

**Indiana State University  
Department of Biology  
Bylaws and Governance Provisions**

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

1.1 Membership

Regular faculty (as defined in the University *Handbook*, (i.e. *tenure-track, instructor, and joint appointment regular faculty*)) comprise the voting members of the Biology 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 in the Biology Department have the right to vote. The department chairperson only votes 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 *Robert's 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 a 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 a minimum of five biology faculty meetings every semester during the academic year. 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 business 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. Any regular faculty member wishing to add an item to a meeting's agenda must submit the request to the chair/department

prior to the agenda being distributed for an upcoming meeting. If the item does not make it in time for that meeting's agenda, then it will be placed on the agenda of the next meeting. 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. The chair will convene one virtual meeting during the summer semester to update faculty in order to prepare for the upcoming academic year.

## 2.2 Recording Secretary

The Recording Secretary (Secretary) is a voting member of the biology faculty elected by the voting members of the department during the election of new committees, and serve 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 during the election of new committees 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 Committees**

The biology department will have six standing committees that are comprised of the regular faculty of the department: (1) Undergraduate Curriculum and Student Affairs Committee; (2) Graduate Curriculum and Affairs Committee; (3) Budget and Subvention Committee; (4) Professor-Level Promotion Committee; (5) Tenure and Personnel Evaluation Committee; and (6) All Staff Committee. Furthermore, the department may form and elect regular faculty members to serve on ad hoc committees. The department chairperson will not serve on any standing or ad hoc committee. At its first meeting of the calendar year, each standing committee will select a chair who is expected to serve for at least one calendar year. There are no term limits for committee chairs, as committees are elected each year by the regular faculty, and in turn, each committee elects the committee chair. The committee chair will present a report of its activities at regular faculty meetings.

**Note:** Instructors-rank faculty members, regardless of teaching, scholarship, or service appointment, that meet the criterion of regular faculty may choose to serve on committees and may serve if elected to a committee(s). Joint Appointment faculty can/will serve on departmental committees.

### 3.1 Undergraduate Curriculum Affairs Committee (UCA)

The Curriculum Committee consists of three to five regular faculty members elected by the regular faculty. One committee member will be elected by the committee to serve as chair. The committee's responsibilities include: (1) periodic review of the undergraduate curricula with

respect to their alignment with departmental objectives and professional expectations; (2) collaborate with the Graduate Curriculum and Affairs Committee on graduate curricular courses; (3) periodic review of courses with respect to their contents in relation to the curricula; (4) consideration and review of proposals for course/program changes including elimination; (5) periodic review of ISU Catalog with respect to program contents and descriptions; (6) consideration of other curricular matters brought before it by the faculty or the department chair.

UCA 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 improvements to advising, retention, and student welfare; (2) develop and implement recruiting activities; (3) conducts 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. The policies and curriculum items developed or revised by the committee must be voted on and approved by the voting members of the Department at a regular faculty meeting.

### 3.2 Graduate Curriculum and Affairs Committee

The Graduate Curriculum and 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, the committee chair will assist in oversight of the graduate stipend/tuition waiver budget and teaching assignments. The committee will be responsible for graduate recruitment, admissions, curriculum oversight, 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 and curriculum items developed or revised by the committee must be voted on and approved by the voting members of the Department at a regular faculty meeting.

### 3.3 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 relevant budgetary information by the department chair. The committee will also: (1) receive, prioritize, and present to the chair, the annual requests for equipment; (2) function as a liaison between the biology faculty and the University Library regarding the acquisitions and maintenance of library resources; (3) receive requests for the use of subvention funds and make recommendations to the chair regarding the expenditure of these funds. The policies and decisions of the committee must be voted on and approved by the voting members of the Department at a regular faculty meeting.

### 3.4 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 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.

### 3.5 Tenure, and promotion to Associate Professor, and promotion to Senior Instructor Committee

The Tenure and Associate Professor Promotion Committee consists of all regular, tenured or senior instructor biology faculty. The committee will follow the department's policy regarding the annual 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 submissions of these documents to the dean. Additionally, the committee will evaluate biology faculty for the purpose of determining performance effectiveness. A committee member will absent him/herself from all discussions when the 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. This committee is responsible for making necessary edits and revisions to Departmental personnel procedures and policies. The procedures and policies developed or revised by the committee must be voted on and approved by the voting members of the Department at a regular faculty meeting. Note: If the department does not have a senior instructor to participate in the review process, then the personnel committee will work with the dean to find a suitable senior instructor to serve in the review of instructors. The policies developed or revised by the committee must be voted on and approved by the voting members of the Department at a regular faculty meeting.

### 3.6 All Staff Committee

The Department of Biology's All Staff committee membership consists of all the regular faculty, Full- and Part-time Lecturers, and all Full-Time Staff. The All Staff Committee will meet at minimum of twice each academic semester and once during the summer for an All Staff Retreat. All members of the All Staff Committee have a vote. The Chairperson does not vote, even in the event of a tie. The role of the All Staff Committee is to work collaboratively in order to develop Departmental policies and procedures that impact All Staff members; development of Standard Operating Procedures; discuss and assist in planning the vision of the Department; make decisions on staffing needs; determine membership of any all-staff related ad hoc committees, and solve problems that affect every member of the Department. Voting may take place in person or via email. All voting is public, there are no paper ballots. Motions and policies must pass with 75% majority to be adopted by the Department. If the vote is approved at less than 75%, then the department will work to resolve the differences to achieve full support

or rejection of the initiative. Finally, every member has the opportunity to submit Agenda items for discussion.

#### **Article 4: Other Committees**

##### 4.1 Nominations Committee

The Nominations Committee consists of three regular faculty members nominated from the floor and voted on by the regular faculty. 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 prior to the vote.

##### 4.2 Faculty Search Committee

All faculty search committees will be elected by the Department of Biology at a regular faculty meeting. Search committee will consist of either three (for temporary faculty i.e. lecturers) or five (for regular faculty or chair searches) faculty members. 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. Provide summaries of the progress of the search upon request
4. Make curricular vitae available for faculty perusal
5. Recommend name(s) of candidate(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 interview 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 search committee.

NOTE: 1. If the Department participates in a Joint Appointment faculty member, then the Department will select representatives to serve on the search committee. The joint appointment faculty search will follow the College of Arts and Sciences Guidelines for Joint Appointment faculty. 2. The same principles will be followed for lecturer. 3. Searches for Staff positions will follow the same guidelines as a faculty search, and full-time staff can serve on Staff search committee and if elected serve as chair for Staff searches.

##### 4.3 Ad Hoc Committees

At times, the chair may see the need for an ad hoc committee for special circumstances or department initiatives. The chairperson will communicate and outline the need and goals of the ad hoc committee, committee membership, and outcomes of the committee to all regular faculty

of the department. The chair may work with the department with all aspects of forming the ad hoc committee. Furthermore, members of the department may see the need for an ad hoc committee and will work collaboratively with the chair to outline goals and committee membership. Policies and suggestions proposed and developed by an ad hoc committee will be communicated by the committee to all regular faculty and voted on for approval by the voting members of the department at a regular faculty meeting. Policies and suggestions proposed and developed by an ad hoc all staff committee will be communicated by the committee to the All Staff Committee and voted on for approval by the All Staff Committee of the department at a regular All Staff department meeting.

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