

Optical Science and Engineering Program
Bylaws
August 28, 2025

The Optical Science and Engineering (OSE) Program offers M.S. and Ph.D. degrees in Optical Science and Engineering. It is a joint program between the Departments of Physics and Astronomy (*P&A*) and Electrical and Computer Engineering (*ECE*).

1. The *Optics Faculty* are defined as the UNM faculty with research or teaching interests and qualifications that comprise optical science and engineering, irrespective of their home department.
2. There will be at least one general meeting of all the Optics Faculty every year.
3. (a) The OSE program is administered by the *Optical Science and Engineering Graduate Committee*. The committee consists of three tenured or tenure-track Optics Faculty members from P&A, three from ECE, and, optionally, one Optics Faculty member from a different department (i.e., for the total number of at least 6 voting members, not to exceed 7).
(b) The committee members are nominated by the Co-Chairs of the Optical Science and Engineering Program, in consultation with the Chair of the committee member's home department. Preference should be given to the regular Optics Faculty members who are involved in the teaching of the program's core courses and are supporting OSE students in their faculty laboratories.
4. The OSE Graduate Committee meetings are open to all Optics Faculty. In fact, the participation of other Optics Faculty members is encouraged.
5. Selection of OSE Program Co-Chairs
(a) There will be two *Co-Chairs* of the OSE Graduate Committee, one from P&A, and one from ECE, selected from among the current members of the OSE Graduate Committee and appointed by the Chairs of the respective departments. Each Co-Chair will be a tenured faculty member.
(b) The Co-Chair appointments are for 2-year terms. Terms are renewable.
6. (a) From the two *Co-Chairs*, one will act as the *General Chair* (GC), and the other as the *Associate Chair* (AC), each for a 2-year term.
(b) After each term, the GC position will alternate between the two departments.
7. Responsibilities of the *General Chair*:
 - (a) Supervise the OSE Advisor/Administrator
 - (b) Call for the regular OSE Graduate Committee meetings
 - (c) Call for general Optics Faculty meetings
 - (d) Prepare agenda of meetings
 - (e) Organize PhD comprehensive exams
 - (f) Maintain the OSE main webpage
 - (g) Coordinate program advertisement
8. Responsibilities of both *Co-Chairs*:
 - (a) Represent the program within their respective departments (including graduate handbook, web presence, etc.)
 - (b) Maintain links from departmental webpages to the OSE main webpage
 - (c) Coordinate admission within their respective departments
 - (d) Arrange and coordinate teaching assignments for the core and required courses in each department
 - (e) Implement the "OSE Comprehensive Exam Policy" in their respective departments
 - (f) Implement the "OSE Graduate Program Policy" in their respective departments

9. Either of the two Co-Chairs can call for a meeting to address an urgent issue.
10. Changes to OSE academic programs can only be made with a simple majority vote of all optics faculty and the approval of the two Department Chairs, and should not be made more frequently than once a year. To facilitate this, proposed changes to the program should be brought to the first OSE Graduate Committee meeting of the school year (Fall semester).
11. The teaching schedule is reviewed once a year and approved by the Department Chairs. Both departments will strive to achieve parity in teaching load and will share in course offering as described in the OSE curriculum. The mandatory courses should be taught preferably by regular faculty members.
12. The admission of new students into the program is the responsibility of the Co-Chairs and the OSE Graduate Committee.
13. In order to acquire validity, these Bylaws and any future amendments will have to be approved by a two-thirds majority vote of all the Optics Faculty, and ratified by Chairs of both departments.

Signatures:



Richard Rand, Professor
Chair, Department of Physics and Astronomy
Date: 28 August 2025



Tim Kane, Professor
Chair, Department of Electrical and Computer Engineering
Date: 27 August 2025



Jean-Claude Diels, Professor
OSE General Chair, P&A
Date: 19 Aug. 2025



Marek Osinski, Distinguished Professor
OSE Associate Chair, ECE
Date: 18 Aug. 2025