

**BYLAWS OF THE
DEPARTMENT OF BIOLOGICAL SCIENCES
UNIVERSITY OF DELAWARE***

(approved by the faculty of the Department of
Biological Sciences September, 27 2004)

* These bylaws are guidelines for the internal operation of the Department of Biological Sciences. All departmental decisions must be consistent with University policy.

I **The Faculty**

The faculty of the Department of Biological Sciences shall be comprised of all full-time tenure-track and non-tenure track faculty, full-time temporary faculty, adjunct faculty and members of other departments who hold joint appointments in Biological Sciences. Faculty from other University of Delaware departments with joint appointments in Biological Sciences and adjunct faculty from outside the university will contribute to the intellectual, scholarly and service activities of the department. Their appointments will be for three years and are renewable subject to review by the Steering Committee of the Department. Full-time tenure-track, continuing non-tenure track and temporary faculty who derive at least 50% of their salary from the Department of Biological Sciences are entitled to vote on departmental issues. Adjunct faculty and those with joint appointments are non-voting members of the Department.

II **Faculty Meetings**

The faculty shall meet at least twice a semester. Special meetings may be called either by the Department Chair or at the request of 20% of the faculty.

At least fifty (50) per cent of the voting faculty in residence shall constitute a quorum. Absentee and proxy votes will be left to the discretion of the Department Chair.

The Department Chair shall prepare the basic agenda. The Chair will add appropriate items, which may be submitted by any member of the faculty. Such items must be submitted in writing no later than 48 hours prior to the scheduled meeting. The agenda will be communicated to the faculty at least one day before the scheduled meeting. New items may be presented and discussed at a faculty meeting but may not receive final action during that meeting.

Final action may be taken on any item on the agenda by a majority vote of those voting members present. If the majority vote on any issue is less in number than a majority of voting faculty in residence, any member of the faculty can move to reconsider. If the motion is seconded, the item will be placed first on the agenda for the next meeting. The vote at the latter meeting will be final. Motions on which final actions have been taken may not be reconsidered by the faculty unless (1) at least six months have elapsed from the time of the final action or (2) a motion to reconsider the item is approved by a two-thirds vote of the voting faculty present (presuming a quorum).

Secret balloting must be taken if requested by a member.

All business of the faculty shall be governed by the principles of Robert's Rules of Order unless a motion is made to suspend such rules, seconded, and approved by a two-thirds vote.

III Officers of the Department of Biological Sciences

Department Chair

The Department Chair is appointed according to current regulations of the University of Delaware. The duties of the Chair are described in the University of Delaware Policy Guide for Department Chairs and Academic Program Directors.

The Department Chair or the Chair's representative shall be *ex officio* member of all committees except the Promotion and Tenure Committee, shall be notified of all committee meetings and shall receive all committee reports.

The Department Chair or the Chair's representative shall preside over faculty meetings.

Associate Chair

The Associate Chair is appointed by the Department Chair with the concurrence of a majority of the voting members of the faculty in residence and serves at the pleasure of the Chair. The duties of the Associate Chair other than those mentioned below are negotiated with the Department Chair and will be communicated to the department. The Associate Chair assumes the Chair's duties in the absence of the Chair. The Associate Chair's term of service is three years subject to renewal by the Chair with the concurrence of a majority of the voting members of the faculty in residence.

Graduate Program Director

The Graduate Program Director is appointed by the Department Chair with the concurrence of a majority of the voting members of the faculty in residence and serves at the pleasure of the Chair. The duties of the Graduate Program Director other than those mentioned below are negotiated with the Department Chair and shall be communicated to the department. The Graduate Program Director's term of service is three years subject to renewal by the Chair with the concurrence of a majority of the voting members of the faculty in residence.

Undergraduate Program Director

The Undergraduate Program Director is appointed by the Department Chair with the concurrence of a majority of the voting members of the faculty in residence and serves at the pleasure of the Chair. The duties of the Undergraduate Program Director other than those mentioned below are negotiated with the Department Chair and shall be communicated to the department. The Undergraduate Program Director's term of service is for three years subject to renewal by the Chair with the concurrence of a majority of the voting members of the faculty in residence.

IV Standing Committees of the Department of Biological Sciences

Departmental policy and program implementation shall be developed by the faculty and executed throughout the action of various standing committees. All committees will be appointed by the Department Chair who will notify the Department of their membership and Chairs. Committees shall be appointed from the faculty annually each spring and take office on September 1 of the following academic year unless otherwise specified. All committees shall keep appropriate records of their discussions and decisions and shall report periodically to the faculty either orally or in writing. Each committee shall present at least one oral report and submit a written annual report to the faculty.

The faculty or Department Chair may delegate certain decision-making powers to the committees but the committees will be primarily advisory and make recommendations. Such recommendations shall come to the faculty as seconded motions.

If the Chair alters any faculty decision based on a committee recommendation, the faculty and committee must be notified within ten days.

Standing committees are of two types: those primarily responsible for departmental affairs and those that have a major responsibility to the larger university community.

A Department Committees

1 Biotechnology

This committee will be responsible for admitting students to the B. S. in Biology with a concentration in Biotechnology Program and for the implementation of the curriculum and training of students in the program. Committee members will provide academic and career advice to students.

The Committee members will be appointed by the Chair of the Department to three-year renewable terms. In addition to the Chair, three faculty members who teach in the Biotechnology Program will serve. The Undergraduate Program Director will serve as an *ex officio*, non-voting member of this committee.

2 Graduate Affairs Committee

The committee will consist of four full time faculty members who represent the diversity of the research and scholarly activities of the department. The Graduate Program Director shall serve as *ex officio* member with full voting privileges. With five voting members, the committee Chair (who will vote last on all issues) will cast any tie-

breaking vote. The committee members will be appointed by the Chair of the Department to three-year renewable terms.

The Graduate Program Director shall call the first meeting each September at which time a committee Chair will be elected from among the four regular members (the Graduate Program Director may not serve as Chair). The elected Chair will call all future meetings and represent the committee as a member of the Steering Committee.

The duties of the committee will be to: assist the Graduate Program Director in recruiting activities, make recommendations for admission of new graduate students, participate in development of graduate program initiatives within and outside the University, participate in graduate curriculum and program reviews, assist the Graduate Program Director in monitoring graduate student progress, review graduate courses, and participate in the review of undergraduate courses offered to graduate students. Other charges related to graduate program issues may be brought to this committee by the Departmental Chair.

3 Undergraduate Programs Committee

The Committee will consist of five full-time faculty members. The Undergraduate Program Director will serve as an ex officio member of the committee. This committee makes recommendations to the department faculty concerning the goals, design and effectiveness of undergraduate degree programs. The committee will suggest and implement revisions to department policy for undergraduates, and oversee the process of approving changes to course offerings, curricula and degree programs. It also will administer the department Honors program, and fellowships, awards and scholarships for undergraduates. The committee members will be appointed by the Chair of the Department to three-year renewable terms. The committee Chair will be elected from amongst the committee membership (subject to approval by the Department Chair) and will serve a one-year renewable term.

4 Promotion and Tenure Committee

This committee shall consist of all voting members of the Department at or above the rank for which the candidate is being considered and shall be chaired by the Associate Chair of the Department. If the Associate Chair is below the rank for the candidate being considered, the Chair of the Department will appoint an alternate Chair of appropriate rank. The committee will evaluate candidates for promotion and tenure and present their recommendations to the Department Chair and College and University Promotion and Tenure Committees.

5 Safety Committee

This committee will be comprised of at least two faculty members, one of whom will serve as Chair, three staff members, a representative of the storeroom and two graduate students. The committee members will be appointed by the Chair of the Department to two-year terms, and approximately half of the members' terms will expire each year. The committee will carry out safety inspections of all teaching laboratories each semester and all research laboratories each year. The committee members will recommend changes in Department policy and practice, which will promote and enhance laboratory safety. Committee members also will provide for training under the State of Delaware Right-To-Know law and the OSHA-mandated Chemical Hygiene Plan.

6 Research Committee

The Research Committee will consist of a Chair and four additional faculty members who, as far as possible, represent the breadth of research programs in the Department. The committee members will be appointed by the Chair of the Department to three-year renewable terms. The Chair of the committee will be decided annually. The committee will make recommendations concerning allocation of departmental resources for the purpose of enhancing the research atmosphere of the Department. The committee members will strive to increase the overall research effort and productivity of the Department. The committee members also will encourage and promote applications for research, equipment and facilities grants.

7 Teaching and Technology Committee

The committee will consist of a Chair and five to eight additional members representing both graduate and undergraduate curricula. The committee members will be appointed by the Chair of the Department to three-year renewable terms. The Chair of the committee will be decided annually. One student will serve and in alternating years this person will be an undergraduate or graduate teaching assistant. The committee will promote the use of technology in labs and lectures by initiating educational seminars and workshops, identifying sources of funding for technological innovation, reviewing requests for teaching equipment and advising the Department Chair on disbursement of funds for teaching technology.

8 Steering Committee

The Steering Committee will be chaired by the Department Chair and consist of the Chairs of all other standing committees, the Associate Chair, and Undergraduate and Graduate Program Directors, all with full voting rights. The terms of service will coincide with the terms of service as corresponding committee Chairs or administrative appointments. The committee will function to coordinate activities in various aspects of the Department. These shall include development and implementation of initiatives affecting both educational and research activities and strategic planning for recruitment and use of existing or new sources of funds. The committee will assume responsibility for faculty development and periodic review (three and five years). It also will periodically review departmental organization and bylaws and suggest revisions as needed.

9 Library Liaison

The Library Liaison consists of one faculty member appointed annually by the Chair of the Department. The Library Liaison functions as a liaison between the faculty and the library. Items typically addressed by the Liaison are journal acquisitions and cancellations. The Liaison will also make recommendations and disseminate information regarding on-line databases and journal subscriptions. The Liaison will transmit information to the faculty on new policies and resources as the library promulgates them.

10 Special Committees

As needs arise, the Department Chair may appoint special *ad hoc* committees. The Chair will charge these committees with specific duties. These committees have a limited term defined by the period required to accomplish their specific charges and report to the Chair. The faculty will be notified of the charge and membership of special committees.

V Amendment of the Bylaws

A department committee or any voting faculty member may propose amendments to these bylaws. The proposed changes must be distributed in writing to the faculty at least one week before a departmental faculty meeting. Adoption of changes will require approval of at least two thirds of the voting faculty.