appointments can serve only as members on supervisory committees (not as chairs, co-chairs or externals). Special appointments do not count toward the required minimum for a valid supervisory committee (which must be filled by current UF graduate faculty), but over and above that number.
- B. \*In cases of extenuating and unexpected circumstances, where delay of appointment or renewal until fall semester will negatively affect the graduate student academic progress and compliance with academic regulations (Ph.D. committee composition, etc.), the Department Chair will have the authority to present individual cases to the MSE faculty for voting during a Faculty meeting throughout the academic year.