

Department of Biology
Standing Committee Membership 2009-2010

Curriculum Committee

A. Albig, K. Dannelly, S. Ghosh, D. Hews, S. Lima

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.

Graduate Affairs Committee

S. Ghosh, R. Gonser, D. Hews, W. Mitchell, E. Tuttle

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.

Undergraduate Affairs Committee

M. Angilletta, J. Hughes, W. Mitchell, T. Mulkey (Fall), P. Scott (Spring)

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.

Budget and Subvention Committee

A. Albig, M. Angilletta, R. Gonser, G. Stuart, E. Tuttle

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.

Professor-Level Promotion Committee

G. Bakken, S. Ghosh, J. Hughes, S. Lima, G. Stuart, J. Whitaker

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.

Tenure and Associate Professor Promotion Committee

M. Angilletta, G. Bakken, K. Dannelly, S. Ghosh, R. Gonser, D. Hews, J. Hughes, S. Lima, W. Mitchell, T. Mulkey, P. Scott, G. Stuart, E. Tuttle, J. Whitaker

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.

Personnel Evaluation Committee

G. Bakken, K. Dannelly, J. Hughes, T. Mulkey, P. Scott, E. Tuttle, J. Whitaker

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.

Nominations Committee

D. Hews, J. Hughes, P. Scott, G. Stuart, E. Tuttle

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.