



Life Sciences South Administration  
6312 LSB BLDG  
160606

## FAX COVER

To: Kim Chiu  
65273

Fr: Desie  
Ext.5-3036

RE : MCDB By-Laws

No. of pages : 3 including this page

**DEPARTMENT OF MOLECULAR, CELL AND DEVELOPMENTAL BIOLOGY****STAFFING AND PROMOTIONS**

The department will act autonomously in making its recommendations to the Chair on appointments and personnel actions.

**Tenure Track Appointments**

After the existence of an FTE is established, a search committee of three or more members will be appointed by the Chair in consultation with the Vice-Chair. The search committee will solicit applications, assemble dossiers, and present its recommendation to the department. All regular and in-residence Assistant, Associate, and Full Professors within the department may vote on appointments. After receiving the review and recommendation of the Department, the Chair will write a Departmental letter to include in the dossier presented to the Dean.

**Non-tenure Track Appointments**

{ Appointments to visiting teaching titles and to the Research Biologist series will be made by the Chair.

Appointments to the Adjunct Professor (see Appendix) and the Professor-in Residence series will be made in the same manner as for tenure track appointments except that no search committee will be established. The Faculty most appropriate to the candidate's scientific interests will be responsible for arranging the assembly of a dossier and for presenting the case to the Department.

**Personnel Actions – Promotions**

All discussion of personnel actions will be confidential.

- 1) A Personnel Committee to consider promotion of a faculty member will be appointed by the Chair/Vice-Chair. It will be the duty of the Personnel Committee to analyze all aspects of a candidate's performance, and to make a recommendation to the Department. Extramural referees for a candidate will be selected by the Chair and Vice-Chair after the candidate has been given the opportunity to provide suggestions.
- 2) After hearing the review and recommendation of the Personnel Committee, all ladder faculty members of the Department will consider the recommendation at a Department meeting. A secret ballot of "all regular members of the Department (i.e., Assistant, Associate and full Professors)" will be held at least three working days after the department discussion. Emeriti Faculty do not have voting privileges. The Management Services Officer will be responsible for conducting the ballot, the result of which will be reported by the M.S.O. to the Chair and to the appropriate Vice-Chair. It will be the

responsibility of the Chair/Vice-Chair to inform the candidate of either the exact vote or the sense of the vote as requested by that faculty member.

- 3) The Personnel Committee will then advise the Chair in the preparation of the Departmental letter.
- 4) The Chair will forward the Departmental recommendations to the Dean. At the Chair's discretion an additional ("Chair's") letter may be included as described in University policy.

#### Personnel Actions - Merit Increases

- 1) Merit increases, including fourth-year appraisals for Assistant Professor, will be handled in the same manner as promotions except that external reviews will not be solicited, and short forms may be used at the Department's discretion for normal advancement to associate Professors Levels II and III, and Full professors levels II and IV. Voting eligibility for merit increases will be the same as for promotions. ✓

#### Personnel Actions - Adjunct Professor Series

- 1) Advancement in rank and merit increases will be handled in the same manner as for regular series professors.
- 2) A vote on reappointment must be conducted by the Department every year, the result of which must be relayed to the Chair and Dean.