

# Biochemistry and Cellular and Molecular Biology By-Laws

## I. INTRODUCTION

In accordance with the *Bylaws of the College of Arts and Sciences*, the Department of Biochemistry and Cellular and Molecular Biology (BCMB) hereby establishes bylaws for the governance of the department and procedures of operation within. These by-laws, adopted by the faculty of the BCMB Department in the spring of 2010, reflect the operations of the department in teaching, research, service and administrative areas. In general, the actions of the department are determined by the recommendations of its various standing and *ad hoc* committees, subject to approval of the entire faculty. According to the policy of the college, the department head except in matters of curriculum, may use the faculty recommendation as advisory and may set any decision of the faculty aside. In some cases, a decision is adopted as official in the absence of objection, after a reasonable time; these instances are made explicit in the following sections.

## II. THE DEPARTMENT

**A. The faculty of the department** consists of all those members who hold full-time or part-time appointments with the rank of Lecturer or higher and all Research Faculty and Adjunct Professors.

**B. The voting membership** for departmental matters shall include all continuing tenured and tenure-track faculty at the rank of assistant professor and higher.

**C. The department head** is a member of the faculty who is appointed by the Dean of the College of Arts and Sciences in consultation with the faculty of the department as prescribed by the faculty handbook. Terms of appointment are typically 5 years, with an option for renewal of the appointment according to the discretion of the Dean. The department head is responsible to the College for the conduct of departmental business. This responsibility is combined with the necessary authority to make decisions regarding teaching assignments, committee appointments, apportionment of space (for offices, teaching and research), expenditure of departmental funds, recommendations for hiring, tenure, promotions and salary increases among department personnel, as well as implement the decisions of the department. The department head is responsible for working with the faculty to plan, execute and review the curriculum. S/he also provides encouragement and support of faculty teaching, research, creative activity and public service. The head is considered to be the representative of the department to the public, the other faculty and administration at the University, and colleagues at other universities and institutions. The head should provide leadership in the development and implementation of a strategic plan that should guide activities and inform decisions. S/he is responsible for the annual performance planning and review of faculty and staff. The department head is responsible for employment and supervision of clerical and supporting personnel. The management of department facilities,

equipment, space and budget are responsibilities of the head. The head normally follows committee and faculty recommendations, although circumstances may require the head to exercise his/her own judgment. The head should inform the faculty as fully as possible of all decisions that concern them individually, or the department as a whole. The department head chairs all faculty meetings and serves as a member *ex officio* of all department committees.

**D. The Associate Head** of BCMB is appointed by the department head. This individual is appointed for a renewable, two-year term. The associate head is responsible for those administrative functions that are delegated by the department head. S/he is responsible for conducting tenure, promotion, and retention meetings with the appropriate group of faculty and providing a summary of the proceedings as well as the recommendation of the faculty to the department head in a written report. The associate head provides minutes of faculty meetings and will be responsible for official recording of faculty votes. Note that retention meetings and promotion to associate professor are held with tenured faculty in the rank of associate professor or higher and promotion to full professor meetings are held with tenured professors. This individual also is responsible for overseeing the instrumentation and facilities for the department.

### III. FACULTY ROLES

The Department shall adhere strictly to the policies set forth in the *UTK Faculty Handbook*, the *Manual for Faculty Evaluation* and the *Bylaws of the College of Arts and Sciences*. The following categories of faculty are recognized.

**A. Tenured and tenure-track faculty** are hired according to the procedures outlined in the faculty handbook. These individuals comprise the voting members in the department. They are responsible for maintaining the teaching and research mission of the department. The responsibilities of the tenured and tenure-track faculty for Teaching, Research, and Service are:

#### **i. Teaching**

Tenured faculty are expected to be good teachers who communicate effectively and work enthusiastically with students. Tenure-track faculty are expected to show a clear interest in, and promise of, developing these attributes in themselves. All faculty contribute to ongoing evaluation and development of the departmental curriculum. Activities that extend beyond these stated responsibilities are encouraged and should be undertaken in consultation with the Head to maintain an acceptable balance between Teaching, Research and Service. These include significant involvement in advising theses and dissertations, giving seminars or colloquia primarily intended for students, involvement in undergraduate research, publication of textbooks or other works relevant to teaching, and external funding for teaching-related activities or to support the department's teaching mission.

#### **ii. Research**

Full professors are expected to have an ongoing program of research or scholarly activity at a level consistent with the department's ranking among departments by the National Research Council, be visible and active professionally, and have international recognition for these efforts. An Associate Professor should have an active research program at a level consistent with the department's ranking, be visible and active professionally, and have national

research recognition. An Assistant Professor should be developing a research program likely to help the department maintain or improve its position in the rankings, and participate in the activities of the national research community. Research productivity is based on regular publication of papers in reputable, refereed journals. Other indicators of quality research include invited presentations at conferences, invited seminars or colloquia, interdisciplinary collaboration, research grant proposals, and quality of directed doctoral dissertations.

### **iii. Service**

Tenured faculty are expected to show leadership within the department; to participate, when asked, in the work of the college and the university, including outreach; and to put effort into service to the discipline through the refereeing process and/or involvement in regional, national, and international organizations. Tenure-track faculty are expected to participate in departmental activities, normally contributing to at least one active departmental committee each year.

## **B. Emeritus Status**

Individuals holding the rank of Professor at the time of retirement can be designated as Emeritus Professor at the request of the individual and by approval of the department head, as stipulated in the *UTK Faculty Handbook*. Emeritus faculty will retain library and email privileges.

## **C. Guidelines for appointments of non-tenured faculty**

The BCMB department recognizes the valuable role and necessary contributions of non-tenure track faculty members. There are several categories of non-tenure track faculty, as described below. These faculty enhance the scholarly and teaching environment and impact of the department. Furthermore, these positions facilitate interactions with other scientists in the Knoxville area that have the appropriate training and background for collaborations and securing research funding. Research faculty are appointed after a review of the appropriate credentials by the tenured and tenure-track faculty in the department. The review process for these individuals parallels the review process for faculty appointed to tenure-track positions. A letter of nomination from a faculty sponsor within the department should accompany a letter of request and a full *curriculum vita* from the candidate for a non-tenure track position. The letter of application should address the candidate's proposed contributions to the mission of the department for teaching, research and service. At the request of the Head, candidates for Adjunct Faculty and Research Faculty positions may present a research seminar prior to or after the faculty review. A vote by the tenured and tenure-track faculty will constitute the decision of appointment of the candidate as a non-tenured faculty member. Upon appointment, individuals may use the appropriate title (Adjunct Assistant Professor, Research Assistant Professor, Joint Research Professor, Instructor, etc.) for the purpose of official correspondence. Adjunct faculty and Research faculty may be listed as principal investigators on grants. It is anticipated that non-tenure track faculty members will participate in faculty members and may be called upon to fill service needs in the department. These individuals will list the Department of Biochemistry and Cellular and Molecular Biology as their affiliation on presentations and publications. Three categories of non-tenure track faculty are described:

i. **Adjunct faculty** are those from other units on campus or from the UT hospital who bring an expertise to the department that is unique or who contribute to the development of critical mass in areas of strength in the department. The appointment is made at the Assistant, Associate or Full Adjunct Professor level in keeping with the appointment in the home unit. All decisions on promotions in rank reside with the department that holds the primary appointment for the Adjunct Faculty member. Adjunct faculty members may supervise PhD students in the BCMB department upon application and approval to direct graduate dissertations through the University.

Criteria:

The adjunct faculty must contribute to one or more of the following three in order to remain an active adjunct member of the department.

1. Serve on graduate student thesis or dissertation committees
2. Teach in undergraduate or graduate courses.
3. Maintain active research collaborations with departmental faculty and submit applications or grants through the department.

Automatic termination of adjunct status will result if there has been no activity in any of these areas for a period of 3 years.

ii. **Research faculty** include individuals who are not affiliated with other departments at UT, the UT hospital who have their own research support and who can contribute to the teaching and research mission of the department. Research faculty members may co-supervise PhD students in the department, in conjunction with a tenured or tenure-line faculty member who is a co-mentor. Research faculty are typically affiliated with a tenured faculty laboratory and are not provided separate space accommodations.

Criteria:

The research faculty must have extramural funding to support their research projects and any salary that is paid. The BCMB Department can in no way be held liable for the financial support of Research Faculty should they be unsuccessful in securing ongoing funding. Research Faculty are made at the level considered appropriate by comparison with research contributions for tenure-track faculty at the same level. Considerations for promotion in rank can be made after an initial time period, typically at least 5 years. Promotion in rank will only occur after review by the Department Head and a committee of appointed faculty. A full vote of the tenured and tenure-track faculty, after review of the candidate, will be required to finalized this promotion. Promotion in rank will occur only for Research Faculty who have contributed to the department and the institution in a manner befitting tenure-stream faculty of similar rank. In service to the department, they are expected to serve in one or more of the following ways:

1. Serve on graduate student thesis or dissertation committees
2. Teach in undergraduate or graduate courses.
3. Maintain active research collaborations with departmental faculty and submit applications or grants through the department.

Automatic termination of adjunct status will result if there has been no activity in any of these areas for a period of 3 years.

A specific category of Research Faculty, **Joint Research Faculty**, includes members who are appointed under the terms of a Joint Faculty Agreement between the University of Tennessee and another entity, such as the Oak Ridge National Laboratory. The purpose for their appointment is typically to serve one or several functions of importance to the University or the academic unit in which they serve. These functions are often related to, but not limited to, research and graduate education. Joint Research Faculty appointments are time limited, but can be renewed. The time limits and the conditions for searches, initial appointments, renewals, and promotions are determined by college and academic unit bylaws, in conjunction with university policy and procedures.

Joint Research Faculty members carry one of the following titles: Joint Research Assistant Professor, Joint Research Associate Professor, or Joint Research Professor. Joint Research Faculty members are expected to contribute to the missions of the department or college with which they are associated in accordance with the provisions of the *Faculty Handbook* and the bylaws of the college and academic unit. Joint Research Faculty members are not eligible for tenure and will not have voting rights within their academic unit. UT's fiscal responsibility for their appointment can range from 0% to 100%. The specific allocation of effort in the UTK department or college is negotiated as part of the individual Joint Faculty Agreement.

**iii. Lecturers** are non-tenure track faculty members who participate in the teaching mission of the University as instructors for courses offered in the department. Although their initial appointment is by a vote of the tenured and tenure-track faculty, continuing appointments for these individuals are made on a yearly basis at the discretion of the Department Head.

#### **D. FACULTY LEAVE POLICY.**

Leave will be granted under circumstances in which the faculty person has negotiated with the department head for their teaching and service (committee) obligations for the academic year in question. If they personally meet their obligations in full they should receive their full academic year salary. Should they negotiate arrangements under which they meet only part of their obligations, a reduction in the academic year salary would be negotiated in consultation with the head. All of this assumes and requires subsequent approval by the Dean and the Vice-chancellor for Academic Affairs.

### **IV. DECISION-MAKING PROCEDURES**

**A.** Decisions, subject to the conditions specified in the introduction, are made by the voting members of the faculty at meetings called by the department head or associate department head. Before each meeting, an agenda is prepared by the department head or associate department head and distributed to the faculty. Additional items may be added to the agenda at the time of the meeting.

**B.** Decisions are made by a majority vote of the voting members present at the meeting. If a majority is not forthcoming, the faculty shall follow the parliamentary rules as set forth in Robert's Rules of Order, Newly Revised. Minutes shall be recoded, distributed to all department faculty with voting privileges, and kept on file. The minutes shall include a record of attendance, a summary of announcements and committee reports, discussion of old and new business, votes taken, and other official business.

**C.** Decisions can be made only if a quorum is present. A quorum consists of three-fifths of the voting members of the faculty. A voting member who at the time of a meeting is out of town for a period of five days or more will not be counted as a voting member for the purposes of establishing a quorum. If a faculty member cannot attend a meeting but wishes to vote on an issue requiring a quorum, a written, signed proxy vote must be delivered to the department head or associate department head prior to the meeting. This will be shared with all other faculty attending the meeting.

## **V. PROCEDURES FOR SELECTING NEW TENURE-TRACK FACULTY MEMBERS**

When the Department determines that there is a need for a new tenure-track faculty member, and when permission has been obtained to advertise a new faculty position, the head will name a search committee. The search committee arranges solicitation of applications, screening of applications, and invitation of several candidates to visit the department, give seminars, and be interviewed by the staff and appropriate members of the College and University administration. Finally, the faculty members are asked to indicate their preference among the candidates. The head, unless compelling reasons dictate otherwise, will recommend the person preferred by the faculty. The search committee must follow all of the guidelines that are proscribed by the Provost and shall adhere to policies determined by the Office of Equity and Diversity at the University.

## **VI. PROCEDURES FOR EVALUATING FACULTY MEMBERS**

### **A. TENURE AND/OR PROMOTION**

Department decisions and recommendations concerning tenure and promotions shall be made in accordance with the procedures defined in the *Faculty Handbook*. Usually the department head's recommendations to the Dean will reflect the majority will of the faculty voting on these recommendations. If the department head's recommendation does not reflect the majority will of the voting faculty, the department head is to advise appropriate colleagues of this departure from their expressed will, and faculty will have the opportunity to prepare a report for the Dean explaining why they do not agree with the head's recommendation. The department head will have the ultimate decision in cases where the required majority cannot be achieved.

### **a. Criteria Statement for Assistant Professor**

In each of the areas of research, teaching and service, the candidate working toward tenure and promotion to Associate Professor is to strive for excellence. Furthermore, it is imperative that the candidate function in a collegial manner. From our perspective, that is defined as being willing to act in a manner that would not only further their own best interests, but also the interests of their colleagues, the department and the university. When applicable, they should be willing to serve in an advisory capacity for their faculty or students seeking input from an expert in their area. They should seek to foster an environment of cooperation and teamwork conducive to the success of their own program and that of others in the department.

Research: No simple index of performance is identifiable, however, certain hallmarks are virtually understood. Candidates are expected to set up their laboratory and initiate their research program as early as possible after the start of employment. They are expected to submit applications for grants and contracts within the first year of employment. Because of the expensive nature of the work in our field it is imperative that the candidate persist in their endeavor until successful in obtaining the financial resources to support their activities. Within the first few years of appointment the candidate should have generated sufficient new information to warrant publications in peer-reviewed journals in the specific field of interest. Subsequent publications should document the pursuit of that specific field of interest allowing the candidate to establish a national and international reputation for excellence in that area. The specific number of publications is difficult to define because of the variable nature of the work. They are expected to work to train graduate students in their field of expertise, although this pertains to teaching as well as to research.

Teaching: The candidate will be assigned courses based upon their area of expertise. They will be expected to develop a practice of teaching timely material in a manner that stimulates the students to learn, empowers the students to learn the principles fundamental to our discipline, is sensitive to the capabilities of the students, and is responsive to constructive criticism. Where appropriate, the candidate will be expected to incorporate not only new information but also new technologies in their teaching. The measure of success will be the annual SAIS evaluations and peer reviews conducted by faculty colleagues.

Service: The defined level of services are: Service to department includes serving on departmental committees such as graduate student recruitment, graduate affairs, development, graduate and undergraduate curriculum, as well as serving on thesis and dissertation committees. Service to the college is recognized as serving on committees such as the Faculty Advisory Committee to the College Dean, the College Promotion and Tenure committee, etc. Service to the university is labor-intensive and due to nature of the research and scholarly activities in our department, the Head actively encourages the junior faculty to limit their committee work during the probationary period. The candidate is strongly encouraged to use this period to establish a sustainable research program and coterie of courses in which they teach, working to establish a reputation for excellence in those areas. They are encouraged to be selective in those committees' assignments to which they commit themselves.

## **b. Criteria statement for Associate Professor**

Expectations for promotion to the rank of professor exceeds those required for the promotion to the rank of associate professor in each of the areas of research, teaching and service.

Consideration for promotion to professor requires that the candidate excel in research and at least one of the other two areas.

Research: No simple index of performance is identifiable, however, certain hallmarks are virtually understood. The candidate should have demonstrated success at obtaining extramural funding for support of their research program. The candidate should have demonstrated a consistent and significant record of scholarly publication in journals associated with their discipline. These publications should document the pursuit of a specific field of interest allowing establishment of a national and international reputation for excellence in that area. The specific number of publications is difficult to define because of the variable nature of the work. They are expected to train undergraduate and graduate students in their field of expertise, although this pertains to teaching as well as to research.

Teaching: The candidate will be assigned courses based upon their area of expertise. They will be expected to have developed a practice of teaching timely material in a manner which stimulates the students to learn, empowers the students to learn the principles fundamental to our discipline, is sensitive to the capabilities of the students, and is responsive to constructive criticism. Where appropriate, the candidate will be expected to incorporate not only new information but also new technologies into their teaching. One measure of success will be the annual SAIS evaluations.

Service: Departmental service includes departmental committees such as graduate student recruitment, graduate affairs, development, graduate and undergraduate curriculum, as well as serving on thesis and dissertation committees. Service to the college is recognized as serving on committees such as the Faculty Advisory Committee to the College Dean, the College Promotion Review Committees, Faculty Senate, etc. Service to the University is recognized as serving on Program Review Committees, Faculty Senate, etc. Service to the discipline is reflected in peer review of manuscripts for the journals of the discipline, peer review of grant applications submitted to the agencies that fund the scholarly activity of the discipline, active participation in the professional society(s) of the discipline and related activities.

## **c. Guidelines for Collaborative Research**

Collaborative research is a ubiquitous feature of first-class modern-day science. Furthermore, strategic cluster hires, in which junior and senior faculty work in closely similar areas, are increasingly common, and in these cases synergistic collaboration is especially natural. However, as the demonstration of scholastic independence is a critical feature of the tenure process, it is important to establish guidelines for junior faculty considering research collaboration.

Collaborative research, although not formally required for tenure, is encouraged. Collaborations should be established when the expertise of one researcher is insufficient to solve the problem at hand, and should ideally be engaged with that or those scientists that best bring the required expertise/resources complementary to those of the junior faculty member. These collaborators

may be at any level, junior or senior, and may include former mentors or senior faculty at UTK or elsewhere.

However, scholastic independence must be unequivocally demonstrated. Characteristics that demonstrate this independence could include the ability to take the lead in independently conceiving, funding, executing, writing and publishing high-level science. Grants and articles on which the junior faculty member is the most senior scientist are the clearest way to demonstrate this independence. Apart from exceptional cases, junior faculty should be aware of the danger of basing their *entire* research portfolio on collaborative research of the type in which the roles of each of the participants are not clearly distinguishable. When collaborative research is performed, letters from collaborators describing the role of the junior faculty member in the project can bring useful clarification to the tenure review. A healthy mixture of collaborative and fully-independent research, while not strictly required, is a good way of demonstrating the capacity to both lead and cooperate in research endeavors.

#### **d. Criteria Statement for Senior Lecturer (non-tenure track)**

Expectations for promotion to the rank of senior lecturer are based on outstanding performance of a lecturer who has served continuously in the department for a period of 5 years or longer. Promotion to the rank of senior lecturer may be accompanied by a renewable contract of up to three years. The main criterion for promotion to Senior Lecturer is demonstration of outstanding teaching of undergraduate courses as evidenced by student evaluations, supervisor evaluations, peer evaluations, and annual departmental evaluations. Other criteria used to determine promotion are exclusively related to the enhancement of teaching. They include, but are not limited to, participation in the following types of activities: professional development; course or curricular development; advising or mentoring; administration or service; scholarly or creative work. A dossier documenting meritorious performance shall be prepared by the candidate according to university policies established by the Provost's office (see latest version of policy drafted in 2011). The dossier will be reviewed by the executive committee of the BCMB Department, and a vote of these individuals will be reported regarding promotion to the department head. The department head will write a letter summarizing their recommendation that will be appended to the dossier as it is forwarded to the College office and to the Provost.

#### **e. Criteria Statement for Distinguished Lecturer (non-tenure track)**

Expectations for promotion to the rank of distinguished lecturer are based on sustained significant achievement in two or more of the areas since their promotion to senior lecturer. The time frame for this promotion is flexible, but a three-to-five year term as a Senior Lecturer would typically be expected before initiating the promotion process. Promotion to the rank of distinguished lecturer may be accompanied by a renewable contract of up to five years. A dossier documenting meritorious performance shall be prepared by the candidate according to university policies established by the Provost's office (see latest version of policy drafted in 2011). The dossier will be reviewed by the executive committee of the BCMB Department, and a vote of these individuals will be reported regarding promotion to the department head. The department head will write a letter summarizing their recommendation that will be appended to the dossier as it is forward to the College office and to the Provost.

## **B. ANNUAL REVIEW OF FACULTY PERFORMANCE**

The annual performance evaluation for all tenured and probationary faculty will consist of a two-step process. First, the departmental Performance Review Committee will meet to assess and provide a recommended ranking for the performance of each individual faculty member. Then, in consultation with the PRC committee, the head determines the rating that will be recorded and forwarded to the Dean. Each faculty member will receive individual ratings for teaching, research, and service, as well as an overall rating. In the three individual ratings, faculty who do not meet or exceed expectations will be rated as "needs improvement" or "unsatisfactory". Except in cases of serious professional misconduct, a faculty member will not be given a rating of "unsatisfactory" in one of the three areas unless he/she has previously received a rating of "needs improvement" in the same area in one or more of the previous three years. Standards will be modified accordingly for faculty accepting positions within or outside the department whose descriptions include significantly greater administrative or service responsibilities.

Faculty will provide documents for annual reviews in accordance with the guidelines provided from the Office of the Provost. These documents provide a summary of accomplishments in teaching, research and service. Performance evaluation normally includes data from the preceding three calendar years, which will be provided to the Performance Review Committee and Head by the faculty member on the Workload Form of the College of Arts and Sciences. The faculty member may provide other relevant documents, such as student evaluations and comments, copies of published reviews of his or her work, etc. The department head or Performance Review Committee may request additional information from a faculty member at the time of the annual review. Tenured or tenure track faculty members at all ranks will meet individually with the head in a formal "annual performance and evaluation review" as described in the *Faculty Handbook*. The head will prepare a document summarizing the review and including an evaluation of the faculty member's teaching, research, and service activities over the past year, as well as planning for what should occur during the coming year. The recommendation of the Performance and Assessment Committee will be considered and included in this documentation.

The annual performance reports will form the bases for merit pay increments as established by the University. In the case of one unsatisfactory review or two such consecutive annual performance reviews and with the concurrence of the Dean, a review committee will be formed to provide a second evaluation to form the basis for additional considerations as outlined in the *Faculty Handbook*.

## **VII. PROCEDURES FOR CURRICULAR CHANGE**

Most curricular changes are affected through the mechanism described in Article II of these by-laws, upon recommendation of the appropriate curriculum committee, as described in Section I of the Appendix.

Major changes involving the entire curriculum and requiring more intensive study are adopted after a more complex procedure. The department heads assigns specific faculty members to develop proposals for evaluation and possible implementation. These proposals are circulated for comment and possible revision. A period of time, two or three days, the proposal is then set aside for the faculty to meet as a whole for purposes of in-depth discussion of the proposal. When a consensus is reached, those responsible for the proposal are assigned to draft a formal proposal, embodying the consensus, which is then acted upon by the faculty under normal procedures.

## **VIII. STANDING COMMITTEES**

Standing committees are appointed annually by the department head. Appointments are normally for staggered, three-year terms. The department head designates the chairman of each standing committee.

Effective fall semester 2010 the standing committees of the BCMB Department are:

1. Executive
2. Performance Review
3. Computing
4. Development, Publicity, Awards and Social
5. Graduate Affairs
6. Graduate Curriculum
7. Graduate Recruiting/Admissions
8. Undergraduate Curriculum
9. Workload

The responsibilities and procedures of each of these committees are described in the appendix.

## **XI. AMENDMENT AND RATIFICATION**

These by-laws may be amended by a two-thirds vote of the faculty present at a faculty meeting, provided that the item has been placed on the agenda and the text of the changes has been given in writing to the faculty with the announcement of the agenda.

These by-laws shall be ratified by a majority vote of the faculty.

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# **APPENDIX**

## **THE STANDING COMMITTEES OF THE DEPARTMENT OF BIOCHEMISTRY AND CELLAR AND MOLECULAR BIOLOGY**

### **A. EXECUTIVE COMMITTEE**

The department head appoints the Executive Committee. It will include the Associate Head and two or three other faculty. Their purpose is to serve in an advisory capacity, and the members are responsible for those administrative functions delegated by the department head. It is suggested, but not required, that the Chairs of the following standing committees in the BCMB department be part of the Executive Committee: Graduate Affairs, Undergraduate Curriculum, and Workload.

### **B. PERFORMANCE REVIEW COMMITTEE**

#### **A. Charge:**

The purpose of the Performance Review Committee is to perform annual peer review of faculty members to assist the department head in annual faculty evaluation on research, teaching, and services. The Committee's report of evaluation on each member of the department will be advisory to the Department Head. The specific duties are:

1. Schedule, collect, and evaluate the workload forms of every faculty member annually and provide a report to the department head.
2. Schedule and recommend faculty to serve on peer reviews of teaching of all faculty, including probationary faculty and non-tenure track faculty

#### **B. Composition:**

The Peer Review Committee shall consist of three members of the Faculty of the Department of BCMB at the rank of Professor. One member will be appointed by the department head and two members will be elected by the faculty in BCMB in the spring of each academic year. Membership is rotated among the eligible members of the Department.

### **C. COMPUTING COMMITTEE**

#### **A. Charge:**

The purpose of the Computing Committee is to coordinate and oversee the operation of the computer laboratory and departmental servers as well as to serve as a liaison between the

Department and the Biology Service Facility (BSF) and the Office of Information Technology (OIT). The committee will provide advice concerning all internal and external proposals that influence or affect the use of computer laboratory and departmental servers within the teaching and research activities of the BCMB department. The Committee will neither ratify decisions nor establish policy. However, it may discuss and present matters of policy before the meetings of the faculty of the Department. The specific duties are to:

1. Oversee the use of the computer laboratory and coordinate procedures for installation of new software, upgrades, or general maintenance through BSF.
2. Coordinate installation and upgrade of software and general maintenance of departmental servers with the Director of Biocomputing and OIT.
3. Receive and consider proposals for new courses that would use the computer laboratory.
4. Present considered proposals to the staff in meetings for further consideration, discussion, and approval.
5. Represent the BCMB Department to the college and other units on computer and server-related matters.

#### B. Composition:

The Computer Committee shall consist of at least three members of the Faculty of the BCMB Department. A graduate student member may be appointed by request of the committee chairperson. Faculty members are appointed for three years, at such time as all other standing committees are appointed. Student member is appointed annually. Membership is rotated to give full expression of all members of the Department.

### **D. DEVELOPMENT, PUBLICITY, AWARDS and SOCIAL**

#### A. Charge and Procedures:

This committee will function in the following areas. In all areas it will keep in contact with the Head and rely on the Department support staff for assistance.

1. Coordinate Relationships with the Advisory Board (Board of Visitors). This Board is expected to meet once or twice each year, and the Committee is responsible for organizing the agenda, making arrangements for meeting rooms and meals, and is actively involved during the Board sessions. (The Head is responsible for forming the Board and for relationships with the Board members.)
2. Publish a Departmental Newsletter. A Department Newsletter should be published once or twice each year. The Committee is responsible for defining the format, assessing the purposes and the audience, and collecting material to be included in each issue.
3. Organize and Promote Publicity of the Department and its Faculty and Students. The Committee should actively watch for and promote timely announcements of faculty and student achievements to University Public Relations staff and others.
4. Develop and maintain a List of Projects for External Donors to be ready for the Head to interact with potential external donors, the Committee should develop and maintain a list of Departmental needs and development desires, e.g., faculty and student awards, special

equipment, refurbishing of space, and promotional activities. (This list should usually contain items that are distinct from those that should be funded internally.)

5. Promote Students and Faculty for Honors and Awards. The Committee should be active in nominating faculty, graduate students, undergraduate students, and staff for awards and recognition. This includes gathering and supporting letters and completing the nominating forms.
6. Organize the Social Activities around which the Board Meeting and Awards Ceremonies will be held. The committee will coordinate the social activities, such as those associated with the Advisory Board Meeting, awards ceremonies, holiday gatherings, and a gathering to welcome new students at the beginning of Fall Semester.

#### B. Composition:

The committee will consist of at least four faculty from the BCMB department appointed for three-year terms. One or two graduate students may also be appointed to the committee upon the request of the committee chairperson.

### **E. GRADUATE AFFAIRS**

#### A. Charge:

This Committee is responsible for monitoring graduate student progression through the BCMB program, including the courses they complete, the teaching assistantships they hold, and their research. The Committee also serves as a review board for any graduate appeals or disciplinary issues. The chair of the Graduate Affairs committee serves as the Director of Graduate Studies and acts as the liaison for the department to the Graduate School.

#### B. Procedures:

1. First year students
  - a. Provide introductory information regarding classes to enroll in, TA assignments, meetings and testing (e.g., SPEAK tests, subject tests) that must occur prior to the beginning of Fall semester.
  - b. Organize faculty presentations associated with BCMB 516 to help students decide on their laboratory rotations.
  - c. Organize laboratory rotations prior to the second half of Fall semester
  - d. Organize student laboratory rotation presentations.
  - e. Solicit lab rotation evaluations from lab mentors.
  - f. Grade lab rotations based on presentations, written reports, and mentor evaluations.
  - g. Provide feedback to the students.
  - h. Help students as necessary to find appropriate research laboratories.
  - i. Provide end of the year reports on progress and placement in the Ph.D. or MS track.
2. Second year students

- a. Make sure students choose research committees and set up introductory meetings with their committees
- b. Advise students on required coursework.
- 3. Third year students
  - a. Schedule prelim exams for going towards PhD.
  - b. Assign ad-hoc faculty members to prelim exam committees.
  - c. Schedule second prelim exams if necessary.
- 4. All graduate students
  - a. Make TA assignments each semester in coordination with the department head.
  - b. Organize Monday colloquium (BCMB 603) each semester
  - c. Monitor SPEAK test results to coordinate with TA assignments and progression towards preliminary exam.
  - d. Ensure students are progressing through the program at an appropriate pace, including coursework, TA assignments, research committee meetings, prelim exams, and colloquium presentations.
  - e. Enter/modify data necessary in the NOLIJ system
  - f. Interface with instructors/faculty/students regarding TA issues.
  - g. Meet with students on a regular basis to hear their concerns and provide feedback on their progress.
  - h. Provide information to Graduate School on students as necessary.
  - i. Maintain/update Graduate student handbook.
  - j. Make decisions, in consultation with department head, executive committee and/or departmental faculty as appropriate, that pertain to graduate student progression within the department.
  - k. Provide regular reports to Executive Committee and departmental faculty on issues under the purview of the Committee.

The duties of the Committee as a whole are distributed among its members.

In the absence of formal objection, as defined below, the recommendations of the Committee regarding issues under its purview will be considered as having departmental approval seven days after being presented to the faculty.

If any faculty member believes that a Committee decision is grossly in error, he/she may make a formal objection to the department head, who will place the question before the full faculty.

#### C. Composition:

This Committee consists of three to five members of the faculty, each of whom serves a three-year term. The department head, who also designates the Chairperson of the Committee, makes faculty appointments.

## **F. GRADUATE CURRICULUM COMMITTEE**

#### A. Charge:

The purpose of the Curriculum Committee is to provide order concerning all internal and external proposals which influence or affect the graduate courses and the graduate teaching program of the BCMB department; to inform the faculty members either collectively in meetings or individually or both, of matters which may have effect or influence upon the program or the department. The Committee will neither ratify decisions nor establish policy; however, the members may discuss and present matters of policy before the meetings of the faculty of the Department. The specific duties are to:

1. Receive and consider proposals for new graduate courses, changes in course descriptions, prerequisites, and other matters relevant to the teaching program of the Department. Evaluate the present graduate curriculum with respect to its success as a general program. Conceive of new approaches in modifying the present program if so warranted.
2. Present considered proposals to the staff in meetings for consideration, discussion, and approval.
3. Present proposals to the Natural Sciences Curriculum Committee of the college of Arts and Sciences (A&S).
4. Represent the BCMB Department on the Natural Sciences Curriculum Committee.
5. Evaluate proposals of other departments that may affect the courses and teaching program of the Department, and where necessary to bring such matters to the attention of the staff meeting collectively, or to the individual staff member(s).
6. Schedule and recommend faculty to serve on peer reviews of probationary faculty.

#### B. Composition:

The Graduate Curriculum Committee shall consist of approximately five members of the Faculty of the Department of BCMB. One graduate student may be appointed for an annual term at the request of the committee chairperson. Faculty members are appointed for three years, at such time as all other standing committees are appointed. Membership is rotated to give full expression of all members of the Department.

The Committee shall meet at least once each semester, at least one month in advance of the meetings of the Arts and Sciences Natural Sciences Curriculum Committee.

### **G. GRADUATE RECRUITING/ADMISSIONS**

#### A. Charge:

This committee is responsible for selecting and recommending applicants for interview and recruitment to the BCMB graduate program. The committee is in charge of recommending the most competitive applicants for admission to the graduate program and of establishing a priority list for awarding GTAs. The committee is also in charge of recommending applicants for departmental, college or university-wide fellowships for nomination by the department head.

In addition, the committee is responsible for organizing “recruiting” activities, including preparing and sending out departmental brochures and information to prospective candidates and

to other schools, as well as updating the WWW home page and organizing the schedule and activities pertinent to “recruiting”. The committee arranges and interviews the applicants and also manages communications with the applicants during and after their application process.

#### B. Procedures:

The committee’s decision on the list of applicants selected for interview (either in person or via phone) is made not later than March 5 of each year. Interviews of individual applicants should be conducted by several committee members and members of the faculty at large, and outcomes of the interview are assessed with the help of an evaluation form and used by the committee to make a final recommendation regarding admission. The committee recommends a final list of applicants for which admission to the graduate program and financial aid (GTA) will be offered no later than the third Monday in March. The list is provided to the head of the Department for approval and then it is distributed to the faculty in the form of a memorandum. In addition to the names of the students recommended for admission and financial aid, this memorandum will include certain pertinent information concerning each candidate.

Among the items to be included are:

- a. Undergraduate school(s) and GPA(s).
- b. Graduate schools attended, if any, and graduate GPA.
- c. GRE scores
- d. Brief characterization of letters of recommendation.
- e. Degree(s) sought.
- f. Brief characterization of interview evaluations.
- g. Any other or unusual circumstances used by the committee in reaching their decisions.
- h. Support for recommendation of the applicants to any special fellowship as defined above, if applicable.

In the absence of formal objection, as defined below, the recommendation of the committee will be considered as having departmental approval seven days after submission to the faculty. During this time, all applications will remain available for Faculty inspection.

Individual faculty members may advise the Graduate Admissions Committee regarding particular applicants but admission to the BCMB graduate program is decided on a competitive and merit basis by the committee members who serve an advisory role to the head. The head will then determine which applicants will receive offers to join the BCMB graduate program and what level of stipend support they will be offered. The Chair of the Admissions committee will distribute the decisions on which students are to be admitted to the entire faculty.

If any faculty member believes that any part of the committee decision is in error, he or she may make a formal objection to the department head, who will place the question before the full faculty for discussion and resolution.

It sometimes happens that apparently good applications are completed after the initial deadline, and/or that additional Teaching Assistantships become available. In the event such

circumstances cause the Committee to recommend that additional applicants be admitted, or that changes be made in the priority list for Graduate Teaching Assistantships, the procedures described in paragraphs 2-4 are again followed.

It is also the duty of the Committee to personally communicate with the students and to “secure” a formal acceptance or denial of their BCMB admission offer. Although negotiable, this determination should be within three weeks of the initial offer. Following this deadline and based on the success of student acceptance, the committee will most likely need to reconvene and make a second recommendation of students to be admitted, from both the foreign and domestic pool. This will follow the same process as detailed above.

#### C. Composition:

This committee consists of a total of five to ten members of the faculty, each of whom serves a three years term, and one graduate student appointed annually. The committee may be subdivided into two sub-committees, “admissions” (reviewing applications, selecting applicants to be interviewed, conducting interviews, making final recommendation regarding admissions and securing acceptance) and “recruiting” (organization of recruiting events, preparing and distributing recruiting brochures, regularly updating departmental website) if deemed appropriate and at the discretion of the department head. The department head, who also designates the Chairman of the Committee (or one for each of the two sub-committees), makes faculty appointments. An additional faculty member will be appointed as an alternate in the case that one member of the committee is unable to participate in the selections of the Committee.

## **H. UNDERGRADUATE CURRICULUM COMMITTEE**

#### A. Charge:

The purpose of the Undergraduate Curriculum Committee is to manage all internal and external proposals that influence or affect the undergraduate courses and teaching in the BCMB department, and to inform the faculty members collectively and/or individually of matters that may affect undergraduate teaching in the department. The Committee will neither ratify decisions nor establish policy; however, it may discuss and present matters of policy at meetings of the faculty of the Department. The specific duties are to:

1. Receive and consider proposals for new courses, changes in course descriptions, prerequisites, and other matters relevant to the undergraduate teaching program of the Department. Evaluate the existing curriculum with respect to its success as a general program, and conceive of new approaches to the present program if so warranted.
2. Present proposals to the faculty in meetings for consideration, discussion, and approval.
3. Present proposals to the Natural Sciences Curriculum Committee of the College of Arts and Sciences (A&S).
4. Represent the BCMB Department on the Natural Sciences Curriculum Committee.

5. Evaluate proposals of other departments that may affect the courses and teaching program of the Department, and where necessary bring such matters to the attention of the faculty collectively, and/or individually.

#### B. Composition:

The Curriculum Committees shall consist of approximately five members of the Faculty of the Department of BCMB (with representation from the various biology areas within the department). One senior undergraduate student may be appointed to the committee by request of the chairperson. Faculty members are appointed for three years, at such time as all other standing committees are appointed. The student member is appointed annually. Membership is rotated to give full expression of all members of the Department.

The Committee shall meet at least once each semester, one month in advance of the meetings of the Arts and Sciences Natural Sciences Curriculum Committee.

### **I. WORKLOAD COMMITTEE**

The committee will consist of five Faculty members of the BCMB Department, appointed for three-year terms. This committee will recommend teaching workloads for the faculty in conjunction with the department head and will also have responsibility for the timetable, including making sure that the courses are listed correctly and that rooms have been scheduled appropriately: e.g. adequate size for the anticipated enrollment and no overlaps with other classes.