

Department of Biology

College of Arts & Sciences, University of Kentucky

May, 1995 (Update 10/97, updated 10/11/02)

I. Faculty Organization

The Department Faculty (subsequently, the “Faculty”) is responsible for the development of policies on such matters as academic requirements, courses of study, class schedules, graduate and undergraduate programs, research activities, budgetary recommendations, and service functions. In accord with Governing Regulations it may delegate to administrative officials and various committees the operation and administration of the Department’s programs. Decisions in areas not specifically delegated shall be made by vote of the faculty, insofar as such actions do not conflict with the Governing Regulations, the Rules of the Senate or the academic requirements of other units of the University. Any faculty member may request reconsideration of Departmental decisions. The Faculty may make recommendations to the Chair on those matters in which the Chair has final responsibility.

Department faculty membership includes both tenured and untenured full-time faculty members. Voting privileges are normally extended only to tenured and untenured full-time faculty members; the Faculty may extend (by two-thirds vote) voting privileges to any other person assigned to the Department for teaching, research, or administrative work.

A. Department Faculty Meetings

The Faculty of the Department shall hold regular meetings during each semester; no fewer than three will be held each semester except with specific Faculty approval. Agenda shall be circulated in advance of the meeting. In addition, special meetings may be called by the Chair or at the written request of five members of the Department Faculty; business of special meetings shall be confined to topics specified in the agenda provided in advance of such meetings. (Appendix II contains rules relating to the calling and conducting of Faculty meetings). A quorum is defined as one-half of those eligible to vote at

a particular meeting. Except where secret or written ballots are required by other regulations or when requested by an eligible Faculty member during a properly closed session, decisions shall be by voice vote and a majority shall suffice. Robert's Rules of Order shall be followed in all meetings, except to the extent expressly modified in this document. The Department Chair shall preside over all Department Faculty meetings except as he/she may delegate this function. Copies of minutes of all Department Faculty meetings shall be made available to all members of the Faculty.

All full-time Regular and Special Title Series Faculty members, including those holding joint appointments, shall have full rights to participate in discussions, make motions, and vote on all matters at Department Faculty meetings. Faculty members with Adjunct or Research Series appointments or persons with temporary full-time appointments shall have full rights to participate in discussions. The Faculty may delegate to two representatives of its student body (one undergraduate and one graduate major) the privileges of attending departmental meetings, contributing to discussion and voting on matters of departmental educational policy (GR VII.A.9).

B. Committee Structure

Standing Committees are charged with oversight and review of Department affairs, requirements, facilities and programs. They advise and make recommendations to the Department Chair in matters within their purview. With the exception of the Faculty Evaluation Committee and the Executive Committee, assignments are made by the Department Chair following consultation with the Executive Committee and the standing committee chairs. Faculty committee members serve staggered terms of two years; student committee members (where appropriate) are appointed to an academic year term. The Department Chair shall be an *ex officio* member of all Department committees. The meeting of any Department committee, other than the Faculty Evaluation Committee, may be observed by any member of the faculty, and a copy of the public minutes of any Department Committee shall be made available to any faculty member upon request.

Committees (adopted 4/12/96; modified 10/15/97)

There are six standing committees of the Department, each with certain primary responsibilities, along with other short-term duties assigned by the Department Chair, and each chaired by a particular Department administrator. These committees meet regularly during the academic year and report to the Department Chair. The standing committees, their chairs, and their primary responsibilities are as follows:

Executive (Chair: Department Chair)

- Advises the Chair on issues related to Department structure, faculty hiring, budget and funding, and Department priorities and planning

Faculty Evaluation (Chair: Department Chair)

- Plans and conducts annual Faculty Merit Evaluation Reviews
- Conducts ad hoc performance evaluations requested by faculty members
- Advises the Department Chair on improvement of academic evaluation in the Department

Facilities and Safety (Chair: Associate Chair)

- Advises the Chair on Department-level space, facilities/equipment, collections, vehicles, and animal-care issues
- Collects and communicates information on health and safety relevant to Department facilities and activities
- Conducts a regular health and safety assessment of Department facilities and activities

Events and External Affairs (Chair: Associate Chair)

- Oversees and coordinates regular Department events (e.g. banquets, picnics, retreats)
- Organizes and assembles the Department newsletter
- Coordinates elections and nominations for duties and honors both inside and outside the Department

Graduate Affairs (Chair: Director of Graduate Studies in Biology)

·Advises the DGS and Department Chair on the Biology Graduate Program and issues related to Teaching and Research Assistantships, fellowships, graduate students, and postdoctoral personnel

·Coordinates graduate recruiting for the Biology Graduate Program.·

Organizes and coordinates the Department seminar program

Undergraduate Affairs (Chair: Director of Undergraduate Studies in Biology)

·Advises the DUS and the Department Chair on the Biology major and the Department curriculum

·Coordinates the Biology undergraduate research program

·Participates in special events for undergraduates (e.g. graduation, Merit Day)

Membership of the Department Executive Committee consists of the Department Chair (chair), the Associate Chair, the Directors of Graduate and Undergraduate Studies in Biology, the Section Heads (see section I.C), and the Administrative Assistant (non-voting). Whenever only the Section Head would otherwise represent a Section, another member elected by the Section will be added to the Committee.

The Faculty Evaluation Committee consists of two members from each Section, which are elected by the sections for staggered term.

In addition to the standing committees, the Department Chair, may establish ad hoc committees and appoint their chairs and memberships, for such purposes as conducting searches to fill vacant faculty lines and responding to other important issues not readily addressed by the standing committees.

C. Program Sections (effective January 1, 1996)

The Department currently has three Sections: Environmental and Evolutionary Biology (EEB), Molecular and Cellular Biology (MCB), and Organismal and Integrative Biology (OIB). Each faculty member may be a member of more than one section; section affiliation may be changed at any time by a faculty member. The Section subdivisions reflect the diversity of contemporary biological sciences. Sections are defined at a scale appropriate for strong professional self-identification by members.

Responsibilities of each Section are as follows:

- (1) Catalyzing the professional development and recognition of faculty members, with special emphasis on mentoring and evaluating tenure-track Assistant Professors.
- (2) Assisting and planning the development of Department research programs.
- (3) Developing and coordinating research training at all academic levels, with special emphasis on contributions to the Biology Graduate Program.
- (4) Documenting needs and coordinating efforts in recruitment at all academic levels.
- (5) Making recommendations as requested by the Chair; contributing to discussions and activities of the Department, College, and University that are particularly relevant to the Section.
- (6) Electing a Section Head, advisory to the Department Chair. The Section Head will lead the Section in meeting the responsibilities listed above and in developing toward its full potential.

The Section Head is elected by the Section membership for a two-year term; consecutive terms are not prohibited. Sections Heads serve on the Department Executive Committee.

II. Administrative Organization

A. The Department Chair is the chief administrative officer of the Department of Biology, having administrative responsibility for implementing the Department's programs within the limits established by the regulations of the University, policies of the University Senate, and the rules of the College of Arts & Sciences. He or she is responsible for the overall operation of the Department and such

other matters as have been delegated by the Faculty, and shall create such committees as he/she or the Faculty deem necessary to carry out these duties.

The Chair is responsible for initiating recommendations on the appointment of new members of the Department, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, and granting of tenure. He or she is responsible for the periodic evaluation of Department members (Faculty and Staff) by procedures and criteria established by University, College and Department.

The Chair is responsible for submitting the Department budget and, upon approval of the College, he or she is responsible for administering the budget in accord with other University procedures. The Chair is also responsible for making recommendations on salaries and salary changes.

B. The Associate Chair, appointed by the Chair, is responsible for those administrative responsibilities assigned by the Chair. These include, but are not limited to: a) oversight of instructional staff personnel; b) oversight of Department instructional and research support facilities; c) coordination of renovations and repairs of space and facilities; d) oversight of inventory maintenance; e) coordination of space assignments within the Department; f) service as Acting Chair in the Chair's absence from the campus.

C. The Director of Undergraduate Studies, appointed by the Chair, has primary responsibility for coordinating undergraduate advising activities, for scheduling classes, for making recommendations concerning teaching assignments for regular faculty members and teaching assistants, and for coordinating space assignments for instructional purposes.

D. The Director of Graduate Studies is appointed by the Dean of the Graduate School, upon recommendation by the Department Chair, and has primary responsibility for coordinating the Biology Graduate Program, and coordinating graduate education within the Department.

III. Amendments

These policies and procedures can be amended at any time upon the initiation of any voting Faculty member or any Department committee. Amendments must be presented in writing and circulated to all Faculty members at least ten days prior to the meeting in which the vote is to be taken concerning the amendment. Adoption of an amendment requires a majority vote of all faculty members eligible to vote.

APPENDIX I:

Missions of the Department of Biology

1. Facilitate program development at the undergraduate and graduate level.
2. Insure proper and efficient utilization of all resources (faculty, equipment, space, etc.); this includes training and appropriate utilization of teaching assistants.
3. Aid in the development of an environment (physical and intellectual) that is conducive to quality instruction at the graduate and undergraduate level.
4. Facilitate the development of research in all its aspects.
5. Support and provide leadership in University-wide efforts in research, instruction, and other academic endeavors.

Specific Objectives

1. Strengthen the undergraduate and graduate degree programs; the prime responsibility resides with the Faculty. The Department Chair must take an active role in this venture.
2. Strengthen those undergraduate and graduate programs that at present are offered within the Department and develop and support any additional programs that are justified on the basis of student need.
3. Develop an administrative organization that will insure maximum utilization of all resources and most importantly, will lead to significant curriculum development.
4. Delegate responsibility and authority to the Faculty where appropriate to promote integration rather than compartmentalization of programs.
5. Develop plans for utilization of assigned space, or construction of additional space to accommodate the teaching and research programs.

APPENDIX II:

GUIDELINES FOR COMPLYING WITH THE KENTUCKY OPEN MEETINGS ACT

Department Faculty meetings are subject to the provisions of the Kentucky Open Meetings Act. The Department Chair must comply with the new Open Meetings legislation by following the guidelines below:

- 1) The Department shall provide a schedule of regular Faculty meetings, specifying time and place.
- 2) Put in writing to all Department Faculty members all notices and agenda for special or called Faculty meetings. The written notice (a memo in faculty mailboxes or email message will suffice) must be given at least 24 hours prior to the meeting time. For special meetings, discussions and action at the meeting shall be limited to items listed on the agenda.
- 3) Post in a conspicuous spot in the Department office an announcement of the regular meeting schedule and notices and agenda for special or called faculty meetings. The posting must be done at least 24 hours prior to the meeting time.
- 4) There is no obligation to notify the media of scheduled meetings unless a specific request is received from a news organization.
- 5) When a meeting turns to specific personnel matters dealing with an individual case(s) (promotion, tenure, dismissal, appointment renewal, etc.), the meeting will go into “executive” or “closed” session,. These steps must be followed before the meeting is closed. This procedure should be followed even if no members of the public are in attendance at the meeting:

- a) The chairperson of the meeting shall announce in the meeting [this wording is required by statute]: “I will entertain a motion to go into executive session for the purpose of discussing personnel matters that could lead to the appointment, discipline or dismissal of a faculty member, pursuant to KRS 61.810(1)(g).”.The motion must state specifically which of these categories is being invoked. For the purposes of the Open Meetings Law, “appointment” includes initial appointment, reappointment, terminal reappointment, promotion (i.e. appointment to a higher rank) or tenuring appointment. To the extent that tenure progress review contributes to the nature of a reappointment decision, that process is also encompassed by citation of the “appointment” clause. .
- b) A motion must be made and seconded; a hand vote will be taken; it must be confirmed that a simple majority has voted in favor of the motion; compliance will be noted with these measures in the minutes.
- c) The chairperson will announce that the meeting will go into executive session and ask the public to leave.
- d) If a faculty member to be discussed is present at the meeting, he or she may be asked to leave for that portion of the executive session during which his or her case is considered.
- e) No formal action (i.e., a formal vote) will be taken on any matter while in executive session; rather, the executive session must be used solely for the purpose of having vigorous and candid discussion about the strengths and weaknesses of a candidate.
- f) Minutes or summaries of executive sessions are not required; indeed, as regards the conduct of executive sessions, the minutes should not show information which would defeat the purpose of holding a closed session.

APPENDIX III:

POLICY ON NEW FACULTY APPOINTMENTS

1. The Department's long-range plan shall include a statement regarding size and diversity of our Faculty and how the Department will fulfill its role at a major land-grant university.
2. Department of Biology policy should be that positions vacated by turnover shall be filled to optimize program growth and development, not necessarily be filled by individuals with expertise similar to that of the departed Faculty member.
3. The primary considerations in making new Regular Title Series faculty appointments shall be research needs of the Department of Biology as well as the research and teaching competence of the appointee.
4. To assist in determining areas for future Faculty appointments, the Department shall maintain a list of perceived needs for future appointments, with justifications.

APPENDIX IV:

RULES FOR FACULTY PROMOTION DELIBERATION

1. All Regular and Special Title Series members of the Department of Biology Faculty, excluding the candidate under consideration, are encouraged to participate in all deliberations on promotion and tenure of Faculty members and to examine solicited letters from referees outside the Department of Biology. Regular and Special Title Series faculty members may submit written evaluations of each candidate.
2. All tenured Faculty members with rank equal to or higher than the rank for which the candidate is being considered are required to provide the Chair with a written judgment of the candidate
3. Each member of this Faculty who will be providing a written judgment of the candidate has the collegial responsibility to attend all meetings at which the candidate will be discussed and to fully familiarize himself or herself with the candidate's dossier.

Thanks Laurie. Let me know when these are approved and I'll post to the Web. Cindy

At 09:39 AM 1/2/2003 -0500, Boling, Laurie wrote:
Richard --

In October, the Biology faculty approved revisions to the Department Administrative Rules. Attached is a copy of that document. I also am forwarding a copy to the Faculty Senate in accordance with Cindy's earlier request. However, I acknowledge that the College may have in place an "approval" procedure before it can become official.

Thanks (and Happy New Year to all) -- Laurie