



MEMORANDUM

Department of Chemistry & Biochemistry
Young Hall
156905

October 31, 2003

Mr. Adam Kaiserman
Council on Academic Personnel
Academic Senate Office
3125 Murphy Hall 140801

Dear Adam,

Per your request, enclosed are the Department By-laws for Chemistry and Biochemistry.

The original By-laws were adopted March 31, 1982. They have been revised three times since:

October 19, 1990: The composition of the Elected Staffing Committee was changed to include the four candidates from different divisions who had the highest vote totals among those nominated from their divisions, and also any additional faculty who received more than 20% of the votes cast. The Chair became an *ex officio* member of the committee.

December 20, 1993: Assistant Professors were granted the right to vote on all new departmental appointments that confer membership in the Academic Senate.

October 7, 1997: An official procedure was instituted for replacing Elected Staffing Committee members who take a sabbatical leave during their term. They will be replaced during their absence by the previous divisional representative on the Staffing Committee.

Please let me know if you need any additional information.

Sincerely,

A handwritten signature in cursive script that reads 'Elaine Jannis'.

Elaine Jannis
Academic Personnel Coordinator
Department of Chemistry and Biochemistry

encl.

Departmental Procedures for Academic
Promotions, Appointments and Advances

Department of Chemistry and Biochemistry

The chairman will generally initiate action in advancement, promotion and appointment cases, but others may do so as well. The chairman retains the right to express his or her own views to the Administration regardless of the departmental recommendation as determined by the method discussed below. All extramural correspondence concerning advancements, promotions and appointments must be cleared through the chairman. Although many actions do not require a full faculty vote, the chairman may put any issue to the appropriate part of the faculty for discussion and vote and he or she may also call for reconsideration.

A. Allocation of Positions

The allocation of positions among the divisions is to be made by the chairman on the basis of departmental consensus. Any faculty member can call for departmental discussion and vote on this issue.

B. Committee for Merit Increases

1. Faculty regular merit increases will be handled by an Elected Staffing Committee. Candidates for this committee will be at least three ladder faculty members willing to serve who are each nominated by at least three ladder faculty members. Election to the committee will be by secret ballot of the ladder faculty. Each faculty member may vote for two candidates, and any candidate receiving at least 20% of the votes cast will be elected. If less than two candidates receive 20% of the votes, a runoff election among the top three candidates will be held. The committee must consist of at least two members and elections must be held at least every three years.

2. The Elected Committee will consult widely and wisely, particularly within the candidates' division, but where relevant, outside the division as well. Non-ladder appointments should be recommended to the Elected Committee by the division or appropriate search committee involved. (The search committee appointed by the chairman will normally consist of the divisional members and in some cases a few faculty members from other divisions.)

3. The Elected Committee will make recommendations to the chairman and the chairman will make recommendations to the Chancellor. If differences of opinion exist between the chairman, the elected committee and divisional or staffing committees in cases of non-ladder appointments, and if these differences cannot be resolved, then the issue will be referred to the tenured faculty. The chairman may at his discretion refer an issue back to a committee for further discussion and a new vote, or he may bring the issue up before the tenured faculty as a whole.

4. The chairman must report the vote of the divisional or search committee in recommending non-tenured appointments and the vote of the elected staffing committee in recommending (or rejecting) merit increases. The chairman will also report the views of a specific faculty member if requested.

5. Accelerated merit increases and increases to Step VI, VII, and Above-Scale. The Elected Staffing Committee will appoint an appropriate advisory committee. This committee will consult with faculty members within the candidate's division, and, when appropriate, outside the division before making its report. In some cases, it may be appropriate for the committee to

consult informally with people outside the department who are especially knowledgeable in the candidate's area.

C. New Departmental Appointments to Positions that Confer Membership in the Academic Senate

It is the responsibility of the tenured departmental faculty in an area to make recommendations to the Department regarding new faculty appointments to tenured and non-tenured positions in that area. All departmental ladder faculty will be given an opportunity to review the file and comment on the appointment. The tenured members of the faculty will be asked to vote on the appointment. If during the process any tenured member of the faculty feels there should be further consideration, a meeting will be held to discuss the case for appointment before the vote is finalized.

D. Promotions to Associate Professor

1. An ad-hoc committee consisting of tenured members of the candidate's division, and, in some cases, a few additional tenured members appointed by the chairman will consider the merits of the candidate. The ad-hoc committee will report in writing to the chairman who will then call a meeting of the entire tenured faculty to discuss the issue.

2. The tenured faculty will vote by secret ballot and a majority vote will represent the departmental recommendation, although the chairman may include his own recommendation. The chairman may refer the matter back to the faculty for reconsideration, but he must report the results of all official votes to the Administration. The chairman will also report the views of a specific faculty member if requested.

E. Promotion to Full Professor

Same as D, but only Full Professors participate.

F. Appeal

1. Any faculty member who is unhappy with a proposed action on his academic status may appeal to the Elected Staffing Committee. Furthermore, any three ladder faculty members may appeal for another faculty member.

2. An attempt to reach a mutually satisfactory agreement will be made. If this cannot be done, merit increases at the assistant professor level will be referred to the entire tenured faculty and those at the associate and full professor level to the full professors, and the case will then be handled in the same manner as promotions.

3. The Appeal System should be made simple and no one should be discouraged from using the system.

Adopted 3/31/82
(retyped 2/25/99)

Revisions to Original Department Procedures for Academic Promotions, Appointments and Advances

The election procedures of the Departmental Procedures for Academic Promotions, Appointments and Advances were revised on October 19, 1990 by a secret mail ballot vote of 40 in favor, 0 opposed and 0 abstentions, as follows:

Candidates for this committee will be at least three ladder faculty members willing to serve who are each nominated by at least three ladder faculty members. Election to the committee will be by secret ballot of the ladder faculty. Each faculty member may vote for two candidates, *and the committee will consist of the four candidates from different divisions who had the highest vote totals among those nominated from their divisions, and also any additional faculty who received more than 20% of the votes cast. The Chair will be an ex-officio member of the committee.* Elections must be held at least every three years.

Adopted 10/19/90
(retyped 11/9/99)

The election procedures of the Department Procedures for Academic Promotion, Appointments and Advances were revised on December 20, 1993 by a secret mail ballot vote of 23 aye, 6 nay and 0 abstentions, as follows:

Assistant Professors who are members of the Faculty Senate will have the right to vote on all new departmental appointments that confer membership in the Academic Senate.

Adopted December 20, 1993
(retyped 11/9/99)

The membership of the Department Procedures for Academic Promotion, Appointments and Advances was revised on October 7, 1997 by a unanimous vote at a faculty meeting as follows:

Elected members of the Staffing Committee who take a sabbatical leave during their three year tenure will be replaced during their absence by the previous divisional representative on the Staffing Committee.

Adopted October 7, 1997
(retyped 11/9/99)