

Proposed BB Bylaws Amendment Concerning Research Faculty

Oregon State University Department of Biochemistry and Biophysics

Departmental Bylaws
Adopted May 16, 1979, Rev. Mar 03, Rev. Apr 09

I. Bylaws.

This document describes basic operating procedures and policies of the Department of Biochemistry and Biophysics. No document can anticipate all situations that might arise in an academic department. These bylaws represent general guidelines but in no way supplant the need for good will, common sense, and trust in doing the business of the Department.

II. Mission of the Department.

The mission of the Department is education and research in biochemistry, biophysics, molecular and cellular biology and service to the public and the campus community as a resource in biochemistry, biophysics, molecular and cellular biology.

III. Faculty and Staff.

The *General Faculty* of the Department consists of five groups: (a) the Academic Faculty, (b) the Affiliate Faculty, (c) the Research Faculty, (d) the Instructional Faculty and (e) the Emeritus Faculty. The *Academic Staff* of the Department includes all Departmental employees with the title of Research Associate or Research Assistant (Unclassified).

- A. The *Academic Faculty* includes all tenured professors associate professors and senior instructors and tenure track assistant professors who have designated the Department of Biochemistry and Biophysics as their tenure home.
- B. The *Affiliate Faculty* are tenured and tenure-track faculty members whose primary appointment as professor, associate professor, or assistant professor is in another department, but who are members of the Graduate faculty in the department of Biochemistry and Biophysics. Affiliate Faculty members are expected to meet the same standards of professional achievement as those of the Academic Faculty. Affiliate faculty are elected by a vote of the current Academic Faculty. Two-thirds approval of faculty present and voting is required, for the Chair to nominate that individual for Graduate Faculty status in Biochemistry and Biophysics. Affiliate Faculty members may teach courses in biochemistry or biophysics, serve on departmental and graduate committees, and direct graduate or undergraduate research. Affiliate Faculty may participate in Departmental Faculty meetings, but are not permitted to vote on matters concerning the internal functioning of the

Department, but, at the discretion of the Department Chair, they may be asked to vote on matters affecting their own roles in the Department.

Each Affiliate Faculty member is expected to maintain active research in a field related to biochemistry, biophysics, or molecular and cellular biology, and to participate in some tangible way in the mission of the Department (see Rights and Responsibilities of Faculty). If these conditions are not met, the affiliate appointment will terminate.

- C. The *Research Faculty* includes all non-tenure track Assistant Professors, Associate Professors, or Professors (Senior Research). Each research faculty member's appointment must be associated with a member of the Academic Faculty, who is in turn responsible for providing research space. Each Research Faculty member is responsible for generating his or her own salary and research support from extradepartmental and extramural sources. Research faculty are encouraged to contribute guest lectures in department courses, but if given formal responsibility for teaching a course, compensation will be provided from departmental resources. Research Faculty are encouraged to participate fully in the scientific life of the Department, including attending Department faculty meetings and serving on Department committees. Research Faculty who contribute returned overhead from their grants to Department operations have the right to vote at faculty meetings. Research Faculty approved as Graduate Faculty by the Graduate Council may direct graduate research. Research Faculty appointments are fixed term and are ended if not renewed.

The appointment of a Research Faculty member requires a two-thirds vote of the voting faculty. Candidates for such appointments will be judged primarily upon achievement and potential in research, with standards being comparable to those used in evaluating the Academic Faculty.

- D. *Instructional Faculty* are non-tenure track instructors whose primary responsibility is instruction of undergraduate students in classes offered by the department. Instructional faculty, with a history of significantly contributing to the teaching mission of the Department can petition to attend and vote at faculty meetings. Petitions must be approved by a 2/3 majority of voting faculty.
- E. *Emeritus Faculty* are former tenured faculty members in the Department of Biochemistry and Biophysics who have Emeritus status conferred by the University. Emeritus Faculty members may teach courses in biochemistry or biophysics, serve on departmental and graduate committees, and direct graduate or undergraduate research. Emeritus Faculty may participate in Departmental Faculty meetings by invitation, but are not permitted to vote on matters concerning the internal functioning of the Department, but, at the discretion of the Department Chair, they may be asked to vote on matters affecting their own roles in the Department.

- IV. The *Chair* is the chief administrative officer of the Department. He or she is appointed by the Dean of the College of Science, but the Academic Faculty of the Department participate fully in the selection, as described below.

At three year intervals, the Chair, if willing to continue serving as Chair, will submit to a vote of confidence by the Academic Faculty. This vote can be preceded by a review of the Chair's performance, if desired by the Academic Faculty. If the vote is affirmative (simple majority of the Academic Faculty, with provision for written ballots from absent faculty members), the current Chair will serve for an additional three year period. If not, he or she will submit his/her resignation as Chair.

Should the Chair become vacant, due to resignation or any other reason, the Academic Faculty will participate fully in the selection of a new Chair. The precise selection procedure will vary depending upon the circumstances (e.g., whether funds are available to search outside the Department). In all cases, the selection procedure to be employed will be agreed upon by the Academic Faculty and the Dean before the search begins. Also in all cases, the Academic Faculty will vote upon the final list of candidates, with written ballots being solicited from faculty who cannot attend the meeting. Results of this vote will be communicated to the Dean. The Dean makes the final selection of the Chair, but if he or she decides not to appoint the candidate who represents the first choice of the Academic Faculty, he or she should communicate to the Department the basis for the decision.

- V. A Departmental faculty meeting shall be held at least once during each quarter of the academic year. The Chair will call each meeting, providing a written agenda at least two weeks in advance of the meeting.

An emergency meeting can be called at any reasonable time, either by the Chair or by any member of the Academic Faculty. The notice for such a meeting will state the date, time, place, and purpose of the meeting. Business transacted at an emergency meeting will be limited to items specified in the meeting notice. A simple majority of the Academic Faculty will constitute a quorum.

- VI. Committees and Other Positions of Responsibility.

The Department has four standing committees: Executive Committee, Curriculum Committee, Graduate Committee, and the Promotion and Tenure Committee. Additional *ad hoc* committees (few in number) can be appointed by the Chair, either at his own initiative or upon request of the Department.

- A. The *Executive Committee* consists of the Chair and two elected members of the Academic Faculty. Committee membership (including the Chair) should include representation from both biochemical and biophysical areas of interest. Election is for a two-year term (renewable once), and voting is by written ballot. All Academic Faculty are eligible for election, and no formal nominations will be made. Each Academic Faculty member present will vote for two members. Any member

receiving a majority of all votes cast is elected. If no majority is achieved on the first ballot, subsequent ballots are taken, with the voting being limited to the faculty members receiving the most votes in the previous balloting—the highest four if both seats are vacant, two if only one seat is vacant.

The Executive Committee will assist the Chair in reaching decisions on matters that are not appropriate or necessary for consideration by the entire staff. In addition, the Executive Committee will oversee the review and renewal of the Department Chair.

- B. The *Curriculum Committee* consists of four members appointed by the Chair for staggered four-year terms (one terminating each year). The Chair of the Curriculum Committee is appointed by the Department Chair or selected by the Committee. The Curriculum Committee monitors the course offerings and degree requirements of the Department, conducts studies and reviews as requested by the Chair or Academic Faculty, and initiates recommendations for curricular change.
- C. The *Graduate Committee* consists of four Academic or Affiliate Faculty members appointed by the Chair for staggered two-year terms. The Chair of the Graduate Committee is appointed by the Chair of the department. The Graduate Committee evaluates applications and makes recommendations for admission to our graduate programs, oversees graduate student recruitment and administers the Departmental Exams.
- D. In addition to the Graduate Committee, the Department has a *Graduate Advisor*, appointed by the Chair to a three-year term. The Graduate Advisor assists with orientation and advising of entering graduate students, monitors the academic progress of graduate students and oversees all aspects of the graduate program including oversees the progress of graduate students in the Department's Ph.D. and M.S. program, ensuring that each student fulfills the Department and University degree requirements and obligations, but is not involved in formal course content and structure (the latter is the province of the Curriculum Committee)
- E. The *Promotion and Tenure Committee* consists of four members appointed by the Chair for staggered four-year terms. The Chair of the Promotion and Tenure Committee is appointed by the Department Chair. The Promotion and Tenure Committee evaluates junior faculty one year prior to promotion to identify strengths and weaknesses, oversees the compilation of dossiers for promotion and tenure, and helps the Chair to evaluate all faculty as appropriate and as required by the University rules for Faculty Assessment.
- F. In addition to the standing committees, the Department has a *Chief Advisor for Undergraduate Majors*, appointed by the Chair for a 3 year renewable term. Additional faculty may be appointed by the Chair to serve as advisers and to form an undergraduate committee. In either case, all faculty should be available to meet informally with students and assist in advising, if a student wants help from a particular faculty member.

- G. The Departmental seminar program is organized by a *Seminar Chair*, appointed annually by the Department Chair, who is responsible for coordinating the Department Seminar series and the first year Graduate Seminar series. The Seminar Chair may also enlist additional faculty members to function with him or her as a Seminar Committee.
- VII. The policies and procedures governing tenure and promotion are generally those specified in the Faculty Handbook. When a Departmental recommendation for tenure and/or promotion is being prepared, all Academic Faculty members at the level of the proposed appointment or higher will participate fully in preparation of the recommendation. Also any initial appointment to the faculty, no matter what the level, shall be discussed and voted upon by the entire Academic Faculty.
- VIII. These Bylaws supersede all previous versions of the Departmental Bylaws. They will become effective when approved by a two-thirds vote of the whole Academic Faculty (including written ballots solicited from faculty who cannot attend).

Amendments to the Bylaws require a two-thirds majority of Academic Faculty. Proposed amendments must be circulated to all Academic Faculty at least one month in advance of the date of voting. Faculty who cannot attend will be asked to submit written ballots.