

# **Department of Biology Bylaws and Operating Procedures**

Approved Spring 2020

## **Preamble**

The purpose of this document is to set forth the organization and procedures for the Department of Biology at the University of Florida. Faculty in the Department of Biology study life at all levels from molecules to the biosphere to understand the evolution, structure, maintenance and dynamics of biological systems. Our teaching and research provide the integrative and conceptual foundations of the life sciences. In order for the Department and its Faculty to fulfill this mission, it is necessary for it to have operating procedures, here referred to as “bylaws”, as guides. These bylaws are governed by and are subordinate to the University of Florida Constitution, the College of Liberal Arts and Sciences Constitution, the Florida Administrative Code, the University of Florida Board of Trustees, and the University of Florida — United Faculty of Florida Collective Bargaining Agreement. The Department of Biology is committed to the principles of shared governance, representation of diversity, and equal opportunity.

The Biology Department enjoys a close and unique relationship with the Florida Museum of Natural History. Biology serves as the home department for the majority of FLMNH graduate students, and members of the two units regularly serve on committees of each others’ graduate students. FLMNH faculty also teach regularly in Biology, and Biology department members frequently make use of FLMNH collections in their research and teaching.

## **Article I. Name**

The Department of Biology (hereafter referred to as the Department) is a unit of the College of Liberal Arts and Sciences (CLAS) and the University of Florida (UF).

## **Article II. Department Membership**

Members of the Department include faculty, post-docs, graduate students and staff.

- A. The salaried faculty (SF) of the Department are those who are paid through the Department on the faculty pay plan. These include the ranks of lecturer, senior lecturer, master lecturer, assistant professor, associate professor, professor, distinguished professor, eminent scholar, assistant scientist, associate scientist, or scientist.
- B. The tenured and tenure-track faculty (TTF) are those who are salaried through the Department (SF), or those salaried by other units whose tenure resides in the Department (e.g., Whitney Marine Laboratory (WML) faculty), and who hold the rank of assistant professor or above.
- C. Non-tenure track faculty (NT) are those who are salaried through the Department but are on a line that is not tenure-accruing (lecturer, senior lecturer, master lecturer, assistant or associate scientist, scientist).
- D. Joint faculty (JF) are those who have been granted "joint" status by the faculty (see Policy 1). These faculty are salaried in other units at UF, such as the Florida Museum of Natural History

(FLMNH) or College of Medicine, and teach courses and/or have graduate faculty status in the Department. Teaching requirements and evaluation of teaching, if applicable, will be negotiated between the Chair and the director/Chair of the joint unit.

- E. Affiliate faculty (AF) are those who have been granted "affiliate" status by the faculty (see Policy 1). Affiliate faculty are those from another department at UF who participate in departmental teaching or research activities on at least an occasional basis. These individuals may serve as inside members of graduate student supervisory committees but may not chair graduate student supervisory committees except with special authorization from the Graduate Committee.
- F. Courtesy faculty (CF) are those who have been granted "courtesy" status by the faculty (see Policy 1). Courtesy faculty are those not currently employed by UF but who have research or educational ties with one or more faculty.
- G. Emeritus faculty (EF) are those who have been granted "emeritus" status by the faculty (see Policy 1).
- H. Post-doctoral associates are salaried through the Department from grant or state funds and/or are sponsored by a member of the Department faculty.
- I. Staff are those salaried in the Department under the TEAMS or USPS pay plans.
- J. Graduate students are those who have matriculated at UF and are pursuing graduate degrees sponsored by the Department.

### **Article III. Authority**

- A. Within the Department, the ultimate authority resides in its voting members except in those instances when the College or University has vested authority in the Chair.
- B. Operation of the Department is conducted by the Chair (see Article IV below) and the Administrative Officers (Article V), in consultation with the Advisory Council (Article VI), departmental committees (Article VII), staff, and graduate students.
- C. Voting members of the Department are defined in Policy 2. Absentee voting is allowed (see Policy 2).

### **Article IV. The Chair**

- A. Term of Office. The Chair's term of service is set by the Dean. However, the Department prefers that the first term be of 4 years, to complement the rotation of other administrative officers. The department also prefers that the Chair should serve no more than eight consecutive years but may serve again at another time.

B. Chair Search. The Department espouses rotation of the Chair position. Hence, the position of Department Chair will regularly become vacant. In coordination with the Dean's Office, the Recruitment Committee will take the lead in ensuring the timely rotation of chairs.

- (a) In spring (~Mar-Apr) of the penultimate year of the Chair's term, if the Chair is eligible to serve another term, the Recruitment Committee will ask the Chair if s/he is interested in continuing to serve. If so, the Recruitment Committee will hold a meeting of those faculty eligible to vote on the Chair appointment (Policy 2) at which the Chair will present a statement of their interest in continuing to serve, including the duration of additional service. The meeting will include a vote, taken in accordance with the voting procedures stipulated in Policies 2 and 3, of support for a second term. This vote will be communicated to the Chair and the Dean in the format specified by current policy in the CLAS regarding the communication of Departmental input on Chair candidates to the Dean.
- (b) In the event the Chair is ineligible to serve or does not choose to serve an additional term or if the Dean does not reappoint the Chair, the Department will initiate the Chair selection process detailed in Policy 3.
- (c) The Chair Search Committee, described in Policy 3, will solicit feedback from the Department by late Fall (~Nov) including a vote taken in accordance with the voting procedures stipulated in Policies 2 and 3 and communicated it to the Dean in the format specified by current policy in the CLAS.
- (d) As soon as the Chair is formally identified by the Dean, s/he will begin working with the sitting Chair to facilitate a smooth transition in leadership.
- (e) The Dean may appoint an Acting Chair or initiate a search for a new Chair from outside the University.

C. Duties. The Chair is the chief administrative officer and the chief financial officer of the Department. As such, s/he

- (1) appoints the Associate Chair, with approval of the faculty, selects the members of non-elected Department Committees and Offices in accordance with the Bylaws and Policies of the Department, including the selection of graduation marshals (see Policy 9);
- (2) supervises all the day-to-day activities of the Department and its staff and is responsible for hiring and evaluating staff (in consultation with the faculty);
- (3) calls, prepares the agenda for, and presides over meetings as specified in Article IX;
- (4) assures that all provisions of the Bylaws are followed;
- (5) supervises all receipts and expenditures of departmental monies and, with the advice of the Advisory Council, prepares the annual academic program review and budget proposal for the Dean, with the support of the Administrative Officers. At the first faculty meeting in the Fall, s/he will present a report on the previous academic year's finances as well as the proposed budget for the new academic year. Current budget documents shall be available to any member of the Department upon request.
- (6) In conjunction with the Administrative Officers and Chairs of the appropriate committees, and the Department at large where appropriate, the Chair is responsible for

annual evaluations of faculty (see Policy 4), making assignments, space allocations and merit increases.

- (7) The Chair oversees all aspects of the tenure and promotion process (see Policies 5 and 6). Following self-identification by candidates, the Chair requests external and internal letters, brings the candidacy to the faculty for evaluation and writes a letter to the Dean supporting or not supporting the candidate.
- (8) In consultation with the Faculty Merit Committee, the Chair evaluates all SPE and SPPP applicants (see Policy 6), as well as nominees for other awards.
- (9) In conjunction with the Administrative Officers and Chairs of the appropriate committees, and the Department at large where appropriate, the Chair coordinates all aspects of the academic program, such as degree requirements, curricular offerings, catalog announcements, class scheduling, and TA assignments.
- (10) In conjunction with the appropriate faculty search committees, the Chair coordinates the recruitment and hiring of new faculty members.
- (11) During the first year of appointment of a new junior faculty member, the Chair shall appoint a tenured faculty member to serve as a mentor (see Policy 7) during the tenure accruing years.
- (12) The Chair, or the Chair's designate, represents the Department to university officers and bodies and acts as a general spokesperson and advocate for the interests of the Department and its faculty.
- (13) In consultation with the Advisory Council, reviews all joint, affiliate and courtesy appointments annually.
- (14) In consultation with the Advisory Council, may remove chairs of standing or appointed committees when the required duties of those committees are not being carried out.

#### **Article V. Administrative Officers**

- A. Administrative positions of the Department are (a) the Associate Chair, (b) the Graduate Coordinator, (c) the Undergraduate Coordinators of Botany, Zoology, Marine Science and Biology, (d) the Coordinator of Introductory Biology, (e) the Coordinator of Laboratories, and (f) the Biology Major Online Coordinator.
- B. Terms of Office. Departmental administrative officers serve 4-year terms except the Associate Chair who serves the same term as the Chair. The terms of the administrative officers should be offset relative to the Chair and Associate Chair.
- C. Election. The Graduate and Undergraduate Coordinators are elected by the departmental faculty (see Policy 2) at a faculty meeting late in the spring semester from a list of nominations prepared by the Recruitment Committee. Their terms are staggered so that no more than two administrative officers come available each year.
- D. Associate Chair is appointed by the Chair and approved by the faculty. S/he assists the Chair in the operation of the Department and the specific duties of the Associate Chair can be negotiated between the Chair and Associate Chair. In general the Associate Chair directs, in

consultation with the Chair and with the support of the appropriate staff and faculty committees, the academic program of the Department. Specifically, s/he

- (1) chairs the Curriculum Committee and provides leadership, in conjunction with the Graduate and Undergraduate Coordinators for curriculum development;
- (2) oversees the teaching budget including all course and lab fees;
- (3) oversees all issues concerning enrollment management;
- (4) assigns peer evaluators (see Policy 8) and oversees peer and student evaluations of teaching staff and faculty;
- (5) makes TA assignments with input from the Graduate Coordinator and Intro Bio lab coordinator;
- (6) makes recommendations to the Chair on faculty teaching assignments;
- (7) serves on the Advisory Council;
- (8) oversees approval of course proposals (UCC1 and UCC2) with Graduate and Undergraduate Coordinators;
- (9) oversees Student Learning Assessments as required by the Graduate and Undergraduate Coordinators;
- (10) serves as Acting Chair in the Chair's absence.

E. Graduate Coordinator manages the graduate program(s).

- (1) chairs the Graduate Committee and serves on the Graduate Admission Committee
- (2) issues admission letters and distributes information about the matriculating class to the faculty;
- (3) tracks academic progress of students on an annual basis in consultation with the Graduate Committee;
- (4) makes recommendations for TA and other graduate student appointments, in collaboration with the Academic Committee;
- (5) communicates with the CLAS Dean's office and the Graduate School about graduate student affairs;
- (6) makes nominations, when required, for graduate fellowships and awards on behalf of the Department;
- (7) serves as a liaison and advocates for the graduate students in petition processes and grievance procedures;
- (8) serves as a member of the Advisory Council, Space and Facilities Committee, and the Curriculum Committee.
- (9) prepares and revises Student Learning Assessments for Departmental Graduate degrees

F. Undergraduate Coordinator, Botany, Zoology, Marine Science

- (1) serves as the Honors Program Coordinator.
- (2) serves as the Department's liaison to CALS and the CLAS Academic Advising Center for advising of Botany, Zoology, and Marine Science undergraduate majors (BZM majors);
- (3) coordinates career mentoring of undergraduates in (BZM majors);
- (4) coordinates and oversees undergraduate research experience for BZM majors;

- (5) nominates undergraduates for UF and other awards in collaboration with the Undergraduate Coordinator of Biology Majors;
- (6) conducts transfer Preview advising (and Freshmen/PaCE Preview advising for CALS Botany majors);
- (7) completes graduation certifications for BZM majors;
- (8) makes catalog revisions to the Botany, Zoology, and Marine Science major plans;
- (9) determines departmental course equivalencies for transfer credits and study abroad courses;
- (10) meets with prospective undergraduate students;
- (11) serves as a representative on the Biology Major Executive Committee;
- (12) serves as a member of the Curriculum Committee;
- (13) serves as a member of the Introductory Biology Committee;
- (14) serves as a member of the department's Academic Committee;
- (15) reviews and approves undergraduate and graduate course proposals (UCC1 and UCC2);
- (16) prepares and reports progress on the Botany and Zoology major annual program goals and student learning outcomes for SACSCOC accreditation;
- (17) serves as the Department Ombudsman, who mediates disputes between students and departmental faculty and may take on other mediation roles as deemed appropriate by the Chair or Advisory Council.

G. Undergraduate Coordinator, Biology (CLAS & CALS)

- (1) serves as the Honors Program Coordinator for Biology majors in both colleges;
- (2) serves as the Department's liaison to CALS and the CLAS Academic Advising Center for advising of Biology majors;
- (3) coordinates career mentoring of undergraduate biology majors;
- (4) coordinates and oversees undergraduate research experience;
- (5) nominates undergraduates for UF and other awards in collaboration with the Undergraduate Coordinator of Botany, Zoology, and Marine Science;
- (6) serves as a member of the Introductory Biology Committee;
- (7) serves as a member of the department's Academic Committee;
- (8) conducts transfer, PaCE, and pre-collegial biology major students advising;
- (9) prepares and reports progress on the biology major annual program goals and student learning outcomes for SACSCOC accreditation;
- (10) determines departmental course equivalencies for transfer credits and study abroad courses;
- (11) serves as the Department Ombudsman, who mediates disputes between biology major students and departmental faculty;
- (12) Serves as the Assistant Director for the UF biology major and the Biology Major Executive Committee - CALS & CLAS;
- (13) Represents the Director of the Biology Majors in her/his absence;
- (14) Provides administrative management of the Biology Majors Office;
- (15) Supervises the Biology Majors Office staff position(s);
- (16) Interfaces with the Biology major UF Online Coordinator.

H. Coordinator of Introductory Biology directs and coordinates teaching in BSC2010 and BSC2011 - Integrated Principles of Biology I and II:

- (1) Maintains and updates the course syllabuses;
- (2) Maintains and updates the course learning management system (LMS);
- (3) Updates and disseminates course policies and learning objectives to faculty;
- (4) Advises the chair and associate chair on teaching assignments;
- (5) Advises the graduate coordinator on teaching assistant assignments;
- (6) Integrates Learning Assistants and the Biology Learning Assistants Program into the courses;
- (7) Collaborates with the departments of Chemistry, Physics, and Math to schedule and coordinate assembly exams;
- (8) Coordinates proctoring for assembly exams;
- (9) Chairs the Introductory Biology Committee;
- (10) Provides teaching mentorship and assembles informal Teaching Mentorship Committees for faculty.

I. Coordinator of Laboratories

- (1) supervises lab staff for all departmental teaching laboratories;
- (2) in association with the Graduate Advisor and Graduate Coordinator, assigns Graduate Teaching Assistants to courses;
- (3) oversees the Material & Supplies and Equipment fee budgets for all Biology courses;
- (4) for introductory biology laboratories (BSC 2005L, 2010L, 2011L):
  - (a) coordinates content and curriculum
  - (b) assigns Graduate Teaching Assistants to individual lab sections
  - (c) holds weekly TA meetings
  - (d) provides complete and detailed TA notes
  - (e) trains TAs, in association with BSC Lab Manager
  - (f) adjudicates student problems
  - (g) writes/edits/revises lab manuals for BSC lab courses
  - (h) with BSC Lab Manager, orders materials for labs
- (5) assists the Associate chair and Academic Committee to create the Schedule of Courses for each semester;
- (6) assists the Program Assistant in room scheduling for all teaching lab rooms;
- (7) serves as a member of the Introductory Biology Committee;
- (8) serves as a member of the Curriculum Committee;
- (9) oversees IACUC and ACS permissions and requirements for all teaching laboratories;
- (10) reviews enrollment from previous semester to verify if changes need to be made – i.e., adding or reducing sections based on enrollment demand;
- (11) approves time for OPS lab staff and assistants.

J. Biology Major Online Coordinator

- (1) Serves as a (nonvoting) representative on the Biology Major Executive Committee;

- (2) Serves as a member of the department's Academic Committee;
- (3) Serves as a member of the Introductory Biology Committee;
- (4) Coordinates intake of course development for the Biology Online Major with faculty and the Center for Online Innovation and Production (COIP);
- (5) Tracks courses developed for UF Online and recommends them for routine updating with COIP;
- (6) Maintains a long term Biology semester schedule for the Biology Online Major;
- (7) Works with COIP, Biology Online Major advisors, and the Biology department to identify gaps in online course offerings.

#### **Article VI. Department Advisory Council**

- A. Function. The Department Advisory Council advises the Chair on departmental matters. It is not a policy-making or legislative body. Policy questions subject to a vote shall be remanded to the Department as a whole.
  
- B. Membership. The standing members of the Advisory Council are (a) select Administrative Officers of the Department (Chair, Associate Chair, Graduate Coordinator), and (b) the administrative services coordinator (*non-voting*). The elected members are (c) three TTF faculty who are representative of the faculty with respect to rank and discipline, (d) a representative of the joint faculty from FLMNH (to be nominated by FLMNH), (e) a representative of the WML Biology faculty), (f) a graduate student representative elected by the graduate students through the departmental Graduate Student Association, and (g) one of the two Undergraduate Coordinators.
  
- C. Terms of Office. Elected faculty members of the Advisory Council will serve a 3-year term, renewable for no more than one additional consecutive term. The terms shall be staggered so that no more than two members will be elected each year.
  
- D. Election. Elections will take place during a faculty meeting late in the Spring term (e.g., in Apr) from a list of nominations prepared by the Recruitment Committee. Additional nominees may come from the floor during the faculty meeting. All eligible faculty may vote for all elected positions on the council (see Policy 2). An effort shall be made to maintain diverse representation of the Department in terms of rank and discipline.
  
- E. Duties. The Advisory Council advises the Chair on all matters of concern to the Department, including:
  - (1) issues related to departmental programs; faculty assignments and schedules;
  - (2) the work of, and relations between, the various committees in the Department;
  - (3) relations with other departments and programs;
  - (4) issues concerning the staff;
  - (5) concerns of individual faculty members, including responses to outside offers, as they concern the allocation of Departmental resources or teaching assignments;



- (6) annual reviews of all joint, affiliate and courtesy appointments and recommendations to the Chair regarding these appointments.
- (7) The annual academic program review must be discussed by the Advisory Council and commitments approved.
- (8) The Advisory Council must be consulted on significant commitments of Departmental resources made by the chair including space, overhead funds, and teaching loads.
- (9) The annual budget proposal must be reviewed by the Advisory Council before the Chair submits it to the Dean.
- (10) The Advisory Council shall receive a report from the Chair on departmental income and expenditures and the state of departmental finances each semester.
- (11) The Advisory Council also mediates when an individual faculty member wishes to appeal a judgment of the Chair.

F. Meetings. The Advisory Council meets at least once per month during the academic year to discuss the business of the Department. Meetings are called at the request of the Chair, and may be requested by any other two members of the Committee or by any three members of the faculty. The Chair normally presides at these meetings; in their absence, the Associate Chair presides. The Chair shall distribute an agenda to the Advisory Committee prior to each meeting.

## **Article VII. Departmental Committees**

A. Elected Standing Committees. There are ten regular standing committees in the Department:

(1) Curriculum Committee, (2) Graduate Committee, (3) Graduate Admissions Committee, (4) Space and Facilities Committee, (5) Recruitment Committee, (6) Review Committee, (7) Graduate Awards Committee, (8) Faculty Merit Committee, and (9) two Graduate Student Committees.

(a) *Terms of Office*. With the exception of the Faculty Merit Committee and Graduate Student Committees (see below), terms of office for standing committee faculty members is 3 years, staggered so that no more than two committee members are elected to each committee each year. The graduate students elected to these committees serve for one year.

(b) *Election*. The standing faculty committees are elected by a simple majority of voting faculty (by optional secret ballot at the discretion of the Chair) at a meeting late in the Spring Semester from a slate of nominees prepared by the Recruitment Committee. Additional nominees may come from the floor during the faculty meeting. Absentee voting is encouraged (see Policy 2). All eligible faculty may vote for all elected faculty positions (Policy 2). An additional member may be added by the Advisory Council to any of these committees. Graduate student members of committees are elected annually by vote of the graduate students. After the election, the new members begin their service immediately.

- (c) *Committee Chair*. Committees elect their own chair, unless otherwise specified below. In the absence of a standing chair, an interim chair will be identified by the recruitment committee. The chair or interim chair will call the first meeting, at which a new chair will be elected if necessary. In the event that the committee cannot identify a chair, the Department Chair may appoint a committee chair from among the membership.
- (d) *Meetings*. Standing committees shall hold at least one meeting during the fall and one meeting during the spring semester to carry out the business of the Department for which they were elected. It is the responsibility of each committee's chair (or interim chair if appropriate) to convene these meetings. Reports of committee activities will be presented at a faculty meeting in each of these terms.

B. Membership and Duties of the Elected Standing Committees.

(1) *Curriculum Committee*.

- Members: the standing members of this committee are (a) the Associate Chair, who serves as chair, (b) the Undergraduate Coordinators, (c) the Graduate Coordinator and (d) the Coordinator of Intro Bio. The elected members of the Committee are (e) a minimum of two faculty in the Department, (f) a joint faculty member who has taught for the Department within the last three years, (g) one graduate student, and (h) the Academic Program Assistant (non-voting).
- Duties: the Curriculum Committee is responsible for evaluation and development of graduate and undergraduate academic curricula. This committee also evaluates nominations for Departmental undergraduate awards and provides recommendations to the Undergraduate Coordinators.

(2) *Graduate Committee*.

- Members: this committee consists of the (a) Graduate Coordinator, who serves as chair, (b) a minimum of four graduate faculty in the Department, including at least one joint faculty member from FLMNH (to be nominated by FLMNH), and (c) one graduate student.
- Duties: the Graduate Committee will assist the Graduate Coordinator in administering the graduate programs, including tracking of graduate students and periodic evaluation of graduate program guidelines. This committee also nominates UF and CLAS graduate award recipients from among current students, including for graduate travel awards.

(3) *Graduate Admissions Committee*.

- Members: this committee consists of at least seven members of the graduate faculty in the Department, including (a) the Graduate Coordinator and (b) at least one joint faculty member from FLMNH (to be nominated by FLMNH). The membership should reflect diversity in rank and discipline. The chair of this committee will be chosen by the committee in negotiation with the Graduate Coordinator and may be appointed by the Department Chair, if necessary.

- Duties: the Graduate Admissions Committee will organize the entire admissions process, including working with the graduate program assistant to organize applications and distribute this information to the faculty, planning the graduate recruitment weekend, interviewing applicants, and making recommendations on admissions and fellowships for all awards designated for graduate student recruitment; these recommendations are communicated by the Graduate Advisor and Graduate Coordinator to the Graduate School. The Graduate Coordinator is responsible for writing the official acceptance letters.

(4) *Space and Facilities Committee.*

- Members: this committee consists of the (a) Graduate Coordinator, (b) a minimum of three faculty in the Department, (c) one graduate student and (d) the building manager (*non-voting*).
- Duties: evaluating available space and facilities for teaching, research, administration of departmental business, academic and administrative meetings, and student offices, and making recommendations on the use of space and facilities as requested by the Chair or Advisory Council.

(5) *Recruitment Committee.*

- Members: this committee consists of four faculty in the Department.
- Duties: to recruit faculty nominees for the Advisory Council, standing and ad hoc committees, and for the four administrative positions: Chair, Graduate Coordinator and two Undergraduate Coordinators. In the case of Chair recruitment, the duties include (Article IV, B) coordination with the Dean's office to achieve the goal of a smooth transition between Chairs. Members of the Recruitment Committee are expected to take an active role in encouraging prospective candidates to consider serving as Chair so as to assure that the Department meets the CLAS requirement that two candidates be presented to the Dean.

(6) *Review Committee.*

- Members: this committee consists of two full professors.
- Duties: this committee is responsible for (a) conducting an annual faculty evaluation (e.g., using SurveyMonkey) of the Chair and Administrative Officers (Associate Chair, Undergraduate and Graduate Coordinators); and (b) taking appropriate action under conditions of discontent.

(7) *Graduate Awards Committee.*

- Members: this committee is made up of two faculty members nominated by the Recruitment Committee and elected by the faculty, in addition to three graduate students, elected by the Departmental Graduate Student Association.
- Duties: this committee will serve as a granting board that oversees the awarding of Foundation funds designated for the support of current graduate students, and to oversee graduate awards for best paper, service, and teaching. The committee will also devise application guidelines and review criteria for each award, which will be

written in the form of a Policy and added to the Policies and Procedures of the Department. Each fall a representative of the committee will enquire of the Chair what funds are available to disperse in the calendar year. They will seek applications for all available awards and provide recommendations, with the final award decisions to be approved by the Chair or their designee. The outcome of these awards will be delivered as a written report to the Chair for communication to donors.

(8) *Faculty Merit Committee.*

- Members: the Merit Committee is made up of three tenured faculty and one master or senior lecturer chosen in a special election and serving for one year (see Policy 11). After their election the Committee begins service immediately.
- Duties: the Committee serves in an advisory capacity to the Chair. This Committee reviews the Annual Activities Reports of all faculty and advises the Chair regarding merit pay awards according to departmental merit criteria (see Policy 12) taking the faculty member's assignment into account. In addition, the committee provides advice to the chair on SPE, SPPP (see Policy 6), market equity or other salary adjustments and other special awards and bonuses. This committee will also work with the Chair to identify appropriate nominees for faculty awards. Faculty serving on this Committee are eligible for increases but may not rank or vote on their own increase.

(9) *Graduate Student Committees.*

i. *Undergraduate Research Awards Committee (URAP).*

- Membership: This committee consists of three graduate students who are elected annually by the Departmental Graduate Student Association.
- Duties: Officers coordinate the Undergraduate Research Assistant Program each semester and coordinate the undergraduate research symposia.

ii. *Recruiting/Welcoming Committee.*

- Membership: This committee consists of three graduate students who are elected annually by the Departmental Graduate Student Association.
- Duties: This committee organizes the Welcome event at the beginning of the fall semester and the outings for the department's student recruitment weekend in the spring.

C. Elected Ad hoc Committees. Ad hoc committees or task forces may be added as necessary by vote of the faculty on the advice of the Advisory Council or the Chair to address specific issues that require additional research and consideration. Such committees should be broad based and consider all interested parties.

(a) *Terms of Office* for ad hoc committees are one year. The graduate student elected to these committees serves for one year.

(b) *Election.* Ad hoc committee members are elected by simple majority of voting faculty (by optional secret ballot at the discretion of the chair) at a meeting from a list of

nominees prepared by the Recruitment Committee. Additional nominees may come from the floor during the faculty meeting. Absentee voting is encouraged (see Policy 2). All eligible faculty may vote for all elected faculty positions (Policy 2). An additional member may be added by the Advisory Council to any committee. Graduate student members of committees are elected annually by vote of the graduate students.

- (c) *Committee Chair*. Committees elect their own chair, unless otherwise specified below. In the absence of a standing chair, an interim chair will be identified by the recruitment committee. The chair or interim chair will call the first meeting, at which a new chair will be elected if necessary. In the event that the committee cannot identify a chair, the Department Chair may appoint a committee chair from among the membership.
- (d) *Meetings*. Elected ad hoc committees shall hold at least one meeting during the fall and one meeting during the spring semester to carry out the business of the Department for which they were elected. It is the responsibility of each committee's chair (or interim chair if appropriate) to convene these meetings. Reports of committee activities will be presented at a faculty meeting in each of these terms.

D. Membership and Duties of the Elected Ad hoc Committees.

- (1) *Strategic Planning Committee*. The Strategic Planning Committee shall consist of at least three faculty members and one graduate student. The charge to the Departmental Strategic Planning Committee shall be to develop a 5 year plan with short- and long-term objectives. This plan shall reflect the core principles on which the Department's mission is based. The Committee will:
  - a. gather data from faculty, staff, and students through surveys to determine and assess major needs of the Department;
  - b. set goals and objectives for the next five years based on the following: 1) mission statement, 2) core principles, 3) progress made toward goals and lessons learned from the previous five-year strategic plan, and 4) data obtained through the aforementioned surveys, with consideration of new directions and opportunities, as well as limitations of resources.The committee should be constituted to include diversity of discipline and rank among the membership. As with standing committees, the Chair and/or Advisory Council may add an additional member(s).
- (2) *Bylaws Committee*. The Bylaws committee shall consist of at least three faculty members and one graduate student. According to the Bylaws (Article X), the Bylaws Committee will convene at least every three years. The charge to the committee is to review the Bylaws and make recommendations to the faculty for updates. Additional information can be found in Article X.
- (3) *Faculty Search Committees*. Search Committees shall consist of at least three faculty members and one graduate student. Joint or external faculty members may be appointed to the Committee at the discretion of the Committee. These committee members have the

same voting privileges as departmental faculty committee members. A Search Committee shall conduct searches for qualified faculty in accordance with current University rules. The duties of the Search Committee are to:

- (a) write the advertisement for the position for approval by the faculty and post the advertisement in appropriate publications and electronic media, ensuring that minority and women candidates are contacted;
- (b) screen applicants based on their qualifications;
- (c) review candidate files and prepare the priority list for the faculty;
- (d) with the assistance of the Department Administrative Assistant, make search packets available to faculty for review;
- (e) with the assistance of the Department Administrative Assistant, carry out any necessary correspondence with candidates chosen for interviews and set up the interviews; and,
- (f) upon recommendation of the faculty, assist the Department Chair during the interview process. The Department Chair will then conduct the vote shortly after the last candidate has been interviewed. Normally 3-5 candidates are interviewed. (See also Policy 10).

E. Appointed Standing Committees.

In addition to the elected standing committees, there are eight appointed standing committees. Appointments to these committees are made by the Chair in consultation with the Recruitment Committee and the Advisory Council. Graduate student members of committees are elected annually by vote of the graduate students. These appointments generally follow the same terms of office, Chair designations, and meeting expectations as the elected standing committees.

- (1) *Colloquium Committee*. This Committee has three faculty members and one graduate student member. The responsibilities of this committee are to invite, advertise, and host the weekly departmental colloquia. The graduate student member is responsible for coordinating the nomination, voting, and visit of the annual graduate student invited speaker.
- (2) *Public Relations and Development Committee*. Three faculty and at least one graduate student serve on this committee. The duties of the committee are to work with CLAS fundraisers and to prepare lists of Department needs or projects that are suitable for outside funding. The committee will arrange special presentations or prepare events such as meetings with potential donors, homecoming events, or displays such as the Turlington Hall showcases. The committee will prepare announcements about faculty and student accomplishments to be posted on the Department web site and sent to the Dean. The committee writes and oversees publication of the Department's annual newsletter *Symbiosis*. The committee should seek out opportunities for informing the public about the Department and our accomplishments.

- (3) *IT Committee* (includes web page management). A minimum of two faculty serve on this committee plus one graduate student. The departmental IT Support Supervisor serves *ex officio* on this committee. The membership of this committee should include both ordinary IT users as well as IT providers. The responsibilities of this committee are to oversee all departmental IT decisions and to interface with College and University IT committees and services.
- (4) *Animal Care Committee*. Three faculty with IACUC protocols for either teaching or research, and the laboratory manager responsible for vertebrate animal care, serve on this committee. One of these individuals is the departmental member of the UF IACUC, who serves as chair of this committee. The duties of this Committee are to oversee all aspects of departmental animal care and use, to maintain standards of care consistent with the requirements of the UF IACUC and the UF Animal Care Services (ACS), and to facilitate animal use by members of the Department. In conjunction with the Space and Facilities committee, this committee also assigns animal care space to those who need to use departmental animal care facilities.
- (5) *Greenhouse Committee*. A minimum of two faculty and one graduate student using the greenhouses for teaching or research serve on this committee. The Greenhouse Manager serves *ex officio* on this committee. This committee responds to teaching and research needs related to greenhouse as they arise. This committee also assigns greenhouse space to those who need to use the greenhouse facilities.
- (6) *Biology Major Executive Committee*. This is an intercollegiate committee that oversees the Biology Major. The Department share the membership of this committee with members from CALS. The Undergraduate Coordinator of the Biology Major serves as an *ex officio* member of this committee and its Assistant Director. The Undergraduate Coordinator of Bot/Zoo/Marine also serves, along with two additional Biology faculty members. These committee members are appointed by the Chair and approved by the Dean.
- (7) *Introductory Biology Committee*. This committee is chaired by the Coordinator of Introductory Biology and includes the Coordinator of Laboratories, both Undergraduate Coordinators, the Biology Major Online Coordinator, and at least three additional faculty. The duties of this committee are to review the curricula, pedagogy, and objectives of the Introductory Biology courses and propose improvements to the faculty as needed. The committee also reviews textbooks and online learning materials for the courses to propose improvements and changes as needed.
- (8) *Academic Committee*. This committee is composed of the Chair, Associate Chair, both Undergraduate Coordinators, the Biology Major Online Coordinator, Graduate Coordinator, Coordinator of Biology Laboratories, Graduate Administrative Assistant, Undergraduate Administrative Assistant, and the Office Manager. Duties of the

committee include setting fall, spring, and summer course offerings; consulting on TA assignments; and other matters arising related to academic offerings of the department.

### **Article VIII. Departmental Appointed Positions**

The chair shall appoint the following positions annually:

(1) *Department Archivist*. The Archivist maintains a record of the Department's history. S/he takes responsibility for materials pertaining to the history of the department and may address queries regarding Departmental history or refer them to others at UF, such as the Department of Special Collections.

### **Article IX. Departmental Meetings**

Faculty meetings will be held at least once in the Fall and once in the Spring semesters in addition to required meetings for tenure and promotion decisions (fall) and elections (late spring) and meetings to evaluate candidates for hiring. Meetings are called at the request of the Chair, or at the request of any two members of the Advisory Council or of any three members of the faculty. The Chair presides at these meetings; in their absence, the Associate Chair presides. Roberts' Rules of Order shall be used. The Chair shall distribute an agenda to the faculty prior to each meeting. Minutes shall be recorded at every faculty meeting and posted on the departmental web site.

### **Article X. Departmental Bylaws and Operating Procedures**

- A. Adoption. The elected ad hoc Bylaws Committee, in consultation with the departmental chair and administrative officers, shall call a special meeting of the faculty and staff to discuss an initial draft of the bylaws. After revisions have been made, a final draft of the bylaws shall be prepared and provided to all members of the faculty and staff. No earlier than two weeks and no later than four weeks after dissemination of the final draft, a vote of the faculty by written secret ballot shall be conducted to adopt or reject the bylaws. Adoption of these bylaws shall require the affirmative vote of a two-thirds majority of eligible voting faculty as defined in these bylaws (see Policy 2). The Bylaws will receive final approval by the College office (See Article 9.2 of the CBA for procedure) and will go into effect two weeks after final approval is received. During the first year after adoption, it may be necessary to adjust the length of terms for council and committee members so that the terms of office are staggered.
- B. Amendments. Amendments to the bylaws may be suggested by the Chair, Administrative Officers, or any faculty or staff member. Written notice and the text of the proposed amendments shall be sent to the faculty and staff at least one month prior to the meeting at which such action is to be taken. The bylaws may be amended by a two-thirds affirmative vote of the eligible voting faculty (Procedure 2). Amendments shall be effective when written notice of the adopted changes is sent to all faculty and staff after having been approved by the College. Such notice must be given within two weeks after the date the amendments have been adopted.



- C. Policies and Procedures. Detailed policies and operating procedures for the Department are documented under “policies and procedures” to supplement the bylaws. These policies and procedures are adopted by the process described in Article X.A. except that adoption does not require College approval and therefore are in force immediately after the amendment vote has been taken and the new version is posted. These policies and procedures may be amended as described in Article X.B. except that they are not submitted to the College for approval and therefore are in force immediately after the vote has been taken.
- D. Review. An elected, ad hoc Bylaws Committee of faculty shall review the bylaws and the policies and procedures at least every three years and propose revisions to maintain currency.
- E. Promulgation. A copy of the approved bylaws and policies and procedures will be posted on the departmental web site and a copy will be given to each new faculty member.

### **Policies and Procedures**

Approved by Faculty Spring 2020

**The following policies and procedures are detailed operation procedures to supplement the bylaws of the Department of Biology as described in Bylaws Article X.C.**

#### **Policy 1. Special Faculty Appointment Procedures**

1. Joint Faculty. A request for Joint Faculty status (defined in Article II) includes circulating a CV, interviews with faculty, and a departmental seminar. A two-thirds majority affirmative vote of the participating voting faculty (see Policy 2) is required before an individual can be appointed to a joint faculty position in the Department. Faculty with joint status may supervise graduate students (once granted graduate faculty status) and/or teach at the graduate or undergraduate level. Joint faculty may participate in departmental activities, departmental service, and may vote on departmental matters as specified in Policy 2. The continuing status of joint faculty will be reviewed annually by the Advisory Council.
2. Affiliate and Courtesy Faculty. Faculty members may recommend individuals for affiliate (within UF) and courtesy (outside UF) appointments. A Biology faculty member must provide an explanation of what said appointment brings to the department, and a current CV must be available for review. Following review and discussion, a two-thirds majority affirmative vote of the participating voting faculty is required before an individual can be appointed to these positions. Individuals with these appointments may not vote on departmental matters. The continuing status of affiliate and courtesy appointments shall be reviewed annually by the Advisory Council.
3. Emeritus Faculty status is conferred on retiring faculty members by a two-thirds affirmative vote of the participating faculty. The retiring faculty member must request Emeritus status prior to retiring. Individuals with these appointments may not vote on departmental matters.
4. Graduate Faculty Status is conferred on salaried, tenure-track, tenured, or joint faculty actively engaged in research by vote of faculty in the Department that have graduate faculty

status. Achieving graduate faculty status requires a two-thirds majority affirmative vote of the eligible faculty. The Chair of a graduate student supervisory committee must have graduate faculty status in the Department.

### **Policy 2. Departmental Voting**

Voting rights on tenure and promotion are established by the Collective Bargaining Agreement and/or set above the level of the Department. Each fall, the Chair will clarify these rights with the Dean of CLAS and assemble a list for use in the coming year. In all T&P decisions the rank of voters must be above the rank of the candidate. Otherwise, Table 1 below shows, for different issues, who may vote and the type of votes to be taken. Affiliate, Courtesy, and Emeritus faculty do not have voting rights.

Absentee (proxy) ballots are welcome for all votes taken by the Department. Absentee ballots must be transmitted in writing to a member of the faculty prior to the time the vote takes place. After informing the person who is tallying the votes about the absentee ballot, the faculty member with the absentee ballot will then vote on behalf of the absent faculty member.

Table 1. Departmental voting

Nature of vote	TTF	JF	NT	GR	Majority needed <sup>1</sup>	Secret Ballot?
Tenure & Promotion						X
Hiring priorities	X		X	X	>66%	
Hiring advertisement	X	X <sup>3</sup>	X	X	>50%	
Hiring interviews	X	X <sup>3</sup>	X	X	>50%	X
Hiring final vote	X	X <sup>3</sup>	X	X	>50%	X
Chair	X		X	X	>50%	X
Associate chair approval	X		X	X	>50%	X
Graduate coordinator	X	X	X	X	>50%	X
Undergraduate coordinator	X		X		>50%	X
Electing dept. committees	X		X	X	>50%	
Merit committee	X <sup>2</sup>		X		>50%	X
Bylaws & Policies & Procedures	X		X		>66% (eligible <sup>1</sup> )	X
Department rules, general policies	X		X	X	>50%	
Dept. rules/policies for grad program	X	X	X	X	>50%	
Dept. rules/policies for undergrad program	X		X		>50%	
Merit pay criteria for TTF and NT	X		X		>66%	X
Courtesy appointments	X		X		>66%	X
Graduate faculty status	X <sup>4</sup>		X <sup>4</sup>	X	>66% (eligible <sup>1</sup> )	X
Emeritus faculty status	X		X		>50%	X

1 “Majority needed” refers to the percent of *participating* voters, except where noted; “eligible” requires a majority vote from *all eligible*, not just *participating*, voters.

2 SF (salaried faculty) only (e.g., not WML faculty).

3 Only joint and external faculty representatives on search committees have voting rights in that search.

4 Only faculty members with graduate faculty status may vote.

Categories defined under Article II D:

TTF = Tenured and tenure-track faculty in the Department

SF = TTF salaried in the Department

JF = Joint faculty

NT = Non-tenure track Faculty salaried in the Department

GR = Graduate student representative

### **Policy 3. Procedures for Choosing a Chair**

1. When determined by the events stipulated in Article IV.B of the Bylaws, the Recruitment committee will initiate a Chair search process as follows:
  - A. Acknowledging that the commitment to be considered for Chair is a significant one, the process of recruiting Chair candidates will be initiated by the Recruitment Committee (see Article VII) in the spring (~Apr) of the penultimate year of the Chair's service.
  - B. By early fall (~Sept) a slate of at least two candidates should have been identified.
  - C. Also in early fall, the Recruitment Committee will request that the Dean charge a Chair Search Committee. The Recruitment Committee will simultaneously offer a slate of candidates for the Departmental members of that committee (see below) to the Department for consideration.
  - D. In the event that two candidates have not yet been identified, the responsibility to recruit candidates will fall to the Chair Search Committee.
2. The department elects members of the Chair Search Committee from among the faculty, tenured and nontenured (following the CLAS constitution). The Dean is informed of this Committee and may appoint additional members. Normally the Dean appoints a faculty member from outside the Department.
3. The Chair Search Committee elects its chair.
4. This Committee so comprised may select up to two additional faculty members to ensure a committee diversified in terms of rank and specialties within the department, race, and gender. In the absence of action by the Committee, the Dean may appoint up to two additional faculty members to serve on the committee to achieve such diversity. Committee composition shall remain such that a majority of the Committee members are full-time faculty in the department. (as required by CLAS Constitution).
5. The chair search committee establishes the process for consideration of candidates for chair. Ordinarily, this involves receiving a goals and positions statement from each candidate, and a question and answer session by the candidates followed by a faculty meeting where the merits of the candidates are discussed. Meetings with staff and students are also held and advisory ballots from staff and students are forwarded to the faculty for their consideration. A record of the vote by secret ballot of all salaried members of the faculty will be forwarded to the Dean by the Search Committee.
6. The committee submits its recommendation for chair to the Dean of CLAS for consideration. The committee's recommendation is based on the departmental vote and its evaluation of each of the candidates.
7. The Dean of CLAS selects the chair of the department, for a term of appointment subject to her/his discretion.
8. The Dean's nomination shall be forwarded to the President for approval. In those instances where the nominee of the Dean is not concurred with by the Search Committee, then the Committee's dissenting report shall be forwarded to the President along with the nomination made by the Dean (from College Constitution).

### **Policy 4. Annual Activity Reports and Evaluations**

All faculty are evaluated annually by the Chair. Each faculty member prepares an annual activities report according to the procedures described by the College. This report shall include

all aspects of the faculty member's assignment including teaching, research and professional and public service. After reviewing the faculty member's accomplishments, the Chair writes a thorough review, including an assessment of whether the faculty member's performance is satisfactory or unsatisfactory overall as well as providing an individual assessment for each of these three areas: research, teaching, and service. If the faculty member disagrees with the content of the letter, and a mutually agreeable solution is not found, the faculty member may write an addendum to their annual letter. The letter and addendum become a part of the faculty member's file. Merit increases and other awards are recommended to the Chair by the Merit Committee using the procedures described in Policy 11 and the criteria in Policy 12.

### **Policy 5. Tenure and Promotion Procedures**

All faculty eligible for tenure and/or promotion are reviewed annually in a meeting attended by eligible faculty of higher rank (see Table 2 below and Policy 2 for participation and voting). For each promotion-eligible faculty member two votes will be taken: (a) Shall this individual be continued for the coming year and (b) Is this person making adequate progress toward tenure and/or promotion? This vote is taken by secret ballot and is reported to the faculty member by the Chair.

Faculty should see the Biology Promotion Criteria (available on the department website), the Faculty Handbook (available from the Academic Affairs website), and the CLAS tenure and promotion guidelines (available on the CLAS website) for current information.

Midway toward tenure and/or promotion, normally in the third year after a faculty member has been hired, all faculty receive a third year review. This review is designed to be much like the final tenure/promotion process (i.e., with the same forms) except that letters are not requested. For full information on this process CLAS documents on mid career and third year review (available on the CLAS website).

In the year in which a faculty member is eligible for tenure and/or promotion, the Chair convenes a faculty meeting during the spring at which the eligible faculty of higher rank (see Policy 2) discuss the candidate and advise the Chair on whether to take the case forward. If the case is to go forward the Chair, as appropriate, then requests letters of evaluation from outside UF. The faculty member is responsible for the preparation of their T&P or Promotion packet. The Department Administrative Assistant can assist by providing relevant data from the faculty member's annual reports, and the mentor should be available to review the packet. In the fall when all materials are ready, the Chair convenes a faculty meeting at which the eligible faculty discuss the candidate based on the materials provided. After this discussion, these same faculty vote by secret, written ballot on each case. The outcome of the ballot is included in the T&P materials. The Chair then writes a letter supporting or not supporting the candidate (with an explanation) and provides a detailed explanation of the departmental ballot. The entire packet is then forwarded to the College. For details see CLAS tenure and promotion guidelines at <http://www.clas.ufl.edu/hr/tenure/tenure.html>.

Table 2. Tenure and promotion voting procedures.

	<i>A member of these groups (column) can vote on...</i>								
<i>...faculty promotion TO the group below:</i>	Assistant scientist	Associate scientist	Scientist	Lecturer	Senior lecturer	Master lecturer	Assistant professor	Associate professor	Full professor
Assistant scientist		X	X					X	X
Associate scientist		X	X					X	X
Scientist			X						X
Lecturer					X	X		X	X
Senior lecturer					X	X		X	X
Master lecturer						X			X
Assistant professor								X	X
Associate professor								X	X
Full professor									X

### **Policy 6. Promotion and Post-Tenure Review Procedures**

Departmental Promotion Criteria, which are supplemental to the CLAS and University of Florida promotion guidelines, are available from the Department's webpage.

1. Promotion. Faculty wishing to be considered for promotion shall inform the chair during the Spring of the year. Eligible faculty of higher rank (see table above and Policy 2) shall discuss the promotion and conduct an initial vote on whether to go forward with the promotion. This vote is advisory only. Once the candidate has put together their packet (see the Faculty Handbook available from Academic Affairs, and the CLAS tenure and promotion guidelines on the CLAS website for current information) and the outside letters have been obtained by the chair (as appropriate), a discussion of the candidate is held at a faculty meeting of eligible faculty. After this meeting, eligible faculty vote on the promotion and this is recorded as the departmental vote. The Chair then writes a letter supporting or not supporting the candidate (with an explanation) and provides a detailed explanation of the departmental ballot. The entire packet is then forwarded to the College. For details see CLAS tenure and promotion guidelines at on the CLAS website.
2. Sustained Performance Evaluation. All faculty members shall receive a sustained performance evaluation (SPE) once every seven years following the award of tenure or their most recent promotion. The purpose of this evaluation is to document sustained performance during the previous six years of assigned duties and to encourage continued professional

growth. A performance improvement plan (PIP) shall be developed for those employees whose performance is consistently below satisfactory in one or more areas of assigned duties. The Chair shall follow the rules of the Collective Bargaining Agreement, and seek the advice of the Faculty Merit Committee on all SPE or PIP cases.

3. The Salary Pay Plan for Senior Faculty (SPPP) is designed to recognize highly productive performance in the areas of teaching, scholarship, and service. This award is meant for those who have contributed to the full life of the university, consistent with the faculty member's assignment. The College provides a list of those eligible (normally once every seven years). Further information is available at <http://www.clas.ufl.edu/hr/tenure/spp.html>. Recommendations for SPPP awards are made by the Chair in consultation with the Faculty Merit Committee

### **Policy 7. Procedures for Mentoring**

It is the policy of the Department that all assistant and associate professors, lecturers and senior lecturers, and assistant and associate scientists, receive regular mentoring from a faculty member at higher rank in the same or a parallel track. The Chair, in consultation with the junior faculty member, shall appoint a mentor within one month of the faculty member's arrival on campus. All mentors and mentees should refer to the departmental guidelines on suggested mentoring practices and resources on mentorship (to be available on the department website).

The mentor will meet with the faculty member within a month and provide them with a copy of the appropriate Biology Promotion Criteria as well as University of Florida and CLAS Tenure and Promotion Guidelines. After reviewing the guidelines, the faculty member and the mentor will meet to discuss the criteria for tenure and promotion.

During this meeting, the mentor should recommend that the faculty member enter the University tenure and promotion or promotion packet on their computer to begin the process of preparing the packet for the 3rd year-review. The mentor should meet with their mentee on a regular basis – at least once or twice a semester – to discuss issues of professional development. The mentor helps to identify problem areas and, in consultation with the Chair, recommends remedies.

### **Policy 8. Procedures for Peer Evaluations**

It is the policy of the Department and CLAS that the teaching of all department members with teaching responsibilities shall be peer evaluated. These evaluations are an important part of tenure and promotion considerations and for teaching awards.

#### **A. *Frequency of evaluation***

Tenure-track faculty are peer evaluated each semester until tenure, and tenured faculty are reviewed annually. Lecturers, Adjuncts, Post-docs and Graduate Students who are responsible for entire courses are also peer evaluated each semester. Joint faculty teaching in the department are evaluated on an ad hoc basis, to be agreed upon by the Chair and the director/Chair of the joint unit.

### *Who evaluates whom*

At the beginning of each semester, the Associate Chair shall ensure that all department members with teaching assignments (including joint faculty) will be evaluated during the course of the semester, as detailed in Table 3 below. Joint faculty may receive teaching evaluation but do not serve as evaluators. All other instructors of record may request to be evaluated at the discretion of the Associate Chair.

Table 3. Peer teaching evaluation procedures.

	<i>A member of these groups (column) can evaluate...</i>					
<i>A member of the group below*:</i>	Graduate student	Postdoc	Lecturer	Master/senior lecturer	Assistant professor	Associate/full professor
Graduate student		X	X	X	X	X
Postdoc		X	X	X	X	X
Lecturer			X	X	X	X
Master/senior lecturer				X		X
Assistant professor			X	X	X	X
Associate/full professor				X		X

\* Faculty can serve as peer reviewers for other faculty members at the same rank, in their own or a parallel track, provided that the reviewer has more years of teaching service than the reviewee (e.g., an assistant professor can peer-review a lecturer provided that the assistant professor has more years of teaching service, or vice versa).

### *B. Policies for evaluation*

The peer evaluator shall (a) attend at least one class, giving at least two weeks notice; (b) review the syllabus and other instructional materials of the faculty member; and (c) write a letter evaluating both positive and negative aspects of the faculty member's teaching. If there are problems beyond the control of the faculty member that may affect the teaching or student evaluations (such as poor physical conditions in the classroom) these should be noted and the information given to the Chair.

### **Policy 9. Graduation Marshals Procedures**

Graduation marshals, as needed by the College, are chosen sequentially from an alphabetical list of the salaried faculty and agreed upon at least one term in advance. If the faculty member cannot serve that term (e.g., due to sabbatical leave) then the next name on the list is chosen. The



replaced faculty member is obliged to serve at the next opportunity. The chosen marshals shall serve for one semester and need not serve again until all faculty have served.

### **Policy 10. Procedures for Faculty Searches**

A) Tenure-Track Faculty: When a line is allocated to the Department, after taking into consideration long- and short-term priorities as identified in the strategic plan, the faculty shall decide the desired discipline or research specialty by a two-thirds majority vote (Policy 2). The faculty then decide by a vote of >50% of participants on whether or not to start the search for that position.

1. Searches for tenure-track or tenured faculty (as defined in Article II) shall be conducted by the Faculty Search Committee, consisting of members as defined in Article VII. The Search Committee shall comply with the procedures described by the CLAS recruitment web sites, as well as documents provided by the Diversity and Inclusion Steering Committee. The Diversity Liaison should also be involved in the search from initiation to conclusion.
2. In consultation with department staff and the University's Department of Human Resources, the Search Committee will draft an official advertisement of the position in a manner consistent with the requirements of the University and College for affirmative action and equal opportunity. The final advertisement must be approved by a vote of >50% of the voting faculty (see Policy 2) before it becomes available to the public.
3. The Search Committee shall make every effort to attract a diverse pool of candidates, and as required by CLAS and the University, all search committee members will complete diversity training (provided as a web-based training by the University) before beginning their official duties on the committee.
4. The Search Committee shall review all applications, and establish a recommended priority pool of best-qualified applicants.
5. The priority list shall be circulated to the department at least five days prior to the faculty meeting at which the candidates are to be discussed, so that they may review all of the files with particular attention to the priority pool.
6. The Graduate Students should meet to discuss and decide their ranking of candidates prior to the faculty meeting. The Graduate Student Representative shall cast one collective vote on behalf of all graduate students at these meetings (see Policy 2).
7. Faculty members eligible for voting (see Policy 2), but who cannot attend the meeting, whether online or face to face, may cast absentee ballots by providing their ranking of candidates in writing to a faculty member (see Policy 2) before the appropriate meetings.
8. The Departmental Chair shall convene and chair the faculty meeting to identify the candidates to be invited for interviews.
  - a. The Search Committee Chair presents the initial priority pool for consideration as determined by the Search Committee.
  - b. The faculty and the graduate student representative discuss the qualifications of each candidate, during which Search Committee members and the graduate student representative shall provide relevant information, including comments provided by absent faculty members and ranking by the graduate students.
  - c. Voting will take place as outlined in Section 9 below.

9. Voting Procedures. Note: all percentages reflect percentages of participating voters.
  - a. Each participating voter (see Policy 2) votes for their top (one) candidate. The tally of these votes also includes the highest ranked candidate from each absentee ballot.
  - b. If one candidate receives >50% of the vote, their name is moved to the interview list.
  - c. If no candidate receives >50% of the vote, then the candidate with the lowest number of votes is removed from the voting list (or in the case of ties, all candidates tied for the lowest number of votes are removed), and voting resumes at step "a".
  - d. Every time a candidate is added to the interview list, a motion may be made to stop the voting process, so that no additional candidates are added to the interview list. A >50% affirmative vote for this motion determines whether voting proceeds or not.
  - e. All candidates in the original priority pool, who are not elevated to the interview list, are retained in the priority pool for reconsideration each time that voting resumes at step "a".
  - f. When the interview list is complete, faculty may discuss and vote (>50% to pass) whether other candidates who did not make the interview list should still be considered in the event that no suitable hire is identified from the interview list, or whether the search should then be terminated and reopened.
10. Selected candidates are invited to come for interviews with faculty and graduate students and to make at least one departmental presentation. The Search Committee, with the assistance of the Department Administrative Assistant, is responsible for setting the agenda for the candidates' visits, including any special meetings with faculty, staff or administrators, and including external faculty and staff from other units on campus.
11. At the conclusion of the interview process for the final invited candidate, a second meeting shall be held soon thereafter (typically within a week) to discuss and vote for the candidate that will be offered the position. This meeting is chaired by the Department Chair and consists of a thorough discussion by faculty and graduate students of all candidates that were interviewed followed by voting.
12. Following a discussion of all candidates, and their suitability and acceptability, the chair will then ask whether any of the interviewed candidates should be removed from further consideration. If yes (by majority vote by secret ballot), that candidate is removed from further consideration and voting. The voting procedure shall then follow that described in Section 9. To receive an offer, the candidate must receive >50% of the vote of the participating faculty (Policy 2).
13. The Departmental Chair shall present the faculty's chosen candidate to the Dean. In the event that the candidate(s) is unacceptable to the Dean, the Departmental Chair shall request a meeting of the faculty to determine whether another candidate is acceptable or whether the search is to be terminated or reopened.
14. Upon final approval by the Dean and subject to the approval of the University Provost, the Department Chair makes an offer to the chosen candidate.

15. In the event that the candidate declines the offer, the Departmental Chair shall request a meeting of the faculty to determine whether another candidate is acceptable or whether the search is to be terminated or reopened.

B) Non-Tenure Track Faculty (Lecturers):

1. Searches for non-tenure-track faculty (as defined in Bylaw II-D) shall be conducted by the Faculty Search Committee, consisting of members as defined in Bylaw VII-D.3. The Search Committee shall comply with the procedures described by the CLAS recruitment web sites.
2. In consultation with Department staff and the University's Department of Human Resources, the Search Committee will draft an official advertisement of the position in a manner consistent with the requirements by the University and College for affirmative action and equal opportunity. The final advertisement must be approved by a vote of >50% of the voting faculty (see Policy 2) before it becomes available to the public. The Search Committee shall make every effort to attract a diverse pool of candidates.
3. The Search Committee shall review all applications, and establish a recommended priority pool of best-qualified applicants.
4. The priority list shall be circulated to the faculty at least five days prior to a faculty search committee meeting at which the candidates are to be discussed, so that the faculty at large may review all of the files, with particular attention to the priority pool, and provide feedback to the committee. Anonymous feedback may be provided via a staff designee.
5. The search committee, considering faculty feedback, will determine an interview list, share the list with the College for approval, and then arrange interviews.
6. Interviews may be electronic and consist of a lecture presentation, topic to be determined by the search committee, and conversations with the candidate, both of which are open to faculty participation.
7. Faculty evaluations of the candidates are once again sought by the search committee, and can be provided anonymously via a staff designee.
8. At the conclusion of the interview process for the final candidate, a second meeting of the faculty search committee shall be held (typically within a week) to discuss and vote for the candidate that will be offered the position. This meeting is open to all faculty and consists of a thorough discussion of all candidates, including comments submitted by faculty not present. All search committee members and attending eligible faculty (Policy 2) may vote on the candidates. To receive an offer, the candidate must receive >50% of the vote of the participating faculty (Policy 2).
9. Voting Procedures- Note: all percentages reflect percentages of participating voters.
  - a. Each participating voter (see Policy 2) votes for their top (one) candidate. The tally of these votes also includes the highest ranked candidate from each absentee ballot.
  - b. If one candidate receives >50% of the vote, their name is moved to the interview list.

- c. If no candidate receives >50% of the vote, then the candidate with the lowest number of votes is removed from the voting list (or in the case of ties, the candidates with the lowest number of votes are removed), and voting resumes at step "a".
  - d. Every time a candidate is added to the interview list, a motion may be made to stop the voting process, so that no additional candidates are added to the interview list. A >50% affirmative vote for this motion determines whether voting proceeds or not.
  - e. All candidates in the original priority pool, who are not elevated to the interview list, are retained in the priority pool for reconsideration each time that voting resumes at step "a".
  - f. When the interview list is complete, faculty may discuss and vote (>50% to pass) whether other candidates who did not make the interview list should still be considered in the event that no suitable hire is identified from the interview list, or whether the search should then be terminated and reopened.
10. The Departmental Chair shall present the faculty's chosen candidate to the Dean. Upon final approval by the Dean and subject to the approval of the University Provost, the Department Chair makes an offer to the chosen candidate.
11. In the event that the candidate(s) is unacceptable to the Dean, or the candidate declines the Departmental Chair shall request a meeting of the faculty search committee to determine whether another candidate is acceptable or whether the search is to be terminated or reopened.

### **Policy 11. Procedures for Electing the Faculty Merit Committee**

By annual election, the department shall choose a Merit Committee (MC), following the procedures described above (Article VII), to provide advice, based on the Merit Criteria (Policy 12), to the Chair regarding individuals who are to be considered for merit salary increases. The MC will provide this advice in the form of rankings which the Chair will use in determining the salary recommendations to be transmitted to the Dean. The election shall be conducted in March by the Department Chair. All tenured faculty and master and senior lecturers budgeted within the department are eligible for election, but no one may serve more than once in three (3) years. The committee election procedure is as follows: (a) A ballot listing all faculty eligible to serve as committee members is given to faculty [eligible faculty are master and senior lecturers salaried in the department, and TTF tenured and salaried in the department; the Chair and Associate Chair are not eligible]. (b) Eligible faculty are given an opportunity to remove their names from consideration for service on the committee. (c) The ballot asks faculty to identify their top three candidates. (d) The ballots are distributed to all faculty salaried in the Department, using double envelope, secret ballot format. (e) Three members of the Advisory Council open the ballots. The three individuals with the most votes will serve during the following academic year.

### **Policy 12. Merit Criteria**

The MC shall rank each member budgeted in the department (as well as individuals having their tenure home in the department, if requested) using these guidelines. Faculty will be evaluated on the basis of their work assignments. Following this ranking procedure, two members of the committee shall rank the other committee member in their absence using exactly the same

criteria applied to all other faculty members. Rankings shall focus on performance during the current academic year. Information on research, teaching, and service (included in the Annual Activities Report), and any other relevant information the individual wishes to add to the file, shall serve as the basis for ranking each faculty member (and see below for further guidance).

Any changes in these Guidelines that appear necessary in future years can be proposed either by the MC or a committee of three faculty members elected from among the TTF and NT departmental faculty (see Policy #2). Changes recommended in either of these ways shall be incorporated into these Guidelines by a majority vote.

*Criteria:* The department recognizes that the traditional, legitimate areas of academic activity are research, teaching, and service. A faculty member is expected to perform competently in all areas assigned. Performance is meritorious if it exceeds routine expectations in quality or quantity. Normally, merit would require an adjudication of excellent in two areas, and at least good in a third area, for tenure-track and tenured faculty. The following criteria, which are in no particular order, are not meant to be all-inclusive.

**Research activities to be considered include:**

- Published, or have in press, papers or reviews in refereed journals.
- Wrote a book, textbook, or monograph.
- Published, or have in press, a chapter or chapters in an edited book.
- Obtained, held, or applied for competitive grants or contracts.
- Received research citations as shown, for example, in *Citation Index*.
- Edited a journal or a book.
- Presented papers or invited symposia/seminars at scientific meetings.
- Made major contributions to community-recognized web-resources.
- Received an award or honor for research excellence.

**Teaching activities to be considered include:**

- Taught undergraduate courses with substantial enrollment.
- Taught formal graduate courses with reasonable enrollment.
- Received good student evaluations in undergraduate and graduate courses.
- Prepared or taught a formal new course.
- Served on graduate student committees.
- Supervised students in special problems or supervised teaching or research courses.
- Wrote a textbook, manual, or handbook for teaching purposes.
- Used evidence-based teaching methods.
- Incorporated new teaching methods, tools, approaches.
- Mentored or advised undergraduate or graduate students or postdocs.
- Received an award or honor for teaching excellence.
- Teach courses with lab or field work or significant writing components.

**Service activities to be considered include:**

- Served on a department, college, or university committee, especially as chair.

- Held a department, college, or university administrative appointment.
- Served as a student advisor.
- Played a role in improving public school education.
- Undertook significant, documentable, educational outreach.
- Helped to organize a scientific symposium or meeting.
- Acted as a reviewer or panelist on proposals for extramural agencies.
- Held office in a scientific society.
- Served as an editor or on an editorial board.
- Chaired a program section at a scientific meeting.
- Served scientific, governmental, industrial, or educational agencies.
- Received an award or honor for service excellence.