

Florida International University
Department of Biological Sciences

By-laws

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I. **PREAMBLE**

This document provides the structure for governance of the Department and supports the departmental vision. Our vision is to be a scholarly community for the purpose of research, education and service in the broad reach of the biological sciences. Our activities include educating undergraduate non-majors and majors, educating and guiding graduate students, serving the scientific community, and informing and serving the general public. We aim to establish a collegial atmosphere to support education and both basic and applied research in the life sciences. The following By-laws have been assembled to help us realize these goals through adherence to fair and democratic codes of practice.

II. **GOVERNANCE**

A. ***The Voting Body***

Consists of all faculty, defined as the collective of all tenured and tenure-earning faculty members and all ranks of teaching professor, who are assigned by contract to the unit or who have been granted joint faculty appointment status. It also includes members on leave who may vote in absentia. It excludes emeriti, retired, visiting, research and adjunct faculty.

B. *Departmental Decisions.*

Decisions by the Department shall be made by a majority vote consisting of > 50% of the faculty voting, with the exception of amendments to the By-laws, which require a 2/3 majority. In cases where there are more than two options for which to vote and no option receives > 50%, the top two options shall be voted on again, so that one option receives a > 50% majority.

For departmental meetings, a quorum will consist of attendance in person or electronically of 51% of the faculty not on sabbatical or leave. The minimum number of attendees to reach a quorum for regular faculty meetings will be determined at the beginning of each academic semester. For tenure and promotion votes, quorum will consist of attendance in person or electronically of 51% of the faculty eligible to officially vote (of the required rank) not on sabbatical or leave. If insufficient eligible faculty are present for a pending tenure and promotion vote, the chair shall move to table the agenda item and reschedule it for another date.

Voting in absentia requires submission of an absentee vote. Absentee votes must be provided by 12 PM the day of the meeting at which the issue voted on is to be considered. Absentee votes must be provided by email or as a signed hard copy to the Chair, Acting Chair, or designated staff member. Proxy voting is not accepted. Procedures for maintaining confidentiality are described in III. A.

Departmental meetings shall be conducted in accordance with the current edition of Robert's Rules of Order.

C. *Consistency with College and University Regulations*

Departmental By-laws and policies and procedures shall conform with the Constitution of the College of Arts, Sciences & Education (CASE). These regulations must also be consistent with regulations of the University, embodied in the Academic Affairs Policies and Procedures Manual, as well as with the BOT-UFF Contract.

D. *Amending the By-laws*

Amendments to the By-laws must be presented in writing in the form of one or more motions and discussed at a meeting of the faculty. A vote to accept the proposed amendments will occur during a second meeting of the faculty. Amendments must be approved by two-thirds vote of the faculty (with at least 50% of all faculty voting) either at a faculty meeting or in a subsequent email or mail ballot.

E. *Administrative Personnel*

The Department is governed by the following administrative personnel, listed below with their areas of administration and general duties.

1. Chairperson

The Chairperson is the representative and administrative officer of the Department and shall have general responsibility for the activities of the Department. The Chairperson must be a tenured faculty member within the Department. This person is nominated by the faculty and subsequently appointed by the CASE Dean. When there is a vacancy, or impending vacancy, for the position of Chairperson, the Executive Committee shall initiate the selection process by consulting with the Department. Nominations should occur at least one month before the faculty votes to select a nominee to forward to the Dean. This procedure should typically occur in the Spring Term, with the new Chairperson taking office at the beginning of the Fall Term of the same year.

When multiple candidates are nominated for Chairperson, selection of the new Chairperson is carried out during a faculty meeting, by the faculty voting on candidates with a confidential written ballot. If no candidate wins a majority in the first round of ballot counting, the two candidates with the highest number of votes shall be named and a run-off election will be held, no earlier than one week and no later than three weeks after the first election.

Should faculty members become dissatisfied with the performance of the Chairperson, the Department may call for a vote of no-confidence, following procedures described in the CASE By-laws (Article III.B). A replacement Chairperson must be selected by the procedures outlined above.

The normal term for the Chairperson is four years and may be extended for one additional term.

The departmental Chairperson's duties include the following:

- a) Helps the Department realize its vision.
- b) Serves as a liaison between the Department and the Dean of CASE, other administrators as necessary, and institutions with which we have collaborative agreements.
- c) Conveys policy directives from the administration to the departmental faculty and conveys faculty concerns to the administration.
- d) Plans, assembles the agenda, and chairs all departmental meetings.
- e) Appoints faculty search committee members and appoints ad hoc committees as necessary.
- f) Appoints departmental committee members where necessary and meets with departmental committees as needed.
- g) Writes the annual assignments for regular faculty as per Academic Affairs guidelines.
- h) Writes annual evaluations, in close consultation with the Personnel Committee, as per Academic Affairs guidelines, and progress to tenure assessments for all tenure-track but not yet tenured faculty.
- i) Writes a Chairperson's letter of evaluation for each candidate for tenure and promotion and for promotions to Associate and Teaching Professor.
- j) Supervises all departmental office staff, including USPS and A&P staff, in consultation with the Associate Chairperson and the Biology Office Manager.
- k) Writes the annual evaluations of all departmental USPS and A&P staff.
- l) Implements departmental decisions concerning the operation of the Department.
- m) Ensures the maintenance and storage of all records with the assistance of the Office Manager.
- n) Manages the Department's annual budget and reports to the Department on the budget.

- o) Maintains long-term teaching plans for the Department.
- p) Publishes a complete list of all faculty at the beginning of each academic year.

2. Associate Chairperson

The Associate Chairperson position is nominated by the Chairperson and approved in a faculty meeting. The Associate Chairperson assists the Chairperson in fulfilling administrative duties in the operation of the Department. The duration of this position is four years, renewable by Department vote. The position has an assignment that includes administrative duties but may also include teaching and/or research and/or service; the exact mix is negotiated on an individual basis. The Associate Chairperson's duties include the following:

- a) Assists the Chair in carrying out departmental duties.
- b) Serves as Acting Chair during brief absences (2-3 days).

3. Graduate Program Director

The Graduate Program Director must be a tenured faculty member within the Department and a member of the Graduate Faculty. The Director is responsible for the operation of the Graduate Program in Biology, both M.Sc. and Ph.D. degrees. The Director is selected in a faculty meeting during the spring semester prior to the position's taking effect at the beginning of the fall semester; this election is coordinated by the Executive Committee. The duration of the position is three years, with additional terms renewable by re-election. The Director is chairperson of the Graduate Committee and reports to the Chairperson.

The Director duties include the following:

- a) Generates information for all contracts for Research and Teaching Assistants.
- b) Assists in the assigning of Teaching Assistants to duties in specific courses, principally by providing a roster to the Laboratory Coordinator each term.
- c) Helps graduate students deal with problems on a daily basis.

- d) Arranges and coordinates financial support for graduate students, working with appropriate staff in the College of Arts, Sciences & Education and the University Graduate School.
- e) Reports on the status of the graduate program at faculty meetings at frequent intervals, as well as by email to all faculty members.
- f) Directs the Graduate Committee in such matters as selection of incoming graduate students and dismissal of students whose performance is inadequate or who violate the terms of their agreements.
- g) Reports to the Chairperson on issues of importance.
- h) Supervises the work of the secretary assigned to the program.
- i) Ensures the proper maintenance of graduate student files and databases.
- j) Coordinates the annual review of all graduate students.
- k) Works with the student and advisor when problems arise, to help resolve the problem or help the student find a new advisor.
- l) Works with Program Improvement and Assessment Committee and BOG review team.

4. Undergraduate Program Director

The Undergraduate Program Director must be a tenured faculty member or associate or higher rank teaching professor within the Department. The Director is responsible for the undergraduate BS and BA Programs in Biology. The Director is usually selected in a faculty meeting during the spring semester prior to the position's taking effect at the beginning of the fall semester. This election is coordinated by the Personnel Committee. The duration of the position is three years, renewable by re-election. The Director is chairperson of the Undergraduate Committee and reports to the Chairperson.

The Director's duties include the following:

- a) May advise students concerning progress towards graduation, declaration of the major and the application to graduate.
- b) Reports on the status of the undergraduate program at faculty meetings at frequent intervals.
- c) Leads efforts to improve the educational environment of undergraduates.
- d) Works closely with the University professional advisors.
- e) Works with Program Improvement and Assessment Committee and BOG review team
- f) Conducts curriculum and catalog reviews
- g) Oversees the undergraduate listserv and frequently informs students of issues that will help them in their major via email and other electronic outlets.

5. Director of the Marine Biology Program at BBC

The Director of the Marine Biology Program must be a faculty member within the Department and is based at BBC. The Director is responsible for the undergraduate major in Marine Biology. The Director is selected in a faculty meeting. This election is coordinated by the Personnel Committee. The duration of the position is three years, renewable by re-election. The Director is *ex-officio* a member of the Undergraduate Committee.

The Director's duties include the following:

- a) May advise students concerning progress towards graduation, declaration of the major and applications to graduate.
- b) Reports on the status of this undergraduate program at faculty meetings at frequent intervals.
- c) Leads efforts to improve the educational environment of undergraduates.
- d) Works closely with the University professional advisors.
- e) Works with Program Improvement and Assessment Committee and BOG review team.
- f) Responsible for curriculum and course catalog reviews-

- g) Oversees the undergraduate listserv and frequently informs students of issues that will help them in their major via email and other electronic outlets.

6. Acting Chairperson

When the Chairperson is temporarily absent (more than 3 days), they appoint an Acting Chairperson, who assumes the responsibilities of the position during that absence.

F. Departmental Committees

Much of departmental governance is the responsibility of committees charged with specific duties. Departmental standing committees are listed below, with associated duties written in the Dept. of Biological Sciences Policy and Procedures Handbook. Generally, committee members serve for terms of three years, renewable by appointment or re-election. The members of the Graduate Committee, Personnel Committee, and Education Committee are elected by the faculty by confidential, written ballots and serve staggered three-year terms. The members of the other committees are volunteers who are appointed by the Chairperson or are *ex-officio* members. The Personnel Committee coordinates committee elections and solicits volunteers for non-elected committees. Each committee, with the exception of the Personnel, Graduate, and Undergraduate Committee, selects a chairperson from among their members at their first meeting of the fall term, which immediately follows the first faculty meeting in the fall term. The Personnel Committee elects a chair immediately following the last faculty meeting of the spring term. The chairpersons of the Graduate and Undergraduate Committees are the Directors of the corresponding Programs. The numbers of members of committees vary, depending upon their responsibilities. All Faculty can serve on departmental Committees except where specified. It is a priority to select faculty with differing lengths of experience in the affairs of a committee, to ensure some continuity in operation. The following committees are constituted to take care of departmental affairs:

1. Graduate Committee:

Composition: Graduate Director plus five Graduate Committee members. All are elected by the faculty for three-year staggered terms. The Graduate Committee is responsible for the operation of the M.S. and Ph.D. programs and works closely with the Graduate Director, who is *ex-officio* the chairperson. All committee members must be Graduate Faculty

The responsibilities of the committee include the following:

- a) Reviews applications by students for entrance into our graduate program.
- b) Recommends admission of applicants for our M.S. and Ph.D. programs.
- c) Allocates financial support (teaching assistantships) to students based on merit and need.
- d) Reviews and forwards recommendations on applications for university scholarships and fellowships
- e) Develops new policies to make the program more effective, making sure that they are consistent with policies at the University Graduate School level.
- f) Conducts the annual review of graduate students.
- g) Regularly reviews the Graduate Policies and Procedures Manual.

2. Undergraduate Committee:

Composition: Director of the Undergraduate Program, Director of the Marine Biology Program, Associate Chairperson, Chairperson of the Honors Committee, plus one member elected by the faculty. Director of the Undergraduate Program is *ex-officio* the chairperson. The Undergraduate Committee is responsible for the operation of the BS and BA programs in Biology and Marine Biology. Its charge is to improve the quality of the educational experience for our undergraduate students.

The responsibilities of the committee include the following:

- a) Advises the Chairperson on the timing of undergraduate courses to improve the ability of students to graduate in a reasonable time period.

- b) Recommends changes in procedures that will improve conditions for undergraduates and improve program quality by formulating motions to be voted on by the Department.
- c) Recommends students for annual College awards and seeks outside funding to increase the cash value of such rewards.
- d) Supports the organization and maintenance of student clubs in Biology.

3. Honors Committee:

Composition: Five faculty members. The chair and vice-chair ~~At~~ are elected by the faculty for renewable, three-year staggered terms, all other members are volunteers. The Honors Committee oversees the Biology Honors Program, including advising students about the Honors course, preparation of the Honors thesis, and organizing the thesis presentations. Any faculty with an active research program in Biological Sciences can mentor undergraduate students in the Honors Program in Biological Sciences.

The responsibilities of the committee include the following:

- a) Promotes the Biology Undergraduate Honors Program
- b) Reviews applicants and accepts candidates into the Program
- c) Reads and comments on Honors theses produced by Honors students
- d) Attends Honors student presentations
- e) Awards Undergraduate Honors in Biological Sciences

4. Personnel Committee:

Composition: Seven faculty members, elected by the faculty for three-year staggered terms, five TT faculty and two NTT faculty. The Personnel Committee is responsible for initiating and overseeing the processes related to faculty advancement.

The responsibilities of the committee include the following:

- a) Initiates the self-evaluation process used in annual faculty evaluations. Initial announcements must be made by the end of February, and the self-evaluations must be submitted by April 15.
- b) Evaluates faculty based on the common criteria listed in the By-laws, but independently of the Chairperson.
- c) Works with the Chairperson to finalize the annual evaluations by the first Monday in May.
- d) Organizes the third-year evaluation meeting for tenure-earning faculty, in consultation with the Chairperson.
- e) Works with the Chairperson to recommend faculty for awards within the University and assists in the preparation of the folders for such awards.
- f) Assists the Chairperson with guiding: i) tenure track faculty who are applying for tenure and/or promotion in the coming year, and ii) teaching faculty applying for promotion to Associate Teaching Professor or Teaching Professor in the coming year by providing them with the appropriate guidance, including precise deadlines for each step in the application process.
- g) Advises Chairperson in the selection of mentors.
- h) Coordinates and holds elections for departmental committees, with the exception of the election of the Department Chair, which is coordinated by the Executive Committee.
- i) Conducts departmental evaluation of faculty for requests for Graduate Faculty status (GF) and Tenure as a Condition of Employment (TACOE).

5. Teaching Evaluation Committee:

Composition: Five faculty members, elected by the faculty for three-year, staggered terms. The Education Committee monitors and helps to improve the quality of undergraduate and graduate educational activities within the Department. This committee is responsible for conducting peer-reviewed teaching evaluations.

The responsibilities of the committee include the following:

- a) Develops and implements a plan for prearranged classroom visits of faculty members, in accordance with the BOT/UFF Agreement.
- b) Following the Procedures for the Peer Review of Teaching approved by the Department, assesses and summarizes teaching by faculty members upon request and provides written reports to the faculty member being evaluated.
- c) Periodically announces the availability of workshops and other means of learning about new pedagogical techniques and the availability of new technologies to aid in teaching.

6. Biology Symposium and Seminar Committee:

Composition: Nine faculty members, elected by the faculty for three-year staggered terms, three members direct the MMC seminar, two direct the BBC seminar, two manage the Glaser course, and two manage the Biology Symposium.

The responsibilities of the committee include the following:

- a) Inviting and hosting the weekly Biology Seminar Series at MMC.
- b) Inviting and hosting the Marine Science seminar series at BBC.
- c) Organizing the annual Glaser course and Seminar.
- d) Organizing the annual Biology Symposium, held prior to graduate student admissions in the spring
- e) Coordinating the various seminar series to avoid conflicts as much as possible.
- f) Seeks internal and external funds to support distinguished speakers.

7. Biology Diversity, Inclusion, & Equity Committee:

Composition: Membership in the Diversity, Inclusion, & Equity Committee (DEIC) is voluntary except for the Chairperson who is elected for a 3-year renewable term.

The mission of the committee is to serve as a mechanism to help the Biology Department ensure an academic and work environment characterized by inclusive excellence. The role of the Committee is to:

- a) Maintain the Biology Diversity, Equity and Inclusion Plan (the DEI Plan), with regular updates and new goals as previous goals are met.
- b) In collaboration with the Chairperson, evaluate the progress of the Department toward meeting its DEI goals.
- c) In collaboration with the Chairperson, complete the annual progress report on the DEI Plan goals with AWED.
- d) Develop content for the biology website and social media team to facilitate recruitment of diverse students, staff, and faculty and content for resources for current students, staff, postdocs, and regular and research faculty.
- e) Identify, select, and bestow annual DEI awards to faculty and staff for recognition of efforts for advancement of DEI in the Department.
- f) Assist in the identification of a diverse slate of departmental nominations for University, College, and Departmental committees.
- g) Serve as an advocate and resource base in defense of the intellectual value of diversity, equity, and inclusion in higher education.

8. Program Improvement and Assessment Committee

Composition: The Committee shall consist of three members elected by the faculty for three-year staggered terms.

The Program Improvement and Assessment Committee is responsible for ensuring the Department annually collects, analyzes, and responds to assessment data as determined from the previous accreditation report. Specific tasks include:

- a) Design and implement mechanisms for evaluation of written, oral and critical thinking skills developed within UCC courses.
- b) Develop and refine Program Outcomes and Student Learning Outcomes for all programs in each teaching modality.
- c) Identify which courses are used for assessment of learning outcomes
- d) Coordinates collection and analysis of assessment data.

- e) Design ways to use outcomes of analysis of assessment data to improve our programs
- f) Document evidence of use of assessment data and effectiveness of measures implemented in response to the data.
- g) Works closely with Program Directors and Chairperson, Associate Chairperson and Student Success Liaison to generate the Board of Governors Self Study Report (every 7 years).

9. Curriculum Enhancement Committee

Composition: Student Success Liaison, the Curriculum Representative plus four faculty members, elected by the faculty for four-year, staggered terms. The Curriculum Enhancement Committee reviews and proposes changes to improve the quality of undergraduate and graduate educational programs within the Department.

The curriculum oversight responsibilities of the committee include the following:

- a) Periodically review the Learning Goals for the department's degree programs and map which Learning Goals are taught in each course.
- b) Promote communication between faculty teaching multiple sections of the same course or courses within the same distribution area and faculty teaching different courses in the same sequence to encourage pedagogical exchange as well as discussion of common Learning Goals.
- c) Identify and propose curriculum enhancements that would improve the quality of the program and increase its effectiveness.
- d) Coordinate the development of curriculum for new educational programs.

10. Hiring Committee

Composition: The Hiring Committee shall consist of two standing members, a Chair and a Vice-Chair, elected by the faculty for three-year staggered terms, respectively, and a variable number of additional faculty depending on the number of ongoing searches. The remainder of the committee (a minimum of three members per search) would be selected by the Chairperson on the basis of their expertise for the specific job search(es).

The Hiring Committee leads the efforts for faculty hiring in the Department. By having a standing committee, we increase the efficiency of the hiring process and ensure consistency and continuity of the search and screen process in the Department. The roles of the committee would be to:

- a) Ensure all committee members are up to date for the required training
- b) Generate the job description and CASE hiring template
- c) Manage posting of the position to maximize the visibility of the position and a diverse applicant pool.
- d) Manage all communication with potential candidates
- e) Manage Panthersoft HR process, public posting of search committee meetings, finalizing short list, interview list, and request for letters of recommendation.
- f) Manage logistics and scheduling of interviews including transportation, housing, seminar, time slots for faculty, students, ORED, CASE, Institute Directors, and Academic Affairs, in cases of hiring with tenure.
- g) Manage selection of short list and final selections during faculty meetings.

11. Scholarship and Awards Committee

Composition: Five faculty members elected for three-year staggered terms.

The Scholarship and Awards Committee manages nominations for College and University student recognition awards in Biology and the FIU Foundation Awards and Scholarships that reside within the Department. Graduate Program specific awards such as Presidential and similar fellowships would be responsibility of the Graduate Committee. Specific tasks include:

- a) Nomination of students for CASE and University level awards in academic performance and service.
- b) Assists with nomination of biology students for National and International awards in coordination with the FIU Awards Office.
- c) Management of the annual award announcements and the selection of the award winners for the Maurer, Cuervo, Makemson, Parker, and Gruber-Heithaus Awards, the Kelly Scholarship in Tropical Botany, the Glaser Water Scholarship, and any future awards.
- d) Management of the annual reporting to the FIU Foundation on account disbursement.

12. Greenhouse/Conservatory Committee

Composition: Membership in the committee is voluntary except for the Chairperson who is elected for a 3-year renewable term.

The Greenhouse Conservatory Committee supervises the work of the Greenhouse/Conservatory Curator to ensure the proper maintenance and operation of these facilities. Additional roles include:

- a) In coordination with the Curator develops and oversees facility usage policies.
- b) Helps the Curator with fundraising efforts for the facilities.
- c) Helps the Curator develop designs and planting displays for the Conservatory

13. Executive Committee

The Executive Committee is composed of the chairpersons of the Graduate Committee, Undergraduate Committee, Personnel Committee, Curriculum Enhancement Committee, the Associate Chairperson and the Director of the Marine Biology Program. The chairperson is selected by a majority vote of its members in its first meeting each academic year. Since it is composed of the chairpersons of the other standing committees, its membership will almost certainly change every year. This committee advises the Chairperson on important issues. Either the Departmental Chairperson or the Executive Committee chairperson may call a meeting of the Executive Committee.

The responsibilities of the committee include the following:

- a) Meets with the Chairperson, by request, prior to faculty meetings of high importance to help set the agenda and aims for such meetings.
- b) Supervises departmental elections for the Department Chairperson. Should dissatisfaction arise, supervises votes of no confidence in the Chairperson.
- c) Supervises the annual evaluation of the Chairperson, as mandated by the CASE and Academic Affairs (CASE Constitution III.C.8).
- d) Advises the Chairperson when important issues arise, especially when time does not permit airing such issues in a departmental meeting.
- e) Is kept aware of the conditions of the Department budget during the year and provides advice to the Chairperson about expenditures.
- f) Supplies a person (chairperson or other committee member) as Acting Chairperson in the absence of the Chairperson and the Associate Chairperson.

G. *Departmental Representatives*

There are significant service activities where faculty participation is important for the welfare of the Department, but an individual, the Representative, is sufficient to fulfill the responsibilities. The terms of service are for three-year renewable terms, appointed by the Chairperson.

1. Library Representative

Facilitates faculty book orders and sits on the College Library Committee.

2. Curriculum Representative

Coordinates all curriculum and catalog changes, works with faculty and representatives in other departments on curriculum matters, and serves on the CASE Curriculum Committee

3. Student Success Liaison

The Student Success Liaison is responsible for coordinating efforts across the department's undergraduate programs to improve student success. The Student Success Liaison is nominated by the Chairperson in consultation with the Associate Chair and approved in a faculty meeting. The term of service is for a four-year renewable term. The Student Success Liaison is a member of the Curriculum Enhancement Committee and reports to the Chairperson.

The Student Success Liaison's duties include:

- a) Identify structural barriers and work with corresponding actors to remove those barriers, including aspects such as scheduling, advising, curriculum and pedagogy.
- b) Review student success metrics, propose and implement strategies to improve those metrics.
- c) Works with CASE student success team to gather data to make decisions and measure impact of strategies implemented.
- d) Works with Undergraduate Program Directors in the Department to connect current students with professional development opportunities, and inform students about workshops, internships, research opportunities, engagement, etc.

H. *Heads of Facilities*

Various departmental facilities require some supervision, and individuals are assigned to these service/administrative functions for indefinite periods by the Chairperson.

1. DNA Core Facility Director

Supervises the work of the Core Facility Manager to ensure the proper maintenance and operation of this facility. In conjunction with the Manager, develops and oversees usage policies and fees for services.

2. Tissue Culture Facility Director

Supervises the work of the Tissue Culture Facility Manager to ensure the proper maintenance and operation of this facility. In conjunction with the Manager, develops and oversees usage policies.

3. Aquarium Facility Director

Supervises the Aquarium Facility to ensure the maintenance and proper operation. Develops and oversees usage policies.

III. POLICIES AND PROCEDURES

A. Department Faculty Meetings

1. Regular Faculty Meetings

- a) Meetings will be held up to twice a month at a time agreed to by faculty consensus at the beginning of the fall term. A second faculty meeting within a month shall be announced with at least 2 weeks notice.
- b) A quorum will consist of 51% of the faculty not on sabbatical or leave.
- c) Records of all meeting agendas and minutes will be supervised by the Chairperson and stored both electronically and on paper by the Office Manager.
- d) For faculty unable to participate in a particular meeting, absentee ballots can be used for votes on motions that have been placed on the agenda, but these ballots cannot be extrapolated to motions that were not on the agenda, including amendments to the original motion. Absentee ballots are given to the Chairperson by email to the Office Manager or designated staff member by 12 PM on the morning of the vote. The staff member records the vote on a ballot and gives it to the Chair. Alternatively, by 12 PM on the morning of the vote, votes are given directly to the Chairperson in writing on a ballot placed in a blank envelope inside a second sealed envelope with an original signature on the sealed flap. Absentee voting by BBC campus members follows the same procedures.
- e) Faculty at BBC can participate in faculty meetings via IT connections, and one meeting each year will be held at BBC.

- f) Recommendations brought to the faculty by departmental committees are seconded motions and can be discussed and voted on immediately.
- g) In general, voting on motions will be tabulated in an open manner, unless a motion that the vote be confidential is approved. However, all voting on tenure and promotion matters (but not on short list decisions) is done by confidential written ballots.
- h) In order to vote on departmental matters, faculty should have a 50% or greater appointment in the Department of Biological Sciences.

2. Special Faculty Meetings

Special faculty meetings may be required at other times to conduct pressing business, such as interview short-listing, hiring, or promotion meetings. Such meetings can be called by the Chairperson either at a regular faculty meeting or by e-mail, when they see a need or when requested by the Executive Committee. Special faculty meetings must be scheduled 5 days in advance (counting all calendar days, including the day the meeting is called but excluding the day of the meeting). The exact purpose of the meeting must be announced when the meeting is called, and, with the exception of motions relating to procedure without direct reference to a particular substantive item of business, only business mentioned in the call can be transacted at the special meeting.

B. Hiring

- a) Hiring of all faculty will begin with a decision in the Department on the priority of positions within disciplinary areas. Such decisions will be based on strategic research themes that are the outcome of long-term planning, as well as meeting the needs of undergraduate teaching. Consensus among disciplinary or other groups in the Department will also be important. In addition, the Department should have flexibility in the event that unique hiring opportunities arise. These opportunistic hires should be in keeping with the overall strategic plan of the Department and should be limited to candidates of a caliber superior to what might be expected from a standard search in a given area. Opportunistic hires may also include cluster hiring plans, if consistent with the Department's long-term hiring strategies.
- b) The Chairperson will confer with the Dean to obtain approval for searching for one or more of these positions.
- c) For each search, the Chairperson identifies a minimum of three faculty members to serve with the Hiring Committee Chair and Vice Chair while ensuring that DEI requirements are fulfilled. Additionally, meetings and actions of this committee must fulfill all HR requirements. The Hiring Committee will write a position announcement and advertisement that will be circulated to the Department for comments. With approval of the Chairperson and Dean's Office, the advertisements will be sent out with an appropriate deadline.
- d) Once the deadline has passed, the Hiring Committee will expeditiously review the candidate applications and form a short list that will be made available to the faculty. Access to the files by the full faculty is governed by the latest University Faculty Search and Screen Handbook.
- e) After discussion, faculty will rank the viable candidates from the short list in an open vote using the following procedure. For the first round, each faculty member has one vote for their top candidate; the candidate with the most votes > 50% is ranked as the first choice. If no candidate gets > 50% of the votes, then the faculty ranks the top two candidates. After the first round, the top candidate is placed on the interview list and removed from the voting pool. The second round is conducted like the first round, and the top-ranked candidate is placed second on

the interview list and removed from the pool. The third round repeats the procedure to provide the third candidate, and the procedure will continue to rank all candidates from the short list.

- f) The Chairperson will make the Department's preferences known to the Dean before interviews begin.
- g) The Hiring Committee will organize the interview visits of each candidate.
- h) Faculty will discuss and vote on the viability of all interviewed candidates before they are ranked. Ranking of candidates after interviews follows the procedure for ranking candidates for the short list (see III.B.f, above); the spirit of the voting is that each ranked candidate has > 50 % support from the faculty for that rank. Absentee ballots must provide a ranked list, and votes from these ballots will be recorded in order of their ranks (i.e., #1 is voted for until that candidate is removed, then #2 is voted for until that one is removed, etc.). In the case of the top-ranked, viable tenure track candidates who are requesting tenure as a condition of employment (TACOE), a second vote, by the tenured faculty at or above the rank the applicants seek, will take place to support or decline the request.

C. Assignments

- a. All faculty must receive an annual assignment at least six weeks prior to the beginning of the academic year, in accordance with the Academic Policy Manual and the UFF/BOT Collective bargaining Agreement. Faculty just starting or beginning mid-year will receive an annual assignment prior to the beginning of their contract in a given year.
- b. It is the responsibility of the Chairperson to write these assignments, but they may consult closely with the Personnel Committee and the faculty member on such assignments.
- c. The standard assignment is divided among teaching, research, service, and, if appropriate, administration. Percent time allocated to each category varies among faculty.

- d. Any faculty member with at least a 25% appointment in the Department of Biological Sciences is expected to teach a course in the department's undergraduate curriculum, which can be cross-listed with a graduate course, at least once every two years, exclusive of supervised research credits and narrowly specialized courses.
- e. Based on goals provided in the faculty annual self-evaluation, particularly with evidence of previous progress towards such goals, the Chairperson may change the faculty member's assignment to help in the realization of such goals.
- f. Given a long pattern (~5 years) of little evidence of scholarship, the Chairperson, in consultation with both the faculty member and the Personnel Committee, may change the assignment of that faculty member to increase the proportion allocated to instruction.
- g. Upon receiving the assignment, each faculty member can request a meeting with the Chairperson to discuss disagreements about the assignment. The Chairperson is obligated to expeditiously arrange to meet with that faculty member. Failing to identify a resolution at that time, the Chairperson must make the assignment final, and the faculty member may seek further redress by the grievance process.

D. *Advising*

All faculty members are required by the Academic Policy Manual and the UFF/BOT Bargaining Agreement to maintain hours for advising (four hours per week) in an office and near a telephone.

E. *Summer Teaching*

Faculty assignments for summer teaching will depend upon the availability of funding. Payment for such teaching will be consistent with the UFF/BOT Collective Bargaining Agreement. Assignments to courses will be prioritized by the need to fulfill requirements in this order: (1) the lower division core; (2) our major pre-requisites (BSC 2010 & 2011); (3) major requirements; (4) large-enrollment electives; and (5) key graduate courses. Priority will be given to courses of probable high enrollment. When there are insufficient course opportunities for the number of

faculty who wish to teach, the Chairperson will assign faculty based on the above priority list and by rotating faculty to provide equal opportunity among all faculty.

F. Annual Evaluations

- a) Every faculty member will be evaluated based on: (1) their annual assignment and (2) in the context of the goals stated in their previous annual evaluation.
- b) Each area of activity (scholarship, instruction and service) will be evaluated on a five-point scale—outstanding, very good, good, satisfactory, unsatisfactory—and the value will be factored by the weight of the proportion of assignment, depending on the annual assignment of that individual. The result will be a numerical value on a scale of 1 to 5, based on the qualitative evaluations of each of the activities.
- c) The Personnel Committee and Chairperson will make separate evaluations and will meet to form a consensus/compromise on the evaluations for each faculty member.
- d) The Personnel Committee, faculty at large, and Chairperson will develop criteria for merit performance in the three areas of assignment.
- e) Since the evaluations are explicitly qualitative, faculty members have the opportunity to describe meritorious activity. Such notable activity may fall into areas of scholarship, instruction and service. For scholarship, a concise statement of why a result or synthesis is particularly important in a field can be made. A description can be provided for highly meritorious activity in instruction and service. Such information may be included in the faculty self-evaluation form for the evaluation period.
- f) Adequate scholarship activity translates as an average of two papers and one meeting presentation per year, but many faculty will publish several papers in a single year, and then none in the next year. The Chairperson and Committee must use a moving average of ~3 years to determine the adequacy of research activity.

- g) The level of funding for an individual is not necessarily important information in evaluating scholarship. However, the receipt of a highly competitive National award (i.e. NIH R01, or NSF discipline area) is strong evidence of the value of the recipient's research in a field and should be considered highly meritorious.
- h) The scholarly productivity of the faculty member's research laboratory, as evidenced by presentations or refereed papers published by students with or without the co-authorship of the professor, should be considered as part of the professor's scholarship together with the funding and research resources put together in the laboratory.
- i) Faculty will not be evaluated during a non-paid leave of absence, sabbatical, administrative, family or sick leave that last more than 20 business days.
- j) The strict timing of the evaluation process, as described in the Academic Policies Manual and the UFF/BOT Collective Bargaining Agreement, must be followed. The deadlines for submission of self-evaluations and the Chairperson's completion of the evaluations to be sent to faculty are reported in a previous section of these By-laws.
- k) According to the regulations listed above, each faculty member has the right to see the Chairperson about their evaluation and argue for its modification. The Chairperson has the responsibility to meet promptly with the individual. The Chairperson, upon hearing these arguments, may modify the evaluation or leave it unchanged. Each faculty member must sign the evaluation to signify that they have read it, but the signature does not necessarily mean agreement with the evaluation. Each faculty member then has the option of sending an independent letter to the Dean in rebuttal of the Chairperson's evaluation. This letter will be included in the faculty member's personnel file.

- l) The period of evaluation is the total of the 12 months leading up to the evaluation, April 1 of the previous year through March 31 of the present year. Thus, instructional evaluation should include courses taught during the summer and fall semesters of the previous year and spring semester of the present year. Student teaching evaluations included in the evaluation, however, will lag behind this by a semester. The products of scholarship to be evaluated will be those actually published during the year, as stated above. Articles submitted or in press should be listed only as evidence of ongoing activity. Grant submissions and acceptances should similarly be listed as evidence of ongoing activity.
- m) An important part of the evaluation is to assess a faculty member's success in achieving the goals set in the previous year in the self-evaluation report, as well as modifying future goals based on the past year's results. Goals may be important in modifying annual assignments as requested by a faculty member.
- n) Any member of the Personnel Committee must completely exclude himself or herself from discussion about their own evaluation or the evaluation of a spouse or companion. The Personnel Committee meetings in which faculty are evaluated will be closed to any outside participation to ensure confidentiality. Any faculty member, if they suspects that a member may have a personal bias against that person, may request that the committee member be removed from that discussion. Thus, the Personnel Committee minus the member in question will carry out and summarize the evaluation.
- o) In the annual evaluations of tenure-earning and teaching faculty, the Chairperson will write an explicit statement as to whether the individual is making adequate process towards tenure and or promotion and may rate that progress.
- p) For annual evaluation of USPS and A&P employees, the Chairperson will complete the evaluation using the forms provided by the Administration in the Panthersoft PEP module.

G. *Evaluations for Merit Raises*

Evaluations for merit raises will be based on the averages of all annual evaluations since the previous merit raise. The Chairperson will argue for the broadest possible reach of merit in the Department. The process for recommending merit raises to the CASE Dean will follow merit procedures as defined in the UFF/BOT Collective Bargaining Agreement and the College.

H. *Third Year Review*

The Personnel Committee will schedule a meeting during the spring semester of a tenure-track faculty member's third year at FIU to conduct a Third Year Review. If the faculty member has approved tenure credit, the review may occur prior than the third year. Two weeks before the meeting the candidate will forward to the Third Year Review Committee copies of their Third Year Review documents from Panther180 that includes: (1) their CV, in FIU format (see University Tenure and Promotion manual); (2) a list of courses taught, including thesis and dissertation committees with a statement about student mentoring; (3) a 1-3 page description of goals with a work plan for the two year period before application for tenure; (4) copies of annual evaluations; (5) copies of self-evaluations, and 6) copies of Chair evaluations. The Third Year Review Committee will consist of at least three tenured members of the Personnel Committee. The faculty mentor (see I.1.b) will also be informed of this meeting and invited to attend. The review, which will be in written format, will be a summary of the Committee's assessment and will be signed by the Chair of the Third Year Review Committee. The letter will be submitted to Panther180 to be forwarded to the Department Chair, together with the Committee review, and the Department Chair will write their Third Year Review letter for submission to Panther180. The Department Chair may not be a member of the Third Year Review Committee. Faculty with joint appointments will also be evaluated by the Chairperson of the Department or Director of the program where tenure does not reside. The Chairperson of the Department will request such an evaluation at the same time that the departmental committee begins to review the materials for its evaluation of the candidate.

I. *The Tenure/Promotion and Promotion Processes*

1. Tenure-track and tenured faculty

- a) The timing and procedure for application for tenure and promotion to Associate Professor, and for promotion to Full Professor, are established by the University and implemented by the Personnel Committee. The deadlines and schedule at each stage vary from year to year and are posted on the Academic Affairs website. For each year this University schedule will be provided to the Department by the Chairperson. The Personnel Committee will follow the schedule and the guidelines published in the Academic Policy Manual and the UFF/BOT Bargaining Agreement. Procedures are the same for tenure/promotion and promotion, except that for promotion to Full Professor, no mentor is involved.
- b) During the first semester of their employment, each tenure-earning faculty member will be assigned a faculty mentor, chosen from among tenured faculty by the Chairperson with input from the Personnel Committee and through consultation with the new faculty member. The mentor will advise the candidate on tenure/promotion issues in the years leading to the three-year review and the tenure application.
- c) Candidates for tenure and promotion are identified by the University during the spring of the year in which they apply for tenure/promotion. Such candidates must be approved by the CASE Dean. Candidates with tenure-earning credit may request that tenure applications be postponed based on that credit.
- d) Selection of External Letters:
- e) During the spring semester, the Chairperson will contact six potential external evaluators for their willingness to write letters, to ensure that a minimum of five external letters are available for the file. The candidate will provide a list of four potential reviewers, from which the Chairperson will choose two. The other four reviewers will be solicited by the Chairperson from recommendations by the Personnel Committee and any faculty experts. None of these reviewers can have direct collaboration with the candidate.

- f) The Chairperson will write detailed letters requesting the evaluative letters from the external reviewers during the summer. Each letter writer will send a complete CV, which will be added to the candidate file along with the letter.
- g) Tenure and Promotion Files will be completed by the candidates, with assistance from the Personnel Committee, and shall be completed by the deadline for faculty review provided by the University.
- h) Faculty meetings for the evaluation of each candidate applying for tenure and/or promotion in a given year must be scheduled separately during the period specified by the University.
- i) Tenure and Promotion meetings will be held with all faculty invited to participate. Each faculty member should have thoroughly reviewed each candidate's file. Faculty below the rank of those being considered are ineligible to have their vote recorded on the application and promotion files of tenure-track/tenured faculty. However, all faculty are encouraged to participate in the questioning and discussion. All discussions and votes made during TP meetings must remain confidential, and the rank of the voters must not be indicated on the ballot. To allow all active faculty to provide input to the promotion process, an anonymous online poll will be taken to gauge the level of support of the promotion by the faculty. The poll will include space for constructive comments or questions to highlight items in the candidate's file. Personal comments are not permitted and will not move forward. The poll will open after the promotion seminar and close 24 hr before the faculty review meeting. The Personnel Committee will compile the comments and questions related to the candidate's file. The candidate may request the poll results and comments prior to the meeting. The poll results, questions, and compiled comments will be brought up in the meeting during the discussion with the candidate.
- j) In accordance with the Academic Affairs Tenure and Promotion Manual, only the votes of faculty on tenure-track at or above the rank being voted on are formally recorded in the promotion file of tenure-track/tenured faculty. All faculty at or above the rank that the candidate is seeking are expected to vote in person, via live electronic communication, or by absentee ballot (abstentions are not permitted for T&P votes). In any case of failure to vote, an explanation as to the reason is

required for the letter from the Personnel Committee to the Dean, per University T&P guidelines. The meetings for each candidate are run by the Chairperson of the Personnel Committee, or by a designated Committee member if the Personnel Chairperson is absent. Absentee ballots will be provided to eligible faculty members who cannot attend the meeting in such a manner that anonymity is preserved. These ballots (identical to those used in the meeting) will be counted during the normal vote count during the tenure and/or promotion meeting. No late absentee ballots will be accepted.

- k) The Chair of the Personnel Committee, with assistance from Personnel Committee members, counts the votes for and against tenure and/or promotion and records the results onto the voting page in the tenure/promotion file. The Chair of the Committee then signs this page attesting to the validity of the vote count. The Personnel Committee reviews the file for completeness, writes a letter summarizing the Departmental vote and consensus of the Personnel Committee, and submits it to Panther180.
- l) The Chairperson may participate in the meeting as a faculty member but will not vote on the candidate's application. The Chairperson will write a letter evaluating the application and assessing the Department's enthusiasm for the application. This letter, along with the letter of evaluation from the Personnel Committee, will be placed in the candidate's file on Panther180, consistent with the Academic Affairs Tenure and Promotion Manual.
- m) Faculty are prohibited from discussing the merits of spouses or companions who are applying for tenure/promotion during the meeting and must abstain from voting.
- n) Before taking a position at FIU, as part of their offer, individuals with a tenure-track record or comparable experience may negotiate tenure-earning credit with the Dean, which is then approved by the Provost. Such individuals may then elect to apply for tenure and promotion a year or more early, depending on the negotiated credit.

2. Non-Tenure-Track Faculty

Procedures for promotion of non-tenure-track (NTT) faculty are carried out in accordance with the University guidelines (see "Appointment and Promotion Guidelines for Non-Tenure-Track

Faculty”). If an NTT faculty member decides to apply for promotion, they will inform the Chairperson at the beginning of the spring semester prior to the fall during which they will apply.

3. NTT Associate Teaching Professor

The position of Associate Teaching Professor is a position typically obtained through promotion from Assistant Teaching Professor. This promotion will not be considered prior to the start of the sixth year as an Assistant Teaching Professor. In Spring of each year, the Provost will submit a list of those eligible to apply for Non-Tenure-Track Promotion consideration during the next academic year. Assistant Teaching Professors are not required to apply for promotion at any time, and an Assistant Teaching Professor applying and failing may continue as an Instructor/Lecturer. For promotion to Associate Teaching Professor, the NTT faculty member assembles a promotion file that demonstrates a consistent record of outstanding teaching for submission to Panther180 by the specified deadline. There must be evidence that students having attained the student learning outcomes and that the Assistant Teaching Professor has used the assessment of student learning outcomes to influence his or her subsequent teaching in a positive manner. Pedagogical publications, classroom and laboratory innovations, contributions to student advising, and university service should be included in the promotion application. In addition to the above documentation, the promotion dossier should include peer evaluations and indications of any teaching awards received, as well as annual evaluations by the Chairperson.

4. NTT Teaching Professor

The Teaching Professor position is typically obtained through promotion from Associate Teaching Professor. Such promotion will not be considered prior to the start of the sixth year of continuous service as an Associate Teaching Professor. In the sixth year as an Associate Teaching Professor, application can be made for promotion to Teaching Professor. Associate Teaching Professors are not required to apply for promotion, and an Associate Teaching Professor applying and failing may continue as an Associate Teaching Professor. Promotion to Teaching Professor uses the same criteria as those for promotion to Associate Teaching Professor. The applicant will assemble a promotion file documenting productivity since appointment as an Associate Teaching Professor. The consistency of teaching success, evidence

of teaching quality enhancement, contribution to pedagogy, innovation, and service are important considerations for promotion to Teaching Professor.

5. Procedures for NTT Promotions

- a) The timing and procedure for application and promotion to Associate Teaching Professor, and for promotion to Teaching Professor, are established by the University and implemented by the Personnel Committee. The committee will oversee the departmental review of the application and will summarize the departmental discussion and vote and make a recommendation to the Chair, who makes a recommendation to the Dean, who makes a recommendation to the Provost. The promotion is effective in the fall semester subsequent to that of the approval by the Provost.
- b) Promotion Files will be completed by the candidates, with assistance from the Personnel Committee, and shall be completed by the deadline provided by the University.
- c) Faculty meetings for the evaluation of each candidate must be separately scheduled during the period specified by the University schedule.
- d) Promotion meetings will be held with all faculty invited to participate. The meetings for each candidate are run by the Chairperson of the Personnel Committee, or a designated Committee member. Only the votes of faculty at or above the rank the candidate is seeking are formally recorded in the promotion file of teaching faculty as indicated in the University's Tenure and Promotion manual (i.e., Associate Teaching Professor or Associate Professor and above for promotion to Associate Teaching Professor; Teaching Professor or Professor for promotion to Teaching Professor). However, all faculty are encouraged to participate in the questioning and discussion. All discussions and votes made during promotion meetings must remain confidential. The rank of the voter must not be designated on the ballot. To allow all active faculty to provide input to the promotion process, an anonymous online poll will be taken to gauge the level of support of the promotion by the faculty. The poll will include space for constructive comments or questions to highlight items in the candidate's file. The poll will open after the promotion seminar and close 24 hr before the faculty review

meeting. Personal comments are not permitted and will not move forward. The Personnel Committee will compile the comments and questions related to the candidate's file. The candidate may request the poll results and comments prior to the meeting. The poll results and compiled comments will be brought up in the meeting during the discussion with the candidate. Absentee ballots will be provided to eligible faculty members who cannot attend the meeting in such a manner that anonymity is preserved and filing absentee ballots will follow the procedures outlined for absentee ballots (III.A.d). These ballots (identical to those used in the meeting) will be counted during the vote count in that particular promotion meeting. No late absentee ballots will be accepted.

- e) The Chair of the Personnel Committee records the vote by rank, enters it into the file, and signs the page to validate the results of the voting. The Chair also writes a collaborative letter of evaluation of the application (signed by the Chair and other members of the committee) and loads the letter into Panther180. Committee members can both vote on the applicant and sign the letter from the Committee.
- f) The Chairperson may participate in the meeting as a faculty member, but will not vote on the candidate's application. The Chairperson will write a letter evaluating the application and the department's response to it, to be loaded in Panther180, consistent with the Academic Affairs Tenure and Promotion Manual.
- g) Faculty members are prohibited from discussing the merits of spouses or companions who are applying for promotion during the meeting and spouses and companions must abstain from voting.

J. *The Department Budget*

The E & G budget is provided by the College to the Department in July at the beginning of the fiscal year. The budget is maintained by the Office Manager. The Chairperson is the Chief Financial Officer of the Department and is therefore ultimately responsible for the allocation of resources to support the teaching and administrative functions of the Department. The Chairperson is responsible for approving payroll except when they designate that responsibility to the Office Manager or Associate Chair. The Chairperson is also responsible for authorizing major expenditures in the Department. At BBC, the Marine Science Director has the same responsibility (for Biology and Marine Biology budgets) and will work with the Chairperson to ensure proper use of funds. The Chairperson will report on the budget to the Department through memoranda and in departmental meetings and may obtain advice from the Executive Committee, as well as from the Department as a whole, on important financial issues.

K. *Travel Policy*

Funds to support scholarly-related travel reside within the Department's E & G budget, as well as in the CASE. Depending upon the availability of funds, the Department will support travel once per year for non-tenured tenure-track faculty members and for graduate students to attend meetings or conferences if presenting a paper. If presenting papers at two meetings or conferences, additional funds may be requested. Requests to subsidize participation in a conference devoted to teaching quality may also be supported, depending upon the availability of funds.

L. Spousal/Partner Hires

Since a flexible policy that supports the hiring of faculty in marriage/partnership improves our opportunities for hiring quality faculty more likely to remain in the Department, the Department supports in concept the possibility of such hires. If such an issue arises out of a hire in another department, or in the interview process for the selection of a single faculty member in our Department, the Department will meet to entertain motions concerning co-hires that may be forwarded to the Dean of CASE for further discussion and possible approval. Such hires are generally limited by the number of lines available for a department in a given year but may be possible in special circumstances. Normal interview procedures, i.e. faculty meetings, a seminar, and discussion and voting in a faculty meeting, should be followed in such hires.

M. Other Faculty

Other faculty may be appointed to the Department. These faculty do not have the voting rights of faculty with $\geq 50\%$ appointments. Such faculty include:

1. Emeritus Faculty

Retiring faculty may apply to the Department for an emeritus position. This application consists of a memorandum describing the scholarly activities to be pursued as a faculty member. An application is voted upon by the faculty during a faculty meeting. The position may be renewed after an initial three-year period by a repetition of the procedure described above. Emeritus faculty can maintain an FIU email address and have library privileges.

2. Research Faculty

Scientists who do not work at FIU as tenure-track faculty can be designated as Research Faculty by a vote of the faculty in a faculty meeting, after the CV of such a person has been sent with a supporting memo to all faculty members in the Department. Research faculty may engage in collaborative research with faculty or, upon acceptance as Graduate Faculty by the University Graduate School, can serve as a member of the Graduate Committee of a student. Research faculty can also obtain library privileges and an FIU email account.

3. Adjunct Faculty

The Chairperson may assign qualified individuals to teach courses as the need arises. As temporary instructors, such individuals can receive temporary office space, library privileges and an FIU email address.

4. Visiting Faculty

With approval by the Dean, the Department may temporarily hire visiting faculty (professors at different levels and NTT teaching professors at different levels) on one- to two-year contracts.