

**DEPARTMENT OF BIOLOGY**  
**PROCEDURES, CRITERIA, STANDARDS, AND BYLAWS**

**Approved September 27, 2005**

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## **DEPARTMENT OF BIOLOGY**

### **I. PREAMBLE**

#### **A. Formulation**

The Biology Department (Department) adopted a set of procedures on October 5, 1971, which included guidelines for promotion, tenure, and reappointment. The procedures were amended on December 3, 1973, and modified by the departmental regular faculty as defined in Section I.C. on November 11, 1974. On October 5, 1978, the document was modified and

approved by the regular faculty. The Dean of Arts and Sciences and the Provost recommended further modifications and the final vote of approval by the Department occurred on August 22, 1979. Modification approval by the Department occurred on March 17, 1992, followed by approval of more changes on December 6, 1994. These modifications were approved by the Dean of Arts and Sciences on November 6, 1995, and became effective July 1996. The Department on April 21, 1998, April 27, 1999, and February 2, 2005, approved major revisions. These revisions were approved by the Dean of the College of Science and Technology (Dean) on February 3, 2005, and by the Provost on March 1, 2005.

**B. Ratification**

These revised procedures, criteria, standards, and bylaws became effective after being approved by a majority of the regular faculty, the Dean, and the Provost, according to procedures set forth in the current Agreement between Central Michigan University (CMU or University) and the CMU Faculty Association.

**C. Amendments**

Amendments of these procedures, criteria, standards, and bylaws may be proposed by any regular faculty or by a departmental committee. Amendments must be circulated to the regular faculty during the Fall or Spring semester when classes are in session, and at least one week prior to discussion at a departmental meeting. Amendments shall be adopted by a 2/3 majority vote, by secret ballot, of the regular faculty present at the meeting. Changes will be made according to guidelines in the current Agreement. Proxy votes will not be permitted.

**D. Membership**

All regular faculty, temporary faculty, P&A and ST personnel in the Department. Regular faculty is defined as tenured and tenure-track faculty.

**E. Participation**

All members are eligible to attend and participate in meetings unless otherwise specified in these bylaws.

**F. Meeting Procedure**

1. A quorum shall consist of a majority of regular Biology faculty members. All department members may vote on issues unless the bylaws specific to that issue designate who may vote.

2. Adoption of a motion requires a majority vote of approval unless otherwise specified in these bylaws. In cases of voting conflicts or other procedural questions not addressed in these bylaws, Robert's Rules of Order shall be followed in the meetings, except where other procedures are adopted.
3. Voting is defined as casting a ballot either for or against a motion. Abstention is defined as refraining from voting either for or against a motion. Abstentions, blank votes, and illegal votes do not meet the definition of voting as previously stated and thus are not counted in the total number of votes. Absentee ballots are accepted by majority approval (of eligible voters on the issue) on any issue unless otherwise specified in these bylaws.

## **II. BIOLOGY DEPARTMENT CHAIR (Chair)**

### **A. Roles of the Chair**

The Chair is the chief departmental administrative officer and the primary representative of the academic discipline to which he/she belongs. Duties are assigned by the University and described in the CMU Duties of the Department Chairperson document. These duties fall under five major categories: administrative functions, faculty and personnel functions, liaison functions, student-related functions, and leadership functions. As a faculty bargaining member, the Chair in addition has Teaching, Scholarship and Creative Activity, Professional Growth, and Service expectations as defined in the Agreement.

### **B. Procedures for the Appointment and Reappointment of the Chair**

1. The usual term for the Chair is three years.
2. The office of the Chair may become vacant through the resignation, illness, death, etc., of the incumbent or the completion of the three-year term.
3. The general qualifications for the Chair position are:
  - a. Earned doctorate
  - b. Demonstrated competence in teaching college biology
  - c. Appropriate research and publication record
  - d. Potential leadership and competence in the administrative tasks expected of the Chair
  - e. Rank of Associate or Full Professor

4. No later than the beginning of the Spring semester of the penultimate year of the Chair's appointment, the faculty shall elect a Search Committee to oversee the appointment of a Chair for the next three-year term. The Search Committee will consist of three regular faculty members. The Search Committee will meet with the Dean preliminary to preparing a recommendation to the faculty as to whether applications should be solicited from outside the Department, inside the Department, or both.
5. The Search Committee by formal written notification will solicit nominations for the Chair position from all members of the Department. Nominations are subject to the consent of the candidate.
6. If the selection is to be made from within the Department, the Search Committee shall present a nominee or slate of nominees to the regular faculty for its consideration. Each candidate will have the opportunity to discuss her/his perception of chairperson responsibilities including departmental governance and leadership as outlined in the CMU Duties of the Department Chairperson document at a meeting with the members of the Department.
  - a. P&As, STs, and temporary faculty employed on the Mt. Pleasant campus are encouraged to review the credentials of candidate(s) and meet with the candidate(s) individually, as a group, and/or with regular faculty. These departmental members are encouraged to present their evaluations individually and/or as a group to the regular faculty at meetings designated for the discussion of candidates.
  - b. A slate of candidates selected from the entire pool of applicants for each position will be presented to the regular faculty by the Search Committee. A 2/3 vote of approval by the regular faculty is necessary for a candidate to be further considered.
  - c. If two or more candidates remain after 6b above is completed, the approved candidates will be ranked by each regular faculty member voting for one candidate. The candidate with the most votes is ranked highest. The remaining candidates are then ranked by a second vote with each regular faculty member voting for one candidate and the one with most votes is ranked second, and so on until all candidates are ranked. The candidate with the highest ranking shall be recommended to the Dean for her/his approval as the person to fill the position.

7. If the selection is to be made from outside the Department or from both inside and outside the Department, the procedures described in II.B.6. will be followed with the additional procedure that the highest ranking candidates will be recommended to the Dean to be invited for an interview. If an outside search is to be made, an appointee to the Search Committee by the Dean also may be included at the Dean's discretion as a voting member of the Committee. Affirmative action and other relevant university policies must also be followed.
  - a. The interview is arranged and hosted by the Search Committee and shall include the presentation of a seminar and opportunities for group and individual discussions with departmental members.
  - b. After all candidates have been interviewed, the regular faculty will vote upon each candidate. A 2/3 vote of approval is required for continuing candidacy. If no candidate receives a 2/3 vote of approval, then the search will be reopened, candidates further down on the ranked list may be considered, or the search may be closed.
  - c. If two or more candidates remain, then regular faculty will rank the candidates by voting for a single candidate. The candidate with the most votes is ranked highest. The remaining candidates are then ranked by a second vote with each regular faculty member voting for one candidate and the one with most votes is ranked second, and so on until all candidates are ranked. The candidate with the highest ranking will be recommended to the Dean for her/his approval as the person to fill the position.
8. Any temporary replacement of the Chair needs to be approved by the Dean in accordance with the provisions in the Agreement. In the temporary absence of the Chair (sabbatical, illness, etc.), the Assistant Chair shall assume the duties of the Chair. If the Department does not have an Assistant Chair or he/she is unavailable, the Chair will designate a temporary replacement. If the Chair is unable to designate a temporary replacement, the Department shall do so by a majority vote (rather than a 2/3 vote) following the procedures of Section II.B.6 or 7 of these bylaws.
9. When the Chair permanently vacates the position of the Chair (retirement, completion of a three-year term, resignation, etc.), a temporary Chair may be recommended, if necessary, to serve until

a permanent Chair is selected following normal search procedures. The temporary Chair will be selected by majority vote (rather than a 2/3 vote) following the procedures of II.B.6 or 7 of these bylaws.

**C. Evaluation of the Chair**

At least once each year, the Chair shall provide an opportunity for members of the Department to evaluate her/his performance using an instrument acceptable to the Executive Committee. Quantitative and written comments that result from the evaluation will be reviewed by the Executive Committee and the Chair. Quantitative results of the evaluation will be submitted to the membership.

**D. Assistant to the Chair**

If an Assistant Chair is needed by the Chair or requested by the regular faculty, an Assistant Chair shall be selected by the Chair subject to the approval by a majority vote of the regular faculty following Section II.B.6 or 7 of these bylaws. The Dean will be notified of this appointment by the Department.

**III. GRADUATE COORDINATOR**

**A. Roles of Graduate Coordinator**

1. Chair the Graduate Committee.
2. In consultation with the Chair, the Graduate Coordinator (Coordinator) and the Graduate Committee review new graduate applications and accept or reject applications based on departmental requirements.
3. Correspond and meet with potential graduate students.
4. Convene a meeting with new graduate students before the beginning of Fall semester to discuss the graduate program, including College of Graduate Studies regulations and the Biology Graduate Student Handbook. Arrange for faculty to discuss research interests with new students in Fall semester.
5. Mentor new graduate students until they are assigned an advisor.
6. Promote the graduate program through various media such as public broadcasting, TV and radio, newspapers, posters, updated and descriptive home pages, etc.

7. Maintain contact, visitations, and information exchange with graduate programs at other universities.

**B. Qualifications, Selection, and Term Length of the Graduate Coordinator**

The Coordinator is a regular full-time faculty member holding graduate faculty status. The Coordinator is elected by the graduate faculty (associate and full members) and the manager of the Biology laboratories in Spring semester for a three-year term to begin the following Fall semester.

**IV. REGULAR FACULTY PERSONNEL POLICIES**

Faculty members must avoid participating in any personnel decision involving conflicts of interest. Faculty members currently or previously related by family or marriage, or who have had a relationship that would make it impossible to make an unbiased recommendation, shall not be present or involved in personnel discussions or recommendations affecting that faculty member.

Reappointment, tenure, and promotion decisions result from deliberations and judgments occurring at various levels within the institution and begin by recommendations by Departments to the College where recommendations are made to the University for a decision. At each level, the criteria and standards applied shall be consistent with requirements specified in the Agreement.

**A. Appointment**

1. The Personnel Committee is responsible for recommending to the department the area(s) of specialization and rank associated with an available regular faculty position. To accomplish this, the Committee will poll members of the Department and/or convene meetings to discuss and create a list of specializations that match Department goals and other relevant plans. A majority vote of approval by regular faculty is required to approve the overall characteristics of the position. The approved position shall be forwarded as a recommendation to the Dean.
2. The Personnel Committee will prepare an advertisement, with editorial suggestions from Department members incorporated as needed, and in accordance with affirmative action guidelines, which are available at [www.fps.cmich.edu](http://www.fps.cmich.edu). The Department will approve the advertisement by a majority vote of regular faculty. The advertisement will be forwarded simultaneously to the Dean and Faculty Personnel Services for review and approval.



3. The Personnel Committee will evaluate all applications. If two or more positions are being advertised, Department members, if needed, will create an additional committee for each position, and the new committee will act as a Personnel Committee.
4. A slate of candidates selected from the entire pool of applicants for each position will be presented to the regular faculty by the Personnel Committee. A 2/3 vote of approval by the regular faculty is necessary for a candidate to be further considered. Ranking procedures shall be as described in Section II.B.6.c.
5. The interview is arranged and hosted by the Personnel Committee and shall include the presentation of a research seminar by the candidate and opportunities for group and individual discussions with departmental members. Voting procedures will be as described in Section IV.A.4.

## **B. Reappointment**

1. Eligibility: The faculty of the Biology Department will be reappointed in accordance with provisions described in the Agreement.
2. Procedure:
  - a. The candidate faculty member will prepare an updated resume and portfolio (narrative and supporting documents), cumulative since the initial appointment as regular faculty. The documents will be reviewed by the Reappointment, Tenure, and Promotion Committee.
  - b. A review of the candidate's credentials, presented by the Chair of the Reappointment, Tenure, and Promotion Committee, will be made to the regular faculty. Tenured regular faculty on campus that semester who have read the documentation and are present for the discussion shall vote by secret ballot. The ballot will be designed to include space for written evaluations of the candidate's strengths and areas that need improvement. To be recommended for approval, an individual must receive an affirmative vote by at least 2/3 of the tenured faculty voting. Reasons for negative votes must be substantiated in writing, and must be consistent with criteria and standards in these bylaws for appropriate consideration. A negative vote will be reviewed by the Reappointment, Tenure, and Promotion Committee and, if found to be inconsistent with the criteria

and standards by a 2/3 majority, the vote will be invalidated and not counted in the total number of votes. The remaining positive and negative votes will form the total number of votes for final counting purposes.

- c. Transcribed comments from the ballots summarizing the written evaluations by the regular faculty regarding the candidate's strengths and areas that need improvement will be provided to the candidate within one week of the vote. In addition the candidate will meet jointly with the Chair and the Chair of the Reappointment, Tenure, and Promotion Committee to discuss the evaluation within one week of the vote.
  - d. A report of the vote will be submitted to the Department Chair and to the candidate.
  - e. The Chair is required to make an independent judgment and recommendation regarding a personnel decision. The Chair will submit the department recommendation and vote together with her/his recommendation to the Dean in accordance with provisions in the Agreement.
  - f. If the recommendation for reappointment is negative the candidate may have a conference with the Chair and/or request a review as specified in the Agreement.
3. Criteria of review: The decision to reappoint a faculty member is based on need, promise, and competence in Teaching, Scholarly and Creative Activity, Professional Growth, and Service (see Section C.3.c. for specific activities in each of the four categories). Promise is viewed as the individual's potential and likelihood of future professional growth and contribution to departmental goals. Competence is viewed as reasonable accomplishments in each of the four categories with respect to length of service at CMU.

## **C. Tenure**

1. Eligibility: The doctorate or equivalent degree is required for tenure. The programmatic needs of the Department and the University will also be considered. The candidate faculty member will initiate consideration for tenure at the time stated in the initial letter of appointment and/or as specified in the Agreement.
2. Procedures: Procedures are identical to those as described in Section VI.B.2.

3. Criteria of Review:

- a. A candidate must present a seminar to the Department within a four-semester period prior to consideration based on research conducted while employed at CMU.
- b. The decision to tenure a faculty member is based on need, promise, and competence in Teaching, Scholarly and Creative Activity, Professional Growth, and Service. Promise is viewed as the individual's potential for professional growth and development and potential to contribute to the goals and direction of the Department. Competence is outlined in Section 3.c. below.
- c. The Department recognizes that for candidates to be recommended for tenure, candidates must demonstrate high-quality professional ability, proficiency, and accomplishments in each of the four categories. Furthermore, the Department recognizes the categories of Teaching and Scholarly and Creative Activity are of primary importance and, therefore, a candidate is required to demonstrate superior performance in Teaching and/or Scholarly and Creative Activity.

An evaluation of the candidate will be based upon her/his portfolio that provides documented evidence of the high quality of the candidate's activities in each of the four categories. For tenure, the portfolio will be vigorously examined on the basis of both accomplishments and promise for future productivity.

Specific standards in the Biology Department for each of the four criteria are as follows:

**Teaching:** High-quality teaching is considered to be of critical importance in evaluating faculty for personnel decisions. In order for teaching to be evaluated, a candidate must provide a teaching portfolio that addresses teaching activities and student learning outcomes while associated with CMU.

**Student Survey Results**

Student course evaluation scores from the university or any other departmentally approved and validated teaching evaluation instrument are required to be incorporated into this portfolio. Courses that should be included are those published in the semester

course schedule. If the instrument is not administered for each course, then a satisfactory explanation must be provided. In addition to the candidate's evaluation scores, department and college student evaluation score averages, if available, for relevant questions should be included. Additionally, course levels, number of different courses taught, class sizes, grade distributions, and student comments should be included. Results obtained from surveys of less than a majority of students enrolled in the course must be explained.

### **Peer Review of Teaching**

The candidate may elect to include in the portfolio results from a peer review of the candidate's teaching. Should such a review be included, the process must be approved by the department Reappointment, Tenure, and Promotion Committee and must incorporate multiple classroom visits by colleagues.

### **Supervision of Student Research**

The portfolio should also include documented evidence of supervision of undergraduate/graduate research projects. The candidate should include a list of student names, type of project (independent study, thesis, Plan B, etc.) and any outcomes such as presentations or publications to substantiate the quality of the student research.

The portfolio should also include documented evidence, including instructional material where appropriate, of additional activities demonstrating teaching effectiveness such as:

- a. New course development
- b. Significant course revision and/or improvement
- c. Relevant workshop or panel participation relating to teaching methodology
- d. Production of any non-refereed lab manual(s) published for intramural or extramural use in Biology course(s)
- e. Presentation of teaching methodology through workshops or other forums
- f. Addition of innovative pedagogy or of technological improvements in a course
- g. Honors and/or awards for teaching
- h. Other relevant activities as can be documented

### **The Department Standard for Teaching**

In order for the candidate to meet the department standard for teaching effectiveness, the quality of her/his overall Teaching

portfolio should show that the candidate is a high-quality teacher. Superior performance is demonstrated by outstanding teaching and student learning as evidenced by classroom performance and student comments, significant supervision of student research, and other measures as illustrated by the above categories.

**Scholarly & Creative Activity:** Scholarship within one's field is considered to be very important in evaluating faculty for personnel decisions. In order for scholarly and creative activity to be evaluated, a candidate must provide a portfolio demonstrating accomplishments that address the quality and quantity of scholarly and creative activity while associated with CMU.

Work submitted after the initial appointment date should be included in one's portfolio. Published papers that were submitted after the initial appointment date must be specified. At least one of the publications must be based on research initiated since one's appointment as regular faculty at CMU. The Department recognizes that the protocol of scholarship varies within the sub disciplines of Biology but the candidate's portfolio narrative should clearly delineate any idiosyncrasies associated with her/his sub discipline that would allow the reviewer to properly evaluate the quality of a candidate's publication and external funding record. When evaluating the number of publications or extramural funding proposals, the size and quality of the paper/proposal and the reputation of the journal/granting agency must be considered. For example, two papers published in a less-reputable journal may be equal to one paper published in a highly-reputable journal. The candidate's portfolio narrative should clearly document the characteristics of the journals in question, from the standpoint of quality. Principal authorship of any significant externally refereed and funded competitive grant(s) or contract(s) is the equivalent to a high quality journal article and is considered as such. In like fashion, patents, reviews and books or book chapters published (by well-known, respected publishing firms) also are considered as equivalent to journal articles. Scholarship undertaken in collaboration with CMU students, undergraduate and/or graduate, shall be considered as well but should be fully documented.

The portfolio should also include documented evidence of activities demonstrating scholarly and creative activity such as:

- a. Receiving internal awards such as a CMU Research Excellence Funds grant, a President's Research Investment Fund grant, a Research Professorship grant, the Provost's or President's Award for Outstanding Research and

- Creative Endeavors, a Faculty Research & Creative Endeavor research grant and/or any other significant research award resulting from internal review
- b. Presenting posters or papers at extramural professional meetings
- c. Honors and/or awards for research
- d. Non-peer-reviewed authorship of a book or book chapter
- e. Other relevant activities as can be documented

### **The Department Standard for Scholarly and Creative Activity**

In order for the candidate to meet the department standard for scholarship, the candidate should demonstrate an established high-quality research record. It is expected that the candidate has been a principal author of at least three highly-reputable, competitively-refereed publications. It is expected that the candidate will provide evidence of an active research program at CMU and accomplishments indicative of scholarly productivity such as professional presentations, publications, and competitive proposals for extramural funding. Superior performance is demonstrated by additional publication(s) and multiple measures of outstanding scholarship as listed above.

**Professional Growth:** Professional Growth is defined as activities that contribute to an individual's growth as a scientist within her/his sub-discipline. In order for Professional Growth to be evaluated, a candidate must provide a portfolio that addresses and documents professional growth activities while associated with CMU such as:

- a. Active participation in a professional society.
- b. Serving on a board or review panel related to the candidate's discipline.
- c. Consulting activity (review of a grant proposal, contract, manuscript, or book).
- d. Organizing a symposium for a regional or national professional meeting.
- e. Giving a discipline-related lecture or program, or consulting activity at another university or professional organization.
- f. Conducting a professional workshop.
- g. Receiving a professional growth related honor, degree, or award.
- h. Other relevant activities as can be documented.

## **The Departmental Standard for Professional Growth**

In order for the candidate to meet the departmental standard in Professional Growth, the quality of her/his overall Professional Growth portfolio should show active participation in the discipline. Professional growth includes evidence that the candidate regularly participates in a professional society through attendance at or participation in society meetings, workshops, and/or the assumption of leadership roles within the society.

**Service:** Faculty participation in the life and governance of the institution is necessary. Service is defined by activities that provide for proper and efficient functioning of the Department, College, or University. Community and public service count in this category if such service makes use of the candidate's scientific background. In order for Service to be evaluated, a candidate must provide a portfolio that addresses and documents service activities while associated with CMU such as:

- a. Active committee membership.
- b. Service on graduate student committees other than as thesis advisor.
- c. Advising a student club.
- d. Giving a discipline related lecture or program to the University but outside the Department.
- e. Giving a discipline related lecture or program to the community at large.
- f. Participation in a discipline related community organization.
- g. Committee leadership.
- h. Other relevant activities as can be documented.

## **The Department Standard for Service**

In order for the candidate to meet the department standard in Service, the quality of her/his overall Service portfolio should show evidence of effective, high-quality service, including active participation on at least two Department committees and a College or University committee. Participation in more general department activities (e.g., faculty meetings and seminars) is required.

### **D. Promotion to Associate Professor**

1. Eligibility

- a. The doctorate or equivalent degree is required for promotion.
- b. Minimum time in rank is normally four years; however, in cases consistent with the Agreement, a shorter time in rank will be considered.
- c. The candidate faculty member will initiate consideration for promotion.

2. Procedures

Procedures are identical to those as described in Section IV.C.2.

3. Criteria of Review

The criteria of review and standards are identical to those described in Section IV.C.3. with the following two exceptions: the candidate is not evaluated on promise and the needs of the Department and University are not considered.

**E. Promotion to Professor and Professor Salary Adjustment**

1. Eligibility

- a. The doctorate or equivalent degree is required for promotion.
- b. Minimum time in rank is normally four years; however, in cases consistent with the Agreement, a shorter time in rank will be considered for promotion to professor only.
- c. The faculty member will initiate consideration for promotion or professor salary adjustment.

2. Procedures

Procedures are identical to those as described in Section IV.C.2. with the exception that the documents should address accomplishments covering the period of time since the last personnel decision.

3. Criteria of Review

The criteria of review are identical to those defined in Section IV.C.3.a. and c. except that candidates should provide evidence that indicates that he/she has performed at a level commensurate with earning promotion to a higher rank.



In the category of Teaching, the candidate will continue to demonstrate commitment to effective teaching and will maintain an overall level of proficiency. In the area of Scholarly & Creative Activity, the candidate will provide evidence of sustained and high quality activity, the most important of which will be peer-reviewed publications. In Professional Growth, the candidate shall demonstrate a significant positive contribution to the profession. Service should be of high quality and demonstrate both breadth and leadership.

### **The Department Standard for Promotion**

Although the criteria are the same for each promotion, as candidates move through the ranks, they should demonstrate a sustained commitment to teaching and scholarship, continued professional growth, and breadth and leadership in service.

## **V. BIOLOGY DEPARTMENT COMMITTEES**

### **A. Committee Administration**

1. The Chair, by virtue of position, may participate as a member of each committee. He/she should be notified of all committee meetings and of outcomes of meetings.
2. At the first meeting of each of the committees identified below, the committee shall elect a chair. The committee chair is responsible for calling committee meetings and for setting the meeting agenda.

### **B. Executive Committee**

Members: The regular faculty will elect three to five regular faculty annually. The composition of the Committee will represent the diversity of the Department.

Charge:

1. Assist the Chair in the administration of the Department.
2. Represent the interests and concerns of the Department.
3. Develop and sustain undergraduate and graduate teaching and research programs.
4. Administer and facilitate the evaluation of the Chair.
5. Oversee departmental procedures related to off-campus holdings.

**C. Curriculum Committee**

Members: The regular faculty will elect three regular faculty in April or May for a three year term to begin the following Fall semester (one member will be elected each year).

Charge:

1. Review all curricular items including addition of new courses, deletion of courses, changes in major, changes of prerequisites, etc.
2. Review Undergraduate Bulletin copy.
3. Select a committee member to serve on the College of Science and Technology Curriculum Committee.
4. Coordinate revisions to undergraduate and graduate curricula.

**D. Graduate Committee**

Members: Graduate Coordinator and two additional regular, graduate faculty. The two faculty members will be elected by the regular faculty in April or May for a three year term to begin the following Fall semester (one member will be elected two out of the three years to coordinate with election of the Coordinator Section III).

Charge:

1. Review and establish guidelines for applications for admission to the biology graduate program.
2. Accept or reject graduate student applications.
3. Periodically review and update the Graduate Handbook and Graduate Bulletin copy.
4. Actively solicit Graduate Teaching Assistant (GTA) applications through advertising and recommendations.
5. Review Graduate Teaching and Research Assistantship applications and make recommendations to the Chair. The Manager of the Biology Laboratories will be an ad hoc voting member in the selection of GTAs.

**E. Personnel Committee**

Members: The regular faculty will elect three regular faculty in April or May for a three year term to begin the following Fall semester (one member will be elected each year).

Charge:

1. Conduct the operational procedures required to fill a faculty position as described in Section IV.A.
2. Facilitate the appointment of other departmental positions as requested by the Chair or faculty.

**F. Reappointment, Tenure, and Promotion Committee**

Members: The regular faculty will elect four tenured faculty members in April or May for a three year term to begin the following Fall semester (at least one member will be elected each year). A fifth tenured faculty will be appointed by the Department Chair.

Charge:

1. Review each candidate's resume and portfolio for the personnel decision.
2. Make a recommendation(s) with rationale to all tenured faculty.
3. Write a department recommendation narrative for the CMU Tenure/Reappointment Recommendation form.
4. One member will meet with candidates and Chair to discuss comments from faculty and progress towards reappointment, tenure, and promotion.

**G. Technology Committee**

Members: The regular faculty will elect three regular faculty in April or May for a three year term to begin the following Fall semester (one member will be elected each year).

Charge:

1. Review, evaluate, and prioritize department technology issues that may include review and ranking of technology grants for university technology funds and prioritizing department technology needs.
2. Bring to the Department's attention technology innovations to improve teaching.

**H. Scholarship Committee**

Members: The regular faculty will elect three regular faculty in April or May for a three year term to begin the following Fall semester (one member will be elected each year).

Charge:

1. Create new department scholarships and prepare the department scholarship brochure.
2. Solicit student scholarship applications, review applications, and award department scholarships.
3. Organize and host the department scholarship reception.

## **VI. RETRENCHMENT**

If a reduction in regular faculty positions should necessitate a retrenchment, the following options will be considered:

- A. To leave unfilled a vacancy caused by retirement, resignation, or some other form of natural attrition.
- B. To consider no additional appointment for a faculty member then serving on a temporary appointment.
- C. Non-reappointment of a non-tenured faculty member serving on a regular appointment.
- D. No single set of directions or criteria guides or restricts the recommendations of the Department, with the notable exception that tenure commitments will be honored according to provisions of the current Agreement. The Department, when faced with a layoff, will consider the full range of its options and, using the formal procedures below, will formulate a recommendation based on the assessment of the best interests of the students and the anticipated educational program of the University. However, the following two considerations must be primary when recommending layoff of bargaining unit members:
  1. Programmatic need: Programmatic needs are defined as the immediate and anticipated long-term needs as established by the University curricular planning process.
  2. Length of University service: Length of service (seniority) refers to time accrued in years and months while employed by the University in a position which would normally be described as part of the bargaining unit as described in the Agreement. (Faculty shall retain, but not accrue, length of service while on leave of absence without pay). See current Agreement for definitions.

All regular faculty of the Department will discuss the above options. Voting on above options will be by secret ballot by regular faculty. If the Department should elect option D. above, the Department will prepare a written rationale for selection of this option. This document will be provided to the Dean upon request.

## **VII. SUMMER SESSION EMPLOYMENT OF FACULTY**

- A. Programmatic needs will take precedence in devising a slate of summer course offerings. Summer course offerings are contingent upon sufficient enrollment.
- B. The selection of teaching faculty for biology courses taught at the CMU Biological Station (CMUBS) on Beaver Island will be made by the Director of the CMUBS in consultation with the Chair.
- C. Attention to a good distribution of course offerings over a three-year period is expected.
- D. Faculty desiring employment for Summer sessions must apply to the Chair by December 10 of each year. They should state their desires to teach a particular course for the proposed session and any contingencies they have pending.

## **VIII. DEPARTMENTAL TRAVEL FUNDS**

Funds for travel will be initially designated equally among regular faculty members. Requests are to be presented to the Chair during the Fall semester of the year. If members choose not to use their full portion of this money, it will then be reallocated by the Chair among those Department members needing additional funds.

## **IX. ProfEd DISTANCE LEARNING COURSES**

CMU Department members who desire to teach or advise for ProfEd should make arrangements with the Dean of ProfEd after consultation with the Chair. If ProfEd requests a non-CMU instructor for a remote location, suitability of individual instructors representing the Department is to be determined by the Chair. Preference for teaching and advising for ProfEd will be made in accordance with the Agreement and any University policy.

## **X. SABBATICAL LEAVE**

- A. Refer to the current Agreement and CMU policy for information on sabbatical leave.
- B. After an initial sabbatical leave, all subsequent requests to the Department shall include the following:
  - 1. A copy of the individual's approved final report to the University from the previous sabbatical leave.

2. A listing of one or more of the following:
    - a. Presentations (oral or poster) originating from data collected on previous sabbatical leave.
    - b. Copies of all published data in the form of reprints and/or submitted manuscripts based on previous sabbatical leave data.
    - c. Other supportive information not included in Section X.B.2.a. or 2.b.
  3. Evidence of a continuation of effectiveness in Teaching, Scholarly and Creative Activity, Professional Growth, and Service.
- C. The applicant shall present evidence of presentation of a seminar to the Department that includes data or information collected during the previous sabbatical leave. The presentation must be made prior to departmental review of the next sabbatical leave application.
- D. The sabbatical request will be reviewed by all regular faculty on campus that semester followed by a secret ballot vote. Recommendation for a sabbatical leave will be made following approval by 2/3 of the regular faculty present at the meeting.