

**DRAFT Governance Document****Department of Biology Department  
The University of North Carolina at Greensboro**

- I. Administration and governance of the Biology Department shall be exercised by the Head (or the Associate Head in the absence of the Head) in consultation with the full-time faculty. The faculty assembly is the governing body of the Department and follows the rules of CAS and UNCG. All faculty with voting privileges [see Section I A.2 below] shall be members of the Assembly.

A. Full Faculty

1. Membership and Voting Privileges

Only tenured-track faculty with at least 50% of their line budgeted in Biology and with at least a .50 FTE at UNCG have voting privileges in Biology. Non-tenured track faculty and staff may attend assembly meetings as non-voting members at the discretion of the Head.

2. Meeting schedule/procedures

The Head shall call at least one meeting each semester. Additional meetings may be called as determined by the Head or on petition of five faculty members. Except for urgent business that requires an immediate response, the Head must announce meetings at 3 (three) days in advance by written notice, with an agenda distributed at that time. The Head shall frame the agenda with the input from the standing committees and the faculty. The Head shall preside over the meetings. The Associate Head shall preside in the absence of the Head. Formal voting procedures may be used if deemed appropriate by the Head and/or the faculty. In such cases a quorum consists of two-thirds of faculty. Faculty on leave are not considered part of the quorum count. If no quorum call is requested, all votes taken at a properly called Biology meeting are considered valid. In cases of annual evaluations and promotion and tenure decisions, only faculty higher in rank than the individual(s) under consideration participate. Non-tenure track faculty shall have no vote in personnel matters.

3. Voting

Votes normally shall be done by show of hand, but any voting member may request the use of a secret ballot on any vote. A simple majority will decide a vote, except for the two-third majority vote required to change the Policy and Procedures (By-Laws). Mail or Email ballots may be used at the request of one-third of the members present and voting.

4. Responsibilities

The full faculty shall consider and make recommendations as appropriate concerning all major departmental issues, including curriculum, research mission, recruitment, tenure, and governance.

5. Associate Head

The Associate Head shall be appointed by the Dean upon recommendation of the Head, and shall be responsible for various departmental duties as determined in consultation with the Head. The Associate Head will act as Head in the absence of the Head.

B. Committees

The Head and the full faculty may delegate responsibilities to the following committees.

1. Advisory Committee

a. Membership

The Advisory Committee shall consist of the Head, the Associate Head, the Director of Undergraduate Studies, the Director of Graduate Studies, the Director of Introductory Biology and one faculty appointee by the Head to balance research areas of the committee

b. Meeting schedule/procedures

The Head shall call meetings as needed as determined by consultation with the other members of the committee

c. Responsibilities

The Advisory Committee is advisory to the Head. It entertains and develops proposals concerning the full range of departmental business beyond that delegated to the Undergraduate and Graduate Studies Committees. When appropriate, the Advisory Committee shall make recommendations to the Head.

2. Undergraduate Studies Committee

a. Membership

The Committee consists of the Director of Undergraduate Studies, the Director of General Biology and four other members, and the Associate Head as an ex officio member. The Head appoints the Director for a three-year term (renewable). The Head appoints other members to two year terms (renewable). These members are appointed to ensure breadth of representation in the Department. The Head appoints two non-tenured track faculty to the committee for three year terms. Terms are staggered to ensure continuity on the committee.

b. Meeting schedule/procedures

No less than one meeting per semester called by the Director or the Associate Head.

c. Responsibilities

The Undergraduate Studies Committee exercises general supervision of the undergraduate program, including curriculum, course scheduling, and Cutter Laboratory. The Associate Head is responsible for student requests for course exemptions and waivers. The Committee administers the Biology Undergraduate Research Fund and assessment for undergraduate curriculum.

d. The General Biology Subcommittee

1. Membership

The Committee consists of the Director of General Biology and two members of the non-tenured track faculty appointed by the Head [the latter are the same members appointed by the Head in Section 2a. above].

## 2. Responsibilities

The General Biology Subcommittee exercises general supervision and curriculum development of the introductory majors and non-majors courses (e.g., BIO 105, 111, 112).

## 3. Graduate Studies Committee

### a. Membership

The Committee consists of the Director of Graduate Studies and three other members, and the Head as an ex officio member. The Head appoints the Director for a three-year term (renewable). The Head appoints the three other members to two-year terms (renewable). These members are appointed to ensure breadth of representation from the various research areas in the Department. Terms are staggered to ensure continuity on the committee.

### b. Meeting schedule/procedures

No less than one meeting per semester called by the Director or the Head.

### c. Responsibilities

The Graduate Committee shall exercise general supervision of the graduate program, including recruitment, curriculum, scheduling, and monitoring of progress of graduate students. The Committee shall advise the Head on matters related to assignment of graduate assistantships, tuition waivers and health insurance vouchers. The Director or Head will be responsible for communications with the Graduate School regarding matters of graduate student affairs, and for distributing information from the Graduate School to graduate students. The committee is responsible for allocating funds from the Graduate Research Fund.

## 4. Search Committees

Search committees are appointed by the Dean of the College of Arts and Science upon recommendation of the

Head and operate according to procedures prescribed in the Faculty Handbook. The Committees make recommendations to the Head regarding selection of candidates for telephone and on-campus interviews, and schedule interviews in consultation with the Head. After the candidates have visited campus, the Head will convene the tenured and tenure-track faculty, and will conduct a vote by secret ballot to determine 1) acceptability of the candidates, and 2) ranking of the candidates. Faculty may also furnish comments to the Head.

5. Personnel Committee

a. Membership

The Personnel Committee consists of 5 tenured faculty, three of which are Full Professors and two of which are Associate Professors. The faculty will elect the committee members to three year terms. Directors of Undergraduate, Graduate and General Biology are ineligible for election. Terms will be staggered to ensure continuity on the committee. The committee members will elect a Chair of the Personnel committee who will serve a two year term.

b. Meeting schedule/procedures

The Chair of the committee shall convene meetings of the Personnel Committee. The Head of the Department may also request that the Chair calls for a meeting. Subcommittees shall schedule their own meetings as determined by the Chairs of the Subcommittees.

c. Responsibilities

The Personnel Committee is responsible for:

1. Supervision and preparation of the documents for faculty who have been recommended for promotion and tenure. The committee will be responsible for preparation of separate sections evaluating teaching, research, and service in a timely manner such that Promotion and Tenure Guidelines and schedules of the College of Arts and Sciences can be met. The committee may request contributions from other faculty.

2. The committee will annually evaluate the progress of tenure-track assistant and associate professors and report this to the Head. The committee will provide feedback for tenure-track assistant professors. The full professors on the committee will evaluate associate professors and provide feedback annually.
  3. The committee will review faculty for post-tenure review according to the College's guidelines and schedule and provide a report to the Head.
  4. The committee will supervise peer-review teaching evaluations of all tenure track and non-tenure track faculty each year.
6. Ad Hoc Committees shall be appointed as deemed appropriate by the Head
  7. Workload Policy

The faculty will promulgate the Workload Policy. The Head will submit it to the Dean.

#### Implementation of Workload Policy

The Head will meet annually in the fall semester with each tenure-track faculty member to establish written workload expectations for the coming year. The Associate Head will meet annually in the fall semester with all non-tenure track faculty to establish written work plan expectations for the coming year. At the end of the academic year, the Head will evaluate tenure track faculty evaluate faculty based upon the work plan. At the end of the academic year, the Associate Head will evaluate non tenure track faculty evaluate faculty based upon the work plan. Changes to the Governance Document

The Governance Document may be amended or altered as deemed appropriate by the full faculty (see IA) and as determined by a two-thirds majority vote, except those changes in the portions of the document related to personnel issues.

8. This document will become the instrument of governance immediately upon acceptance by a two thirds vote of the Biology Department and final approval of the Department Head and Dean of the College.

Adopted \_\_\_\_\_ .