

Indiana State University
Department of Biology
Bylaws and Governance Provisions

Approved by the regular faculty February 6, 13, and 20, 2009.

Article 1: Membership of the Biology Faculty, Voting, Approval and Quorum

1.1 Membership

The *regular faculty* of the Biology Department consists of those who hold tenured or tenure-track appointments in Biology. Other faculty include (1) those having joint appointments with other academic units at ISU or with the Indiana University School of Medicine – Terre Haute, (2) Special Purpose faculty, and (3) research scientists who have educational responsibilities in the department.

1.2 Quorum

A quorum at Biology Department meetings is defined as a majority of the regular Biology faculty. In computing this majority, those faculty members on leave, on full-time administrative appointment, and the chairperson are excluded.

1.3 Voting and Voting Rights

Voting is customarily indicated by a show of hands; however, a member may at any time direct the chair to conduct voting through a secret ballot. Ballots will be counted by the Recorder and one other voting member (excluding the Chair). Only the regular faculty of the Biology Department have the right to vote. The Department Chairperson votes only in the event of a tie.

1.4 General Rules or Order

Faculty meetings will be conducted in conformity with *Robert's Rules of Order Newly Revised*. A copy of *Robert's Rules* will be kept in the Biology Department office. Following consensus, local custom may prevail over some Roberts Rules provisions; however, a voting member can direct the chair to observe a particular provision.

1.5 Approval

Subject to a quorum, a simple majority of those in attendance is required to approve a motion. Revisions to the Bylaws, Departmental Committee guidelines, and the Department's Procedures for Tenure, Promotion and Review documents must be approved by a two-thirds majority of the regular faculty. In such instances votes will be recorded via secret ballot. Votes will be tallied by the Recording Secretary along with one other regular member.

Article 2: Faculty Meetings

2.1 Frequency and Protocol

The Department Chairperson will convene at least three Biology faculty meetings every semester. It is expected that one week's notice be given. The first meeting will occur within two weeks of the start of the semester. An annual planning meeting will normally be held in the second week of November. At this meeting Departmental Committees will be established for the subsequent calendar year. The Department Chair will distribute an agenda, the draft minutes of the previous meeting, and any supporting documentation to the regular faculty at least three days prior to a

meeting. The Department Chair will endeavor to identify a regular meeting time during normal hours that does not interfere with a faculty member's assigned teaching schedule. All regular faculty members are expected to attend faculty meetings unless they are on sabbatical leave, are off campus, or are required to be elsewhere on official university business. It is considered normal practice for a faculty member to notify the chair in advance if he or she cannot attend a meeting.

2.2 Recording Secretary

The Recording Secretary (Secretary) is a regular member of the Biology faculty elected by the regular members of the department at the beginning of the Fall Semester, and serves for a period of one calendar year. The Secretary records the minutes of faculty meetings and provides within two days of the meeting draft minutes to the Department Chair, who distributes the draft minutes to regular faculty within two days thereafter. Additions and corrections may be sent to the Secretary, who provides a final draft at the next faculty meeting. After approval, the minutes are distributed to the faculty, and a copy is placed on file in the Department Office.

2.3 Parliamentarian

The Parliamentarian will be elected at the first faculty meeting in the Fall Semester and will serve for one calendar year. The Parliamentarian will provide advice regarding adherence to Robert's Rules of Order and the Department's Bylaws.

Article 3: Standing and Other Committees

The Biology Department will have nine standing committees: (1) Curriculum Committee, (2) Undergraduate Affairs Committee, (3) Graduate Affairs Committee, (4) Budget and Subvention Committee, (5) Professor-Level Promotion Committee, (6) Tenure and Evaluation Committee, (7) Personnel Evaluation Committee, (8) Nominations Committee, and (9) Faculty Search Committee. The Department Chairperson may not serve on any standing committee. At its first meeting of the calendar year, each committee will select a chair who is expected to serve for at least one calendar year. There are no term limits for committee chairs.

3.1 Curriculum Committee

The Curriculum Committee consists of five regular faculty members elected by the regular faculty. One committee member will serve as chair. The committee's responsibilities include (1) periodic review of the undergraduate and graduate curricula with respect to their alignment with departmental objectives and professional expectations, (2) periodic review of courses with respect to their contents in relation to the curricula, (3) consideration and review of proposals for course/program changes including elimination, (4) periodic review ISU Catalog with respect to program contents and descriptions, (5) consideration of other curricular matters brought before it by the faculty or the department chair. The committee chair will present a report of its activities at regular faculty meetings.

3.2. Graduate Affairs Committee

The Graduate Affairs Committee consists of five faculty members elected by the regular faculty. The committee will select a chair that will serve as the Graduate Program Coordinator. In consultation with the Department Chair and the Graduate Affairs Committee, the committee chair will assist in oversight of the graduate stipend/tuition waiver budget. The committee will be responsible for graduate recruitment, admissions, curriculum oversight (in consultation with the Curriculum Committee), program assessment, retention, graduate student welfare (i.e. monitoring academic progress,

advisement, and advocacy), assistantships and tuition waivers. The committee will also collect and review applications and recommend graduate awards. The policies of the committee must be ratified at a regular faculty meeting.

3.3 Undergraduate Affairs Committee

The Undergraduate Affairs Committee consists of five faculty members elected by the regular faculty. The committee will periodically evaluate the effectiveness of all aspects of undergraduate advising with particular focus on student retention. The committee will (1) work with undergraduate faculty advisors, as well as personnel in the dean's office and, through the committee chair, make recommendations to the department chair and faculty regarding improvement to advising, retention, and student welfare; (2) develop and implement recruiting activities; (3) conduct student outcome assessment; (4) assist in the administration of the departmental scholarships by disseminating information, collecting and reviewing applications, and recommending awards; and (5) monitor and support the activities of the undergraduate organizations sponsored by the department and recognized by the university.

3.4 Budget and Subvention Committee

The Budget and Subvention Committee consists of five faculty members elected by the regular faculty. The committee will act in an advisory capacity to the department chair on budgetary matters. The committee will be provided with relevant budgetary information by the department chair. The committee will also (1) receive, prioritize, and present to the chair the annual requests for equipment, and (2) function as a liaison between the Biology faculty and the University Library regarding the acquisition and maintenance of library resources, and (3) receive requests for the use of subvention funds and make recommendations to the chair regarding the expenditure of these funds.

3.5 Professor-Level Promotion Committee

The Professor-Level Promotion Committee consists of all regular biology faculty members holding the rank of professor. The Committee will follow Department's policy regarding promotion to the rank of professor as set forth in the Biology Department's Personnel Evaluation Criteria Document. The Committee will receive, process, and evaluate all such applications. The committee may request an associate professor to submit to it preliminary materials pursuant to promotion to the rank of professor. The committee is responsible for submitting all documentation, including its recommendation(s) to the department chair in a timely fashion relative to the deadlines for the submission of these documents to the dean.

3.6 Tenure and Associate Professor Promotion Committee

The Tenure and Associate Professor Promotion Committee consists of all regular, tenured biology faculty. The Committee will follow the Department's policy regarding annual the evaluation of probationary faculty, as well as the recommendation of tenure and promotion to associate professor as set forth in the Biology Department's Personnel Evaluation Criteria Document. The committee is responsible for submitting all documentation, including its recommendation(s), to the department chair in a timely fashion relative to the deadlines for the submission of these documents to the dean.

3.7 Personnel Evaluation Committee

The Personnel Evaluation Committee consists of seven tenured regular faculty members. The Committee will, when directed by the Department Chair, evaluate biology faculty for the purpose of determining performance effectiveness. A committee member will absent him/herself from all discussions when that member's performance is being considered by the Committee. The Committee will follow the policy and procedure set forth in the Department's Personnel Evaluation Criteria

document, and will communicate the results of its deliberations to the Chair in a timely fashion in consideration of deadlines.

3.8 Nominations Committee

The Nominations Committee consists of five regular faculty members nominated from the floor and shall represent all areas of the department. The election will take place in the Fall Semester. The committee will nominate a slate of candidates for the elected departmental committees (excluding the Nominations Committee) and will distribute the slate to the regular faculty at least one week prior to the Fall Semester meeting at which the election of committee membership takes place. Nominations for committee membership can also take place from the floor.

3.9 Faculty Search Committee

The Faculty Search Committee shall encourage input from all department faculty members at all stages of the recruitment and evaluation of prospective new full-time faculty members. Specifically, the Faculty Search Committee will:

1. Circulate job descriptions to the faculty and the scientific community;
2. Accept nominations and applications;
3. Will provide summaries of the progress of the search upon request;
4. Make curricula vitae available for faculty perusal;
5. Recommend names(s) of candidates(s) who will be invited for interview(s) to the department Chairperson;
6. Notify department faculty of invited candidates, their schedules, and provide opportunities for interviews with faculty;
7. The Search Committee will submit its recommendation on new faculty hires to the regular faculty for approval by a majority vote. The faculty cannot override the Search Committee's decision by recommending a job offer to candidates not approved by the Search Committee.