The goal of the Department of Atmospheric and Oceanic Science is to advance the understanding of the atmosphere, oceans, and their interactions through basic and applied research, graduate and undergraduate education, and service. Its organization is designed to facilitate these aims.

1. AOSC Chair
The Department of Atmospheric and Oceanic Science (AOSC) is headed by a faculty member, designated by the Dean of the College of Computer, Mathematical and Physical Sciences as Chairperson. The Chairperson will administer the Department with the advice from, and consultation with the AOSC Assembly, Faculty Advisory Committee, and Associate Chair. We discourage anyone from serving as Chairperson for more than 10 consecutive years.

The duties of the Chairperson are:
(a) to administer the Department's fiscal operations including budget planning, and supervise the staff.
(b) to represent and advocate for the Department on appropriate academic University and College units and committees.
(c) to promote and engage in superior teaching, service, and research in the Department.
(d) to work for recruitment and promotion of qualified faculty and staff and to ensure equity in hiring and personnel decisions.
(e) to provide scientific leadership to the Department. Such leadership includes formulation, in consultation with the AOSC faculty, of a strategic plan for a healthy growth of the Department and to enhance the intellectual environment in the Department.

The duties of the Associate Chairperson are:
(a) oversee the educational programs in conjunction with the Chair.
(b) meet once a semester with the Chair and Undergraduate Director to review the Undergraduate program.
(c) act as Director of the graduate program.

2. AOSC Assembly
The AOSC Assembly advises the Chair and provides oversight on all aspects of the Department. Assembly membership is composed of:
(a) Full-time tenure track faculty members
(b) Full-time research scientists
(c) Ph.D.-holding research associates
(d) Two graduate students elected by the full-time graduate students in the Department
(e) One undergraduate student appointed by the Chair
(f) Two staff members elected by full-time office staff.
Members in categories (a-c) must receive at least 50% of their total salary from the University. Elections of members to the Assembly in categories (d,f) shall be held once yearly soon after the opening of the fall semester of the academic year. Elections are by secret ballot.

2.1 Assembly meetings
Assembly meetings (sometimes referred to as ‘faculty meetings’) shall be held as often as needed but not fewer than twice a semester. Special meetings may be called by the Chairperson or upon the written request of at least ten Assembly members. The Chairperson shall announce the meeting at least seven days in advance. Assembly members are expected to attend.

The Chairperson shall ordinarily preside. In his/her absence the Associate Chair will preside. Each meeting will include a report by the Chair of his/her current activities. Each will also include a report from every Standing Committee. Meetings shall be conducted in accordance with Roberts Rules of Order, unless dispensed with by unanimous consent. Absentee ballots (electronic balloting) will be allowed if approved by a majority of those present. The assembly may decide to use an electronic balloting procedure rather than voting at a meeting.

Assembly Standing Committees and their membership will be assigned by the Chairperson annually, in consultation with the members of the AOSC Assembly. The Committees should keep track of Department activities in the areas of: admissions, alumni, appointments and tenure, awards, computer systems and space, finances, graduate exams, merit pay (covered in a separate document), and seminars. Membership in the standing committees should reflect the broad membership of the Assembly. Where practical, standing committees should have student members.

3. Faculty Advisory Committee
The AOSC Faculty Advisory Committee (FAC) exists to provide consultation ‘…on matters of interest and concern to AOSC, including budget decisions and facility planning and serving as a conduit for information between the Chair and the subunits’. The FAC also provides advice to the Chair on membership in Standing Committees and advice to the Dean on the activities of the Chair.

Membership in the FAC is similar to that of the Faculty Assembly, but excludes the Chair. The FAC will elect a committee Secretary who issues calls for meetings, prepares an agenda and keeps minutes. The Secretary shall announce the meeting at least seven days in advance.

4. Modification of the Plan of Organization
This Plan may be amended by a two thirds vote of those present and voting at a regularly scheduled Assembly meeting, provided that the proposed amendment is circulated in writing to all members at least one week prior to the meeting.