November 1, 2000

Bylaws
Department of Physics
Texas A&M University

I. Membership
   A. The faculty of the Physics Department will include persons employed in tenured or tenure-track positions, visiting faculty appointees, lecturers, post-doctoral fellows, professors emeriti, adjunct faculty, and TAMU faculty holding a joint appointment in physics.
   B. Only faculty members with half-time or more tenured or tenure-track positions within the Physics Department will have voting power in the Department.

II. Departmental Meetings
   A. The departmental faculty will meet on a regular basis to receive committee reports, to discuss departmental affairs, and to advise the Department Head in areas of faculty and departmental concerns.
   B. Faculty meetings will be open to all faculty and to designated representatives of the graduate students. The Head, or a designated substitute, will chair the meetings. A quorum is defined as the presence of a majority of the voting faculty in residence for the semester during which the meeting is called.
   C. Regular faculty meetings will convene, preferably once a month, but at least twice each semester. The Head will set a regularly scheduled time for the meetings during which time classes ideally should not be scheduled. Special faculty meetings may be called by the Head or upon petition to the Head of 20 percent of the voting faculty in residence.
D. The Head shall announce the meeting in a timely fashion with a written request for any items to be put on the agenda. The agenda will be distributed to the faculty; ideally, at least 48 hours before the meeting.

E. Summary minutes of all faculty meetings will be distributed to the faculty and will be kept as a permanent record in the department office. Actions on specific students, faculty, or other personnel matters will be confidential and will not be included in the summary minutes.

III. Organization of the Department

The Department of Physics will be organized into Groups. Each group will represent a research specialization within physics, with one group for education/teaching. Faculty members may join the group of their choice. Adjunct faculty, joint appointment faculty whose primary appointment is in another department, or faculty with less than half-time appointments may be an affiliate of one or more groups, but will have no vote.

A group must have at least four (4) voting members. If a group of faculty wishes to institute a new group, they must present a petition to the full faculty, signed by the requisite four (4) members. This petition should include a statement of the purpose of the group, a full description of its proposed program of specialty. A new group is established by a two-thirds majority vote of the votes cast, contingent upon final approval by the Department Head.

If a group ceases to have four voting members for three successive years, it ceases to be a group and its faculty members should join other groups of their choice. The Physics Department groups in existence at the time of approval of these Bylaws are as follows:

- Atomic
- Condensed Matter
- High Energy
- Nuclear
- Education/Teaching
IV. Voting Procedures

A. General Procedures

The general procedures for faculty decisions or recommendations requiring a full faculty vote shall be:

1. Introduction of a topic requiring faculty action. The topic can be introduced by the Department Head, the Advisory Committee or a group of at least 10% of the voting faculty.

2. General discussion of the topic by the Advisory Committee.

3. General discussion of the topic by the faculty at a faculty meeting.

4. The formulation of a recommendation on the topic by the Advisory Committee. This part of the process may be preceded by the forming of an ad hoc committee to recommend action to the Advisory Committee.

5. A discussion of the recommended action by the faculty at a called meeting or meetings. The conclusion of the meeting or meetings shall be an appropriate motion or motions.

6. Voting on the motion or motions shall be by ballot according to the procedure in paragraph B.

B. Voting Procedures

1. Ballots will be distributed to faculty mail boxes and by e-mail.

2. Voting will be by e-mail, paper ballot or a combination of the two.

3. Each semester the faculty are to elect two tellers and one alternate. The two tellers will tally the ballots in all full faculty votes and report the results to the Faculty.

4. The prevailing side will be determined by a majority of the eligible voters voting unless the Bylaws specify that more than a majority is required.
C. Definition of Decision or Recommendation that Requires Full Faculty Vote

A decision or recommendation will be determined by the Department Head to require a full faculty vote if not overruled by a majority of the Advisory Committee or a majority of the faculty. However, the following decisions are always defined by the bylaws to require a full faculty vote: bylaw changes, major curriculum matters, policy relating to long range planning, appointment or reappointment of the Head, promotion and tenure decisions, and new faculty decisions.

D. Voting at Faculty Meetings

For decisions or recommendations determined not to require a full faculty vote, motions can be introduced and votes taken at faculty meetings if a quorum is present (Section II.B.). In such cases the motion passes if votes in favor are a majority of the votes cast.

V. Administrative Positions in the Department

A. Head - The head is the administrative and executive officer of the department and its spokesperson to the University administration and communities outside the University.

1. Term of Office - The term of office of the Head shall be four years, and is renewable. The Head shall be reviewed in the second and fourth years of the term according to the procedures established by the Dean for all College of Science department heads. In addition, there will be an annual evaluation of the Head by the faculty, staff, and graduate students of the department. The Administration Committee is to conduct the annual evaluation, but is to seek input from the Advisory Committee and faculty on its content. This annual evaluation is for department use only. Its purpose is to assist communication between the Head and members of the department.
2. Procedures for Selection of the Head

a. The Dean will establish a search committee following consultation with the faculty of the department and will appoint the chair of the committee. A majority of the committee should be elected by the faculty of the department. The Dean may appoint additional members. Faculty from outside the department may be included on the search committee, but should not chair the committee.

b. The search committee will advertise the position, will review all applications and nominations, and will make recommendations to the faculty of the department regarding the candidates. Pursuant to the Texas Open Records Act, all nonconfidential material pertinent to applications and nominations will be available to the entire faculty for review. All faculty members of the department shall have an opportunity to meet with the leading candidates. They shall also have the opportunity to give evaluations of the candidates to the committee in person or in writing.

c. By a formal secret ballot (Section IV.B) each faculty member shall be asked to rank the candidates and indicate any candidates who are unacceptable. Each faculty member shall also be encouraged to provide a brief rationale for his or her ranking and to provide a brief explanation for citing some candidates as unacceptable. Following a vote of the faculty, candidates will be recommended to the Dean, ranked if the committee or faculty so desires. If the vote of the faculty as a whole differs from the opinion of the search committee, that information will also be reported to the Dean. Votes pertaining
to any candidates deemed unacceptable to a majority of the faculty will also be reported. The Dean will select and appoint the Head. If the Dean does not appoint a candidate that was approved by a majority of the faculty, the Head will request that the Dean tell the faculty in writing why this was done.

3. Recommendation to Replace Department Head

The faculty may recommend to the Dean that the Department Head be replaced. The procedure for this process shall be:

a. A request for a vote to replace the Head signed by at least 50% of the faculty shall be submitted to the Advisory Committee.

b. The Advisory Committee chaired by the Associate Head shall formulate a ballot for the faculty vote.

c. A faculty meeting will be called and chaired by the Associate Head to discuss the vote.

d. A faculty vote in excess of two-thirds of those voting to replace the Head would require such a request to be forwarded to the Dean.

4. Duties of the Head

a. The Head, through direct action or delegation

(1) in consultation with appropriate departmental committees, formulates and implements policies of the department;

(2) consults regularly with departmental committee chairs;

(3) presides at departmental faculty meetings and ensures that accurate minutes are kept, and that a summary of the minutes is distributed to the faculty;

(4) formulates and manages the departmental budget;

(5) manages office operations;

(6) evaluates faculty and staff;
(7) encourages faculty development;
(8) assigns teaching loads and schedules;
(9) carries on departmental correspondence;
(10) resolves student complaints and other potential conflicts;
(11) receives advice from individual faculty members, from committees, and from the faculty as a whole.

5. Authority of the Head

a. The Head, in consultation with the Advisory Committee, appoints the Associate Head, and makes the committee appointments specified in the bylaws. The Head makes other appointments to fill unexpired terms on committees and to assist in the daily operation of the department.

b. It is expected that the Head will usually support the decisions of the Advisory Committee or the faculty as a whole or both. If the Head is unable to support a recommendation made through usual procedures, he or she should, within a timely manner, give a written explanation to the Advisory Committee or faculty. In cases of disagreement, the Head should include relevant votes of committees or the Department as a whole when reporting to the College and the University.

c. The Head, serving as principal financial officer of the Department, shall:

(1) supervise receipt and expenditure of all monies;

(2) in conjunction with the Associate Head, prepare an annual operating budget and previous year-end financial report. These documents shall be presented as information to the
faculty as early in the academic year as circumstances permit.

d. The Head, in conjunction with appropriate faculty committees, shall supervise and coordinate the recruiting of new faculty members. (See procedures in Section VIII.)

e. The Head shall make recommendations for faculty salary increases to the Dean of the College of Science, after receiving recommendations from the Raise Committee.

f. The Head shall be responsible for initiating meetings of the Promotion and Tenure Committee in order to ensure timely recommendations for promotion and tenure decisions in the Department and at the College level.

B. Associate Head

1. The Associate Head is selected and appointed by the Department Head in consultation with the Advisory Committee.

2. The term of office of the Associate Head shall be two years, renewable at the discretion of the Head. When a new Head is appointed he or she has the authority to reappoint the Associate Head or select a new one.

3. The duties of the Associate Head include:

a. Serving in the capacity of the Department Head whenever the Department Head is unavailable.

b. Serving as an ex officio member of the Advisory Committee.

c. Functioning in the capacity of the Head in all matters delegated by the Head.
VI. Departmental Standing Committees

A. General Procedures

1. Service on departmental committees is considered to be part of each faculty member's duties. All faculty members are welcome, indeed are encouraged, to raise issues to be considered by any committee. Meetings of committees will be held only when a majority of the voting members of the committee are present. Unless otherwise specified, all committee members serve in a voting capacity. All decisions made and votes taken by any committee will be communicated through appropriate channels to the faculty as a whole. In addition, the committee Chair shall, as appropriate, send to the Department Head either minutes of each meeting or a periodic summary, at least twice a year, of the committee activities. These minutes or summaries shall be made available to the faculty. Unless otherwise specified in the bylaws, each committee will elect their Chair. Unless otherwise specified in the bylaws, all committee meetings are open to the faculty but only members may vote, make motions, and participate in the discussion.

2. The agenda for all meetings will be determined by the committee Chair in consultation with the committee members.

3. Except as otherwise noted, all committees will establish their own procedures, provided that the following conditions are met:

   a. Members of the Department concerned with a given matter should be afforded an opportunity to present their views.

   b. Any faculty and staff members of the Department may make proposals to the committee in writing. Such proposals will normally be given consideration within 45 days. The Chair shall reply in writing
to the person who submitted the proposal as to the action taken on their proposal.

c. Each committee, if appropriate, will establish procedures for receiving and considering proposals from undergraduate and graduate students.

d. Some committees include student representation. During discussion involving the evaluation of particular students or faculty members, the student representatives will be excused.

B. Advisory Committee (AC)

1. Composition. The AC shall be composed of one voting member from each of the Groups in the department, with a Group as defined in Section III. Each of these groups will nominate at least two candidates for its place on the Advisory Committee. The candidates for each position will be voted on by the whole faculty. They will serve staggered two-year terms so that two or three positions become vacant each year. The representative of each Research Group must alternate between theorists and experimentalists. The theorist-experimentalist composition of the Advisory Committee for the first election held under these Bylaws will ensure two theorists and two experimentalists representing the four Research Groups in existence at the time of approval of these Bylaws. The Head and Associate Head will be non-voting ex-officio members of the AC.

2. Vacancies. If an Advisory Committee member resigns from the committee before the end of his or her term or is unable to attend for substantial period of time, his or her group will elect a permanent or temporary replacement as appropriate. For the representative of a Research Group the replacement must be a theorist if replacing a theorist or an experimentalist if replacing an experimentalist. This selection must be
confirmed by faculty vote if requested by 10% or more of the faculty. If a confirmative vote is taken and fails to obtain a majority, the full election for the replacement must be carried out.

3. Meetings and Agenda. The AC will establish a regular time for its meetings. The Agenda for these meetings will be determined by the Department Head, partly in response to requests by the members, and will be posted in a timely fashion prior to the meeting. It is expected that AC meetings usually will occur at least once a month. Additional meetings may be called by the Head. For voting purposes, a quorum requires that no more than one group not be represented. If a member is unable to attend a meeting for good reason that person should ask the substitute representative from his or her group to substitute. The substitute representative for a group is the person who received the second highest number of votes in the election of the AC member for that group.

4. Function. The purpose of the AC is to advise the Head and serve as his or her resource for long range planning and policy issues. The AC will represent the Department as a whole, keeping the Head aware of both current problems confronting the faculty as well as articulating directions for future development of the Department. Although the committee's decisions are not binding, the Head will consult with the AC when appropriate and any decision taken by the Head against the advice of a majority of the AC will be reported to the committee in a timely fashion with a written explanation of the reasons for the decision.

5. Visitors. The Advisory Committee meetings are closed, with only the elected and ex-officio members present during deliberations, but faculty can make a written request to appear before the committee to present a time-limited statement which will be summarized in the minutes.
6. The AC may, as a matter of course, offer advice regarding:
   a. All budget items and major resource allocations items;
   b. Justification of new faculty positions;
   c. Filling or reallocation of vacated faculty slots;
   d. Allocation of Visiting Faculty positions;
   e. All committee actions that have major policy implications;
   f. Any other item on which the Head solicits AC input.

C. Promotion, Tenure, and Appointments Committee (PTA)

1. Duties:
   a. Annual reviews of non-tenured faculty.
   b. Third-year reviews of non-tenured faculty.
   c. Review of candidates for promotion and tenure.

2. Membership:
   This committee shall consist of six members who serve staggered three-year terms, with three members elected by the faculty and three appointed by the Head. Each academic year there will be one elected and one appointed term which expire. It is expected that the Head use the appointed members to achieve in the committee a balanced representation of the faculty.

3. Visitors: The PTA Committee meetings are closed, unless the committee votes otherwise.

D. Graduate Student Admissions and Appointments Committee

1. Duties:
   This committee shall screen applications to the Department's graduate programs and make recommendations of acceptances and TA and Fellowship awards. It shall also coordinate the Department's graduate student recruitment efforts.
2. Membership:

The committee shall consist of 5 to 7 members appointed by the Head.

The Chair of this committee is appointed by the Head.

E. Qualifying Exam Committee

1. Duties:

   a. To write, administer, and grade the qualifying exam. It is to solicit, and receive, the assistance of the faculty is doing so.

   b. To set the passing scores on each exam and to thereby determine which students who receive a PhD pass, a provisional pass (P*), a Master's pass, or a fail on the exam. The results of the qualifier are to be presented to the faculty in a faculty meeting held no later than two weeks after the last day of the exam. At this meeting the faculty present vote to accept or reject the recommendation of the Committee.

   c. In accordance with the Physics Department Graduate Student Policies, to make a ruling on those student appeals or requests for waiver of requirements or time limits that fall under the committee's jurisdiction.

2. Membership:

The committee shall consist of nine members each serving staggered three-year terms. Each academic year three of the terms shall expire. The members of the committee and its Chair are to be appointed by the Head. The committee membership should include a reasonable portion of those faculty who are currently teaching or who have recently taught the advanced undergraduate or core graduate courses.
F. Graduate Curriculum Committee

1. Duties:
   a. To oversee the graduate instruction program and to recommend to the Department course requirements for the various graduate degrees offered by the Department.
   b. To make a ruling on petitions from graduate students asking for a waiver of any of the course requirements.
   c. To review any requests for new graduate courses and for changes in graduate courses.
   d. The Chair of the committee shall be the physics Department representative on the College of Science Graduate Instruction Committee.

2. Membership:
The committee shall consist of from 5 to 7 faculty appointed by the Head.

G. Undergraduate Curriculum Committee

1. Duties:
   a. To oversee the undergraduate instruction program and to recommend to the Department course requirements for the various undergraduate degrees offered by the Department.
   b. To make a ruling on petitions from students asking for a waiver of any of the course requirements.
   c. To review any requests for new undergraduate courses and for changes in courses.
   d. The Chair of the committee shall be the Physics Department representative on the College of Science Undergraduate Curriculum Committee.
2. **Membership:**

   The committee shall consist of the undergraduate advisors and other faculty appointed by the Head.

### H. Performance Evaluation Committee

1. **Duties:**

   To recommend allocation of the raise pool among the faculty according to criteria and procedures adopted by the faculty. The recommendations of the performance evaluation committee to the Head are non-binding but the Head must report in writing to the committee if he or she does not follow its recommendations and give justification for any deviations. In addition the Performance Evaluation Committee is responsible for the initial phase of the annual Post Tenure Review of each faculty member (see Section VII of these bylaws). The Performance Evaluation Committee will also recommend the allocation of RI equivalent teaching credit to individual faculty.

2. **Membership:**

   The committee is to have one member from each of the established departmental groups (Section III). Each of these groups will nominate at least two candidates for its place on the Performance Evaluation Committee. The candidates for each position will be voted on by the whole faculty. All members will serve a term of one year. It is required that the representative from each research group alternate between a theorist and an experimentalist from one year to the next. For the first election under these Bylaws the designation of a Group's representative to be a theorist or an experimentalist will be determined by drawing lots.

3. **Visitors.** The Performance Evaluation Committee meetings are closed, unless the committee votes otherwise.
I. Graduate Student Credentials and Records

1. Duties:
   a. To evaluate the academic and research progress of each graduate student and to inform students when there are deficiencies.
   b. To recommend that students be dropped from the graduate program when they have not met the terms of probation set by the committee.
   c. To make recommendations to the Department about the eligibility of individual students for TA support.
   d. To make recommendations to the Department about the allocation of TA monies when the number of qualified students requesting a TA exceeds the money available.

2. Membership:
   The committee shall consist of the Associate Head, who serves as Chair, the graduate advisors, the TA assignment coordinator, and appropriate staff people (the Departmental Administrative Assistant and Lab Supervisor).

J. Administration Committee:

1. Duties:
   To assist the Head with the operation of the Department. This committee is to implement but not set policy.

2. Membership:
   The committee shall consist of the Head, Associate Head, Course Scheduling and Faculty Teaching Coordinator, and the TA Assignment Coordinator.
K. Research Committee

1. Duties:

   To coordinate the research activities of the Department. This includes, but is not limited to, preparing long range planning documents requested by the Dean and making recommendations on areas in which to make new faculty hires.

2. Membership:

   The members are appointed by the Head. There is to be one theorist and one experimentalist from each of the established departmental research groups (Section III). The Associate Head serves as ex-officio member.

L. Other Standing Committees

Other standing committees include, but are not limited to, Astronomy Committee, Awards Committee, Computer Committee, Distinguished Lecture Series and Colloquium Committee, Distinguished Professor Committee, Graduate Student Advisors, Lab Access Fee Committee, Safety Committee, Teaching Committee, and Undergraduate Advisors. Specific bylaws for these committees shall be developed as needed.

M. Ad Hoc Committees

When there is need for a Departmental committee to carry out some function that is not the responsibility of a Standing Committee nor appropriate to be assigned to an existing committee, the Head may establish an Ad Hoc Committee and give it a specific charge. Each Ad Hoc Committee shall cease to exist when it has discharged the charge given to it.
VII. Evaluation of Faculty

A. Procedure

Evaluation of faculty in the department is the responsibility of the Department Head. Advisory to the Head for this purpose are three committees - the Advisory Committee; the Promotion, Tenure and Appointments Committee; and the Performance Evaluation Committee.

Promotion and Tenure: The Promotion, Tenure and Appointments Committee is responsible for advising the Head on promotion and tenure decisions. See Promotion, Tenure and Appointments Committee in Section VI, C of these bylaws.

Post Tenure Review: The Performance Evaluation Committee is responsible for advising the Head on Post Tenure Review in accordance with the University Statement on Academic Freedom, Responsibility, Tenure and Promotion. In the annual review of all faculty for salary increases the committee will include a Post Tenure Review and recommend a rating of Satisfactory or Unsatisfactory for each. The committee shall focus on the preceding year’s performance but will take into account achievements over a longer period and also work in progress. For any faculty receiving an unsatisfactory recommendation the Department Head will request that the Advisory Committee review the recommendation and advise the Head on the unsatisfactory recommendation of the Performance Evaluation Committee.

If both committees find the faculty member at an unsatisfactory level the Head will meet with the faculty member and inform him/her of the evaluation and discuss the necessary steps that must be taken to bring the performance to a satisfactory level for the following year. If either the faculty member or the Department Head wishes, a third physics faculty member shall be present at this
meeting. The Head will follow this meeting with a written evaluation and include the steps that must be taken to improve the performance to that level.

If a faculty member receives unsatisfactory evaluations for three consecutive years the individual will be subject to professional review as specified in Policy and Procedures Manual of the University.

B. Categories of Performance

Teaching

This category includes, among other things, classroom instruction; development of new courses and teaching methods; publication of innovative pedagogical approaches or instructional materials, including textbooks; and supervision of graduate students in research.

Scholarly Activities

This category will normally involve original scientific research and publication of the results of such research. In all cases it consists of creation and dissemination of new knowledge or other creative activities.

Service

This includes service to the institution—to students, colleagues, department, college, and the University—as well as service beyond the campus including service to professional societies, research organizations, governmental agencies, the local community, and the public at large.

C. Levels of Performance

The following factors may be used to judge the level of performance of faculty in each category.

Teaching

Indicators of Excellence:

- Selection for a University, college, or professional society outstanding teacher award
• Evidence of courses taught at a rigorous and challenging level
• Publication of widely adopted or acclaimed instructional materials
• Outstanding teaching performance as evidenced by, e.g., outstanding teaching evaluations or outstanding direction of graduate student research
• Development of innovative pedagogical methods and materials
• Development of new courses or major revision of existing courses
• Extraordinary service on graduate student advisory committees
• Publication in refereed education journals

Indicators of Effectiveness:
• Direction of graduate student thesis or dissertation research
• Member of graduate student advisory committees
• Evidence of high quality in class preparation, interaction, and accomplishments
• Coordination of multisection courses
• Service as departmental undergraduate or graduate advisor
• Significant self-development activities leading to enhanced teaching effectiveness

Scholarly Activities

Indicators of Excellence:
• Publications in leading refereed journals
• Receiving major fellowship or research award
• Frequent citation of publications
• Publication of scholarly books
• Editor or member of editorial board of a major journal
• Member of review panel for national research organizations
• Receiving significant external peer-reviewed funding for research
• Publications and funding resulting from collaborative effort with researchers in other fields

• An established reputation as verified through review by leading experts in the field

Indicators of Effectiveness:

• Publications in refereed journals

• Service as a reviewer for major refereed journals or as an ad hoc reviewer for national research organizations

• Publication of a chapter in a scholarly book

• Presentation of papers at national meetings

• Publications in proceeding of conferences and professional meetings

• Significant self-development activities, such as Faculty Development Leave, that leads to increased research and publication effectiveness

• Publications and funding resulting from collaborative efforts with researchers in other fields

Service

Indicators of Excellence:

• Officer in a national professional organization

• Service on a major governmental commission, task force, or board

• Administrative leadership role at Texas A&M University

• Editor or member of editorial board of a major journal

• Member of review panel for national research organization

• Program chair or similar chair at a national meeting

• Officer in Faculty Senate

• Chair of major standing or ad hoc Texas A&M University committee

• Committee chair of national professional organization
- Outstanding performance in some of the positions outlined as indicator of effectiveness

Indicators of Effectiveness:
- Officer in regional or state professional organization
- Program or committee chair for regional or state professional meeting
- Service as an active member of the Faculty Senate
- Service on University, college, and departmental committees and task forces
- Service as consultant to business or governmental agencies
- Advisor to student organizations
- Administrative roles within the department
- Directing the Department’s consulting, continuing education, and outreach industry efforts

VIII. Recruitment of Faculty

Justifications and recommendations for new faculty positions and replacement of departing faculty are provided by the Advisory Committee based on current and projected needs of the various areas within the department, including undergraduate studies and minority concerns. After faculty discussion a vote in the prescribed way will be carried out. Upon approval of the faculty the Department Head with the advice of the Advisory Committee shall appoint an ad hoc Search Committee for each position. This committee shall include one member from outside the research area associated with the position. The results of these deliberations will be announced to the faculty at large and may be amended in the light of recommendations by the faculty.

The responsibilities of the Search Committee will be to prepare the position advertisement, to solicit recommendations from the faculty concerning worthy candidates, to provide access to the candidates' vitae, and to arrange visits and agenda for the candidates. Typically, a minimum of two candidates will be interviewed for each available
position. Usually the Head will offer a contract only to those candidates who have been recommended by a majority vote of the ballots cast. Such votes are to be by secret ballot.

The normal procedure for visiting faculty or instructor positions is for the Head to notify the faculty well in advance of the probable availability of one or more such positions in the upcoming semester and to solicit nominees from the faculty. The Advisory Committee will review the nominations and make a recommendation to the Head as to the allocation of the available positions. Circumstance may arise when positions become available just before or during a semester and there is not time to solicit nominations from the faculty. In such emergency situations the Advisory Committee will make a recommendation to the Head, but such last minute decisions are to be avoided if at all possible.

IX. Procedures for the Ratification and Amendment of the Bylaws

A. Ratification. These bylaws will take effect when they have been ratified by a vote of two-thirds of the faculty who cast ballots. The vote, by secret ballot, will be organized by the Head.

B. Amendments

1. Amendments to these bylaws may be proposed by the Head, Advisory Committee, or by a petition signed by at least 20% of the voting faculty.

2. The faculty shall vote upon proposed amendments through a mail ballot conducted only during the Fall or Spring semesters. To be adopted, a proposed amendment must be approved by two-thirds of the votes cast.

X. Conflict between Physics Department Bylaws and other Regulations

Should any part of these Bylaws be in conflict with regulations of the College of Science or Texas A&M University, those regulations take precedence over the Physics Department Bylaws.