

Chemistry Bylaws

Approved: Daniel L. Solomon, Dean
College of Physical & Mathematical Sciences
December 13, 2004

Preamble

The principal purpose of these bylaws is to establish a governance structure and mode of operation that advances instructional and research programs in the Department of Chemistry. A successful outcome requires the dedication of all faculty and staff.

Faculty

Those who teach in the department bear primary responsibility for the success of our educational mission, and, for purposes of this document, we define as faculty those members of the department who hold the rank of Assistant Professor, Associate Professor, Professor or Lecturer and who are full-time employees of the University.*

All faculty members are expected to participate actively in departmental affairs and long-range planning through departmental committees and faculty meetings and to vote on major issues. On some issues, College or University rules take precedent; for example, on promotion and tenure decisions voting rights are restricted to full-time, tenured faculty members, and recommendation of graduate faculty to the graduate school is by vote of the graduate faculty.

Other members of the General Faculty, as defined by the University, emeritus faculty and members of the departmental staff play a different role than faculty who teach in the department. Their responsibilities and effectiveness are also critical to the success of the department and their input will be sought on major issues.

* Appointments involving other titles will be considered on an individual basis.

Chair

The title *Chair* is defined as the director of an administrative system that cultivates faculty and staff participation and broad consensus in policy and planning matters. The responsibilities of the Chair should be construed to align with this definition. In carrying out the operation and advancement of the department, the Chair shall work in cooperation with all constituted committees and the faculty and staff.

Responsibilities of the Chair

The Chair is responsible for fostering broad faculty and staff participation in the governing process including:

- (a) constituting all of the standing and *ad hoc* committees of the department;
- (b) calling and presiding over regular faculty meetings;
- (c) annually providing a rationale of the departmental budget early in the fiscal year and regularly reporting budgetary expenditures by major categories;
- (d) working with the faculty and staff to implement initiatives that have been favorably voted on by the faculty.

The Chair is responsible for administering the operations of the department including:

- (e) overseeing the assignment and conduct of teaching and service responsibilities;
- (f) managing the financial affairs and space and other resources of the department;
- (g) managing the supervision of staff personnel through review and approval of annual staff evaluations;
- (h) faculty mentoring as well as evaluating performance of faculty members based upon accomplishments, service, and awards. In cases of promotion and tenure and new appointments of faculty, this evaluation will be accompanied by the result of a faculty ballot.
- (i) making salary change recommendations

The Chair is responsible for representing and promoting the department including:

- (j) representing the department in the university and in meetings with public or corporate representatives;
- (k) coordinating the effort to solicit funds for scholarships, fellowships, research equipment, other infrastructure improvements and other activities designed to develop the department;
- (l) leading the recruitment and hiring of new members of the faculty and staff as well as negotiation for such positions with the Dean;

The Chair is responsible for long-range planning for the department including:

- (m) coordinating and ensuring extensive faculty involvement in long-range planning;
- (n) appointing *ad hoc* committees when necessary to explore specific opportunities.

Selection and Term of the Chair

A tenured full professor in the Department of Chemistry shall fill the position of Chair. To select a Chair, an *ad hoc* Chair identification committee shall be appointed by the Dean of the College. This committee will invite nominations for department chair from the faculty and staff of the department. The committee will contact each person receiving three or more nominations to determine that person's willingness to be considered as a candidate.

Candidates will be announced and members of the department will be invited to provide written comments on each candidate and to indicate whether they regard the candidate as desirable, acceptable or not recommended at this time. The Chair identification committee shall compile the information received and meet with the candidates in an attempt to reach a

consensus on names to submit to the Dean. Candidates will be given the opportunity to withdraw their names from further consideration.

The names of the top three candidates will be announced and the Chair identification committee shall meet with the Dean to describe the candidate selection process.

Members of the department may provide additional comments on the top three candidates by writing directly to the Dean. The Dean shall then contact each candidate and negotiate a final selection.

The Chair of the Department shall be appointed for a three-year term and serves in an at will capacity under authority of the Dean. It is normally expected that the position will rotate after completion of a three-year term. The Chair is eligible to serve a second term; however, the normal chair selection procedure shall be followed. No Chair shall serve more than two consecutive terms.

The selection process for Chair succession shall be initiated four months prior to the end of the serving Chair's term. Final selection of the succeeding Chair shall be completed two months prior to the end of the serving Chair's term to ensure continuity in the transfer of administration. In the advent of a premature termination/resignation of the serving Chair, the selection process shall be initiated no later than one month following the announcement of the serving Chair's termination/resignation.

Administrative Structure

The administrative structure of the Chemistry Department is summarized graphically in Figure 1. The radial structure is intended to convey the participatory nature of the Department Chair form of governance. In addition to the Chair, several administrative faculty and staff positions, to be selected by the Chair in consultation with the faculty, are instrumental for the efficient functioning of the department. As described below the administrative functions are distributed across a specific set of positions. It is understood that actual implementation may vary from that described in order to efficiently and fully utilize the skill sets and interests of the department's administrative staff.

Associate Chair: The Associate Chair will be a tenured faculty member, appointed by the Chair and approved by the faculty and Dean, to assist the Chair in facilitating the administration of the department. Responsibilities of the Associate Chair will normally include assisting in the oversight of the staff and departmental infrastructure. The Associate Chair and Director of Facilities will serve as the interface between the faculty and university offices dealing with laboratory safety regulations.

Administrative Assistant: The Administrative Assistant provides administrative support to the Chair and Associate Chair in all areas of departmental operations and bears responsibility for recording and distributing minutes of faculty meetings.

Executive Officer: The Executive Officer (EO) serves at the will of the Chair and undertakes tasks as assigned by the Chair, with primary responsibility for external and alumni relations. The EO shall work in cooperation with the College development and foundation offices.

Business Manager: The Business Manager manages and provides support for the fiscal operation of the Department.

Director of Facilities: The Director of Facilities oversees the function, maintenance, and safe operation of the departmental infrastructure and research facilities.

Director of Graduate Programs: The Director of Graduate Programs (DGP) must be a tenured faculty member and a full member of the Graduate Faculty. The DGP coordinates academic aspects of the graduate program and serves as chair of the Graduate Admissions committee and is an ex-officio member of the Graduate Recruiting committee.

Graduate Administrator: The Graduate Administrator (GA) works with the DGP and provides oversight of the Graduate Office to facilitate recruiting, admission, and matriculation operations of the Graduate Program.

Director of Undergraduate Programs: The Director of Undergraduate Programs (DUP) shall be a faculty member. The DUP oversees academic and advising aspects of undergraduate majors and service teaching. The DUP works closely with the faculty involved in the coordination of General and Organic Chemistry courses and labs.

Undergraduate Administrator: The Undergraduate Administrator (UA) works with the DUP, has responsibility for scheduling, registration and records, and provides administrative assistance to the undergraduate program.

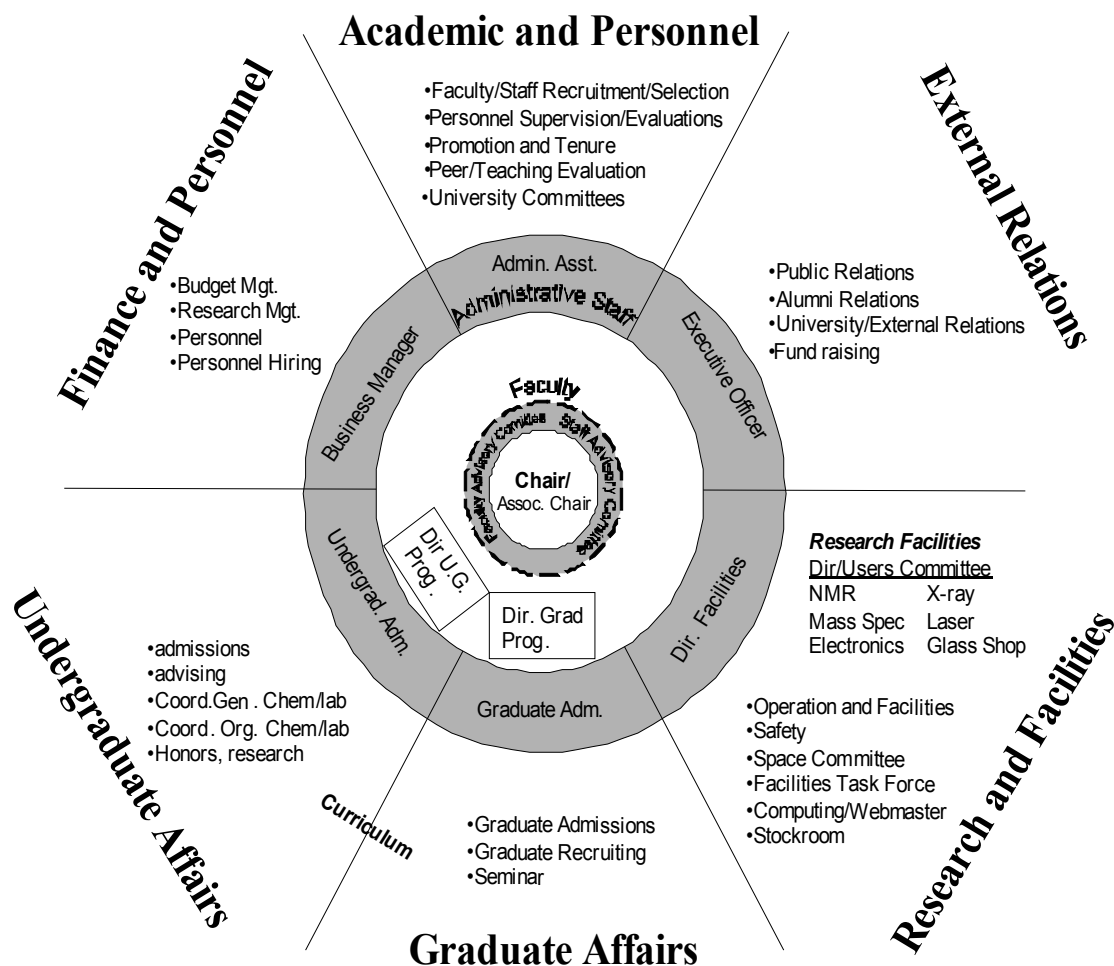


Figure 1. Administrative Structure

Faculty Advisory Committee

The Faculty Advisory Committee (FAC) functions to facilitate communication in both directions between the faculty and the departmental administration on policy and planning issues to ensure representation of diverse views. The FAC also coordinates the work of administrative units and other committees.

1. The Department Chair is an *ex officio* member the FAC and serves as the FAC chair; the Associate Chair is also an *ex officio* member of the FAC. The remaining two elected members and two members appointed by the Department Chair are drawn from the faculty. The elected and appointed members shall serve two-year terms, or, in the case of appointed members, until the appointment of a new Chair. No member may serve more than two consecutive terms in any capacity. An elected or appointed member who leaves the FAC must wait at least two years before standing for reelection or reappointment.
2. The FAC shall meet regularly and frequently during the academic year. Minutes shall be taken and published for each meeting. The minutes shall record attendance and summarize the business conducted.

3. The Chair, in consultation with the FAC, shall appoint the standing committees and *ad hoc* committees for policy, planning and other significant matters (e.g., search committees). The FAC shall coordinate the activities of these committees and receive their reports, as will the Department Chair.
4. A FAC administrative evaluation subcommittee consisting of the two elected and two appointed members of the FAC shall conduct at least one special meeting each year for an assessment of the state of the department and the departmental administration. The assessment shall be based in part on comments provided by faculty and staff. A summary of the evaluation and recommendations for change will be presented at a faculty meeting.
5. The Dean is requested to consult with the FAC administrative evaluation subcommittee (item 4) on the appointment of the *ad hoc* Chair identification committee.

Staff Advisory Committee

The Staff Advisory Committee (SAC) functions to facilitate communication between the staff and the departmental administration and faculty on policy and other issues, to ensure a representation of diverse views on issues, to assist in coordinating the work of units and daily operations, and to provide feedback for the performance evaluation of the Chair, departmental administration and staff.

1. The SAC will be comprised of a total of six members. Two members will hold EPA appointments and two SPA appointments, and each will be nominated and elected by the EPA and SPA staff, respectively. The four elected members shall elect a chair. The Department Chair shall appoint two additional members to the SAC. Elected and appointed members shall serve two-year terms. No member may serve more than two consecutive terms in any capacity. An elected or appointed member who leaves the SAC must wait at least two years before standing for reelection or reappointment.
2. The SAC will meet at least quarterly during the calendar year. Minutes shall be recorded and distributed for each meeting. The minutes shall record attendance and summarize the business conducted.
3. The SAC will provide input to the FAC on the evaluation of the Department Chair and the Department Administration.

Committees

Committees will be constituted and charged with mandates that are as specific as possible. It shall be the responsibility of all faculty members to serve on committee(s) and to diligently discuss, decide and implement these mandates. Staff members may also serve on committees as deemed appropriate by the Chair.

With the exception of user's groups (discussed below), the following regulations will apply to committees. Each committee will prepare a written report no less often than twice per calendar year that shall be distributed to the faculty well in advance of its discussion at a

faculty meeting. A listing of the members of each committee will be maintained by the Chair and made available to the faculty.

Committees

Below are listed current departmental committees.

1. **Graduate Admissions:** This committee acts to advance the quality and quantity of students in the program. Members will reach consensus on the admission of graduate students and oversee admissions activities of the Graduate Office.
2. **Graduate Recruiting:** This committee acts to advance the quality and manage the quantity of applications to our graduate program. Members will devise and implement recruiting initiatives, encourage all faculty to engage in recruiting efforts, advise faculty on these efforts, and oversee recruiting activities of the Graduate Office.
3. **Curriculum:** This committee acts continually to assess and modify undergraduate and graduate curricula and degree requirements to meet pedagogical goals and to remain in compliance with certification or accreditation agencies. Members will propose the creation of new course offerings, define these in terms of need and general structure, propose the elimination of outdated offerings, and determine the frequency of course offerings. Although it is acknowledged that this committee will likely choose to designate sub-committees specific to undergraduate, service and graduate issues, respectively, this committee will also act to balance faculty participation and other resources between these areas.
4. **Operations and Facilities:** This committee acts to maximize the efficiency of departmental operations, continually review space and facilities needs for teaching and research, and develop recommendations to address long- and short-term space and facilities needs. Members will manage, in conjunction with the Chair, how space, facilities, and staff are allocated.
5. **University, alumni and industrial relations:** This committee advocates the growth of the department, identifies and pursues new opportunities to obtain resources, and maintains a working relationship with faculty on university committees. Members propose and implement initiatives consistent with the mandate and act as representatives of the department in interactions with the university, alumni and industry.
6. **Safety:** This committee acts to ensure that the department meets or exceeds all relevant safety standards. Members will inform the department of safety issues and changes in university policy, oversee the safety instruction provided to new employees, provide assistance to PI's in development of safety plans, and conduct periodic inspections of laboratories.
7. **Seminar:** This committee acts to assemble and advertise the departmental seminar program, invite speakers, ensure that a diverse set of speakers are invited, assess quality of seminar room and AV facilities, and encourage faculty and graduate student attendance. Members will extend invitations to seminar speakers, select faculty host for each speaker,

approve date of visit, and otherwise execute tasks required to run the seminar program.

8. Faculty Search and Recruitment Committees: This *ad hoc* committee conducts searches to fill authorized faculty positions in the department. Members identify and bring names of candidates to the faculty, organize interviews and obtain evaluations of candidates from the faculty. It makes recommendations to the faculty on candidates to whom offers should be extended.

9. Awards: This committee shall act to promote the recognition of the department and members within it. Members shall, in part, identify awards and growth opportunities for faculty and staff and assist the Chair in identifying and selecting candidates for these opportunities.

10. Peer evaluation of teaching and mentoring of junior faculty: This committee will act to ensure that all junior faculty have appropriate guidance prior to their eligibility for reappointment or application for promotion and tenure. Members will oversee the evaluation of the teaching performance of these faculty, make themselves available for informal mentoring activities, and comply with all university requirements associated with this committee.

11. Comprehensive Review of Tenured Faculty: This committee shall act to meet all university requirements with respect to this comprehensive review.

Users group committees

Maintenance and appropriate growth of a chemistry department requires the smooth operation of several shared resources. These shall be managed efficiently and shall be appropriately responsive to the needs of their users. As research and teaching initiatives evolve, the users of these resources change. Thus the guidance of these resources shall be by open users groups. Each users group shall have a coordinator appointed by the department Chair to schedule meetings and record their proceedings. All meetings shall be called openly and any instrument user may attend. Users groups may meet as frequently as the members desire, but no less than two times per calendar year. Once per calendar year, the coordinator of each users group shall facilitate the preparation of a written evaluation of the facility/resource. If the facility/resource has a director, the director shall be provided with this evaluation in advance of its distribution and shall provide a written response to it. This document shall be discussed at a faculty meeting.

Users groups include the NMR users group, the X-ray users group, the Mass spectrometry users group, and others as requested by members of the department.

Faculty meetings

The faculty will meet in regularly scheduled meetings approximately once per month. Special meetings will be called as needed. The meeting agenda and background documents will be made available sufficiently in advance so that faculty will be familiar with all relevant

material prior to meeting. Meetings shall focus on a discussion of important issues and the time devoted to information dissemination shall be minimized.

Each meeting shall include a report by the Chair that includes an identification of new issues and opportunities facing the department.

A quorum shall be a majority of faculty in residence, i.e., faculty not on scholarly, medical or other leave.

Staff meetings

The staff may meet several times each year as the need arises. Meetings will be called by the SAC. The meeting agenda and background documents will be made available to the staff sufficiently in advance so that staff will be familiar with all relevant material prior to meeting.

Any recommendations resulting from staff meetings shall be transmitted to the Chair of the department.

Bylaws First-Year Review

Approximately one year after final approval of the bylaws, a committee will be constituted to review the department's experience with the bylaws. The committee will report to the faculty any recommended changes.

Amending the Bylaws

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Any faculty or staff member wishing to amend the bylaws shall prepare a request in writing describing the amendment, secure the support of another faculty or staff member and submit the request to the Chair who will place consideration of the amendment on the agenda of the FAC.

The FAC will prepare a written assessment of the proposed amendment.

The proposed amendment and the assessment of it by the FAC shall be circulated to the faculty at least two weeks prior to the faculty meeting in which the amendment will be an agenda item.

Adoption of amendments to the bylaws require a 3/4 majority vote of the faculty in residence.

Prior to implementation, approved amendments require the approval of the Dean.