

**BYLAWS, RULES OF ORDER, AND STANDING RULES OF THE
DEPARTMENT OF BIOLOGICAL SCIENCES
OF FLORIDA ATLANTIC UNIVERSITY**

**(Passed by the Faculty in March, 2014; Approved by the Provost in
xxxx)**

ARTICLE I

Name of the Department

The name of this Department shall be the Department of Biological Sciences. All official communications of this Department shall indicate this name.

ARTICLE II

Objectives

The objectives of this Department shall be superior and exemplary teaching, research, and public service in the biological sciences. The provisions of these Bylaws are governed by and subordinate to the Florida Atlantic University *Policies and Regulations* (<http://www.fau.edu/policies/policiesregulations.php>).

ARTICLE III

Organization

This Department shall consist of a Chairperson (referred to as Chair hereafter), an executive committee appointed by the Chair, and Faculty and staff members at all levels. The Faculty shall consist of all full-time or part-time bona fide (full) Professors, Associate Professors and Assistant Professors; University Instructors, Senior Instructors and Instructors; Scientists, Associate Scientists and Assistant Scientists; Research Professors, Associate Research Professors and Assistant Research Professors. All other employees of this Department shall be referred to as the staff.

ARTICLE IV

Office of the Chair

The office of the Chair shall be one of service to this Department. The Chair shall be a tenured, full-time associate or full professor in a recognized discipline of the biological sciences. The Chair candidate shall be selected by an *ad hoc* departmental search committee, voted on by the Faculty of this Department as defined in ARTICLE III and ARTICLE VI through secret ballots, and appointed by the Dean. The Chair shall be evaluated by the Faculty every three years under the direction of the Dean. A Biology Faculty member who accepts the office of the Chair automatically agrees to uphold and

abide by the letter and spirit of these bylaws, rules of order, and standing rules. At his or her own discretion, the Chair may be an ex-officio member of any committee appointed by him/her.

ARTICLE V

Meetings of the Faculty

The Chair or an Executive Committee representative he/she appoints shall convene the faculty meetings no less than twice per semester to keep the Faculty continually updated on progress toward achieving departmental goals, and to present an annual overview of how financial resources will be allocated to meet these goals. These plans must be approved by vote of the Faculty during these meetings scheduled by the Chair. Every attempt must be made to schedule these meetings when the largest number of Faculty can attend. Meetings shall be announced electronically at least a week in advance, and accompanied by an agenda; they should also be video-conferenced to all relevant campuses when possible.

In the event of the continued absence of the Chair, or his/her refusal to call a meeting, a petition drafted by a majority of the Faculty shall be sufficient to schedule such a meeting. The Faculty present at the meeting shall then elect one of their members by a majority vote to conduct the meeting.

For the legitimate conduct of routine departmental business at Faculty meetings, a quorum or majority of the voting members of the Department Faculty available for duty is required.

ARTICLE VI

Voting

Only the Faculty members appointed through the process described in ARTICLE VII shall be eligible to vote upon departmental matters.

Approval of the Faculty of this Department as required by the various sections of these Bylaws shall be by majority vote. While meetings of the Faculty are normally open to attendance by departmental affiliates, only the Faculty as defined in ARTICLE III may vote upon departmental matters.

ARTICLE VII

Faculty Appointments

The Faculty in consultation with the Chair shall define new Faculty hiring priorities. Following the College's approval, an *ad hoc* departmental search committee shall be appointed by the Chair and the departmental executive committee. This search committee shall make recommendations to the entire Faculty as defined in ARTICLE III and ARTICLE VI for a vote.

In extraordinary situations where the action of an *ad hoc* search committee is deemed unnecessary or impractical by the Chair, the departmental personnel committee shall

instead conduct a thorough study and review of the candidate's application, and make recommendations to the entire Faculty as defined in ARTICLE III and ARTICLE VI for a vote.

The Chair shall recommend to the Dean the appointment title of the new Faculty member in accordance with the rank structure within the Department, College, and University.

ARTICLE VIII

Adjunct Faculty Appointments

The Department Associate Chairs at each campus shall appoint adjunct faculty with input from the Faculty as required to maintain an excellent teaching program. The Associate Chairs shall maintain program quality and records, and act as liaison between the Department and the adjunct faculty members.

ARTICLE IX

Promotion of Tenure and Non-Tenure Track Faculty

The Department *Promotion and Tenure Policy* describes the rules and procedures regarding promotion and awarding of tenure for tenure track Faculty. The Department's criteria for promotion and tenure evaluations will match the current University criteria and any specific guidelines issued by the Provost's office.

The Department *Promotion and Tenure Policy* describes the rules and procedures regarding promotion of non-tenure track Faculty. The Department will adopt the current University criteria for appointment, evaluation and promotion of non-tenure track faculty, and any specific guidelines issued by the Provost's office.

ARTICLE X

Annual Faculty Evaluation

The Department Chair shall conduct annual evaluations of the Faculty during the month of February. Faculty members shall be required to provide annual progress reports using the standardized form of evaluation from the Department by the established deadline. The departmental personnel committee shall review the progress reports and prepare evaluations for the Chair and the departmental executive committee. Faculty members will be provided with a copy of their evaluations. Should a Faculty member desire to rebut or otherwise comment in writing on their assessments, he/she shall do so within three (3) weeks of receiving the Chair's evaluation. The Chair shall be required to address the Faculty member's contention, and if necessary, to request the departmental personnel committee to re-evaluate this Faculty member's progress report. The Chair shall provide a response to the Faculty member within three (3) weeks of receiving the Faculty member's written notice. The Chair shall append a copy of rebuttals or comments to each copy of the evaluations.

Annual Adjunct Faculty Evaluation

The Department Associate Chairs shall conduct annual evaluations of the adjunct faculty members during the month of February. To assist the Associate Chairs, adjunct faculty members shall be required to provide annual performance reports using the standardized form of evaluation from the Department by the established deadline. The departmental personnel committee shall review the performance reports and prepare evaluations for the Associate Chairs. Adjunct faculty members will be provided with a copy of their evaluations. Should an adjunct faculty member desire to rebut or otherwise comment in writing on their assessments, he/she shall do so within three (3) weeks of receiving the Associate Chair's evaluation. The Associate Chairs shall be required to address the adjunct faculty member's contention within three (3) weeks, and if necessary, request the departmental personnel committee to re-evaluate this member's progress report. The Associate Chair shall append a copy of rebuttals or comments to each copy of the evaluations.

ARTICLE XI

Departmental Committees

Committee members shall be from the Faculty of the Department and appointed by the Chair and the executive committee. Appointment of committee members shall reflect representations of the ranks, genders, and areas of teaching and research of the Faculty in the Department. The Chair and the executive committee shall ensure that committee service is equitably distributed among the Faculty, in the best interest of the Department's successful functioning and career enhancement of the Faculty members. Wherever appropriate, regular rotation of committee membership should be practiced. The membership of each standing committee shall be publicized in an email to the Faculty in spring semester. A short description of each *Standing Committee* is given in Appendix A. *Ad hoc* committees shall be appointed by the Chair and the executive committee as required.

It shall be the duty of each member of the Faculty to accept assignments to committees and to take an active, positive role in reaching the goals for which committees have been formed. Committee chairs and members have no official power other than that of advising the Department on pertinent matters. Committee chairs will report to the Faculty at the request of the Chair. However, the Faculty may insist upon a committee report on any appropriate topic through a majority vote.

Committees shall, when their interests overlap or infringe on one another, initiate actions to coordinate with each other by way of liaisons, joint meetings, or other appropriate means, in order to produce the best possible results.

ARTICLE XII

Rules of Order

The rules of order in this Department shall be *Robert's Rules of Order Newly Revised*. Faculty meetings are not required to run strictly on a parliamentary basis, except when necessary.

Nothing set down in these bylaws, rules of order, or standing rules shall conflict with the policies and regulations of Florida Atlantic University, which is regarded as the instrument of their origin.

ARTICLE XIII

Amendment of the Bylaws

Whenever, in the opinion of any member of the Faculty, any of these bylaws require revision, repeal or amendment, the Chair shall appoint an *ad hoc* committee to consider the issue or dispute. Each matter presented to the Bylaws committee must be in writing. The committee will announce to each Faculty member in writing and in no less than one week prior to the Faculty vote, that it will report its findings at the next regular faculty meeting. If the committee suggests that a bylaw should be amended or repealed, a motion from the floor shall be entertained, but not be passed without affirmation by a majority of members, a quorum notwithstanding. Faculty members may cast their votes by absentee, written or telecommunicated ballot when their presence at the regular faculty meeting is physically impossible. Unless otherwise stipulated in the motion to amend or rescind, such amendment or rescindment shall become effective immediately on approval by the Faculty in regular sessions.

ARTICLE XIV

Expression of Student Grievance

Student grievances within the Department are adjudicated by the approved University policy.

ARTICLE XV

Internal Censure of Faculty Members

When, in the opinion of the Chair or a majority of the Faculty, a member of the Faculty of this Department shall be deemed guilty of infractions of accepted professional ethics, the bylaws and standing rules of this Department, or the rules and regulations of the University, such person shall first be reprimanded verbally by the Chair in private. Continued infractions by such a person shall provoke a letter of reprimand from the Chair on behalf of the Faculty. When further censure is deemed necessary and approved by a majority vote of the Faculty cast by secret ballot, a letter of censure signed by the Chair on behalf of the Faculty shall be composed embodying the charges, and a copy shall be sent to the Dean of the College and the Provost's office. Ultimately, censure of a Faculty member is governed by Article 16 of the University Board of Trustees/United Faculty of Florida Collective Bargaining Agreement.

Internal Censure of the Department Chair

When the Chair is accused of infractions, the Faculty as defined in ARTICLE III and ARTICLE VI, upon a majority vote of approval on a motion from the floor, shall act as a "Committee of the Whole" with a senior ranking member acting as a representative to verbally communicate the charges to the Chair. Continued infractions by the Chair will

necessitate a written statement from the “Committee of the Whole”, approved by a majority vote of the Faculty cast by secret ballot, containing the charges and requesting cessation of infractions. If further actions are deemed necessary by the Faculty, the “Committee of the Whole” shall present a letter of censure against the Chair to the Dean of the College, along with a copy of the letter forwarding to the Provost’s office. By a majority secret vote, the Faculty may also present a letter requesting recall of the incumbent Chair to the Dean of the College, along with a copy of the letter forwarding to the Provost’s office.

ARTICLE XVI

This document as presented above shall become effective on the date of the approval by the Provost or his/her designee.

Appendix A

STANDING COMMITTEES

Executive Committee

This committee shall be composed of the Chair and Associate or Assistant Chairs and no more than two additional Faculty members of this Department that they select. Its primary duties shall include:

- (a) to evaluate the Faculty annually, based upon recommendations by the personnel committee (see below).
- (b) to allocate laboratory and office space.
- (c) to appoint the department's *ad hoc* and standing committees.
- (d) to prepare a semi-annual (or more often, if required) budget plan to promote the Department's long-term goals for hiring, programmatic changes, and any other pertinent financial issues.
- (e) to nominate departmental representatives to college committees.

Master of Science Graduate Program Committee

This committee shall be composed of 3 or 4 Faculty members of this Department. Its primary responsibilities will be the following:

- (a) to evaluate and select new applicants
- (b) to link applicants with potential advisors who share their interests.
- (c) to evaluate the annual progress of each student, assign teaching assistantships, and coordinate necessary information with the graduate scholarship committee.

Graduate Scholarship Committee

This committee shall be composed of 3 or 4 Faculty members of this Department, at least one of whom must be from the Master of Science graduate program committee. Its primary responsibilities will be the following:

- (a) to advise students on the availability of and the application for scholarships and fellowships.
- (b) to evaluate applications from graduate students for scholarships and fellowships, in coordination with the Master of Science graduate program committee.
- (c) to award scholarships and fellowships.

Undergraduate Programs Committee

This committee shall be composed of 3 or 4 Faculty members of this Department. Its primary duties shall include considering any changes in curriculum, student petitions, and which courses will be taught at each campus in consultation with the Associate Chairs.

Curriculum and Assessment Committee

This committee shall be composed of at least 4 Faculty members of this Department. Its primary roles are continual improvement of the teaching curriculum, and assessment of

the effectiveness of this teaching, as mandated by the Academic Learning Compacts, the State, and as part of the Southern Association of Colleges and Schools accreditation. Curricular changes developed by this committee will be sent for consideration and evaluation to the departmental Undergraduate Programs Committee. This committee will provide guidelines for how assessments are made. It will collect and distribute assessment data to appropriate parties.

Personnel Committee

This committee shall be composed of at least one Assistant Professor, one Associate Professor, one (full) Professor, one Instructor at any rank and Associate Chair(s). In addition, the focus areas of research in Environmental Biology, Organismal Biology, Marine Biology, Neuroscience and Molecular Biology shall each be represented by at least one committee member. The specific focus areas requiring representation on this committee shall be reviewed annually by the executive committee in consultation with the Faculty and revised, if necessary, to reflect changes in the departmental focus. The primary duties of this committee shall include:

- (a) to annually evaluate Faculty accomplishment in teaching, research and public service as is appropriate by rank.
- (b) to assign mentors for newly-hired Assistant Professors, monitor progress of Assistant Professors toward tenure, oversee the initiation and completion of the third year review for Assistant Professors, evaluate applications for promotion from Assistant Professor to Associate Professor and granting of tenure, and provide recommendations to the Faculty.
- (c) to evaluate applications for promotion from Associate Professor to (full) Professor and provide recommendations to the Faculty.
- (d) to evaluate applications for promotion from Instructor/Assistant Scientist /Assistant Research Professor to Senior Instructor/Associate Scientist/Associate Research Professor and provide recommendations to the Faculty.
- (e) to evaluate applications for promotion from Senior Instructor/Associate Scientist /Associate Research Professor to University Instructor/Scientist/Research Professor and provide recommendations to the Faculty.
- (f) to evaluate applications for appointments of new affiliate and adjunct faculty and provide recommendations to the Faculty.
- (g) to evaluate reappointment of lapsing affiliate faculty members.
- (h) to evaluate applications for new Faculty positions and present recommendations to the Faculty when action of an *ad hoc* search committee is deemed impossible or unnecessary.
- (i) to evaluate the annual performance of adjunct faculty members and provide reports to the Associate Chairs.