

## University of Oregon Department of Biology Governance Overview

Revisions approved by the Office of the Provost March 18, 2021

The policies and procedures described in this document are intended to be consistent with the policies of the University of Oregon, as posted by the Office of Academic Affairs, and of the College of Arts and Sciences, and with the various requirements of the Collective Bargaining Agreement between United Academics and the University of Oregon. It is understood that internal governance policy and any policies developed through internal governance, both within this unit and as specified in the CBA, are subject to the approval of the appropriate dean and the Provost or designee. This document reflects the equitable participation of all Department of Biology Tenure Track Faculty (TTF) and Career Faculty in the development of department policies and practices.

### I. Faculty Administrative Roles.

**Department Head.** The Department of Biology Department Head typically serves a 3-year term, and may be reappointed for an unlimited number of terms. The Head is appointed by the Dean from among candidates put forward by the Department. The Head has decision-making authority over all matters within the Department apart from those first requiring approval of the Dean.

**Signature Authority in Department Head's Absence.** Signature authority in the absence of the Department Head shall fall to a member of the Executive Committee. Determination of the Executive Committee member with signature authority will depend upon the schedules and availability of the Executive Committee members. There are enough members on the committee that it seems a virtual certainty that one will always be available. In the event that a member of the Executive Committee is not designated prior to the Department Head's absence, an authorized signature can be obtained from any current Executive Committee member.

**Curriculum Coordinator.** In consultation with the Department Head, a Career faculty or TTF devotes 0.5 FTE to matching career faculty and tenure track faculty with courses to fulfill curriculum needs and goals.

**Executive Committee.** There are no associate heads in Biology, but the department head regularly consults with an advisory committee that consists of three tenured TTF (one each from IEE, ION, and IMB), three additional TTF (one each from IEE, ION, and IMB) at least two of whom will be Assistant Professors, one TTF (tenured or not) from OIMB, and one Career faculty. Institute Directors will serve as ex officio members. Department Head appoints all Executive Committee members. The Department Head reserves the option to appoint an interim representative in the event an elected representative is not available due to extenuating circumstances.

The committee will be chaired by the Department Head, who will serve as an ex officio member. Terms will be for one year. The Executive committee meets as needed, with no set schedule. Topics of discussion vary depending on the status of departmental priorities, but typically focus on budget, policy matters, and space re-allocation and renovation. The Executive Committee makes recommendations to the Department Head for agenda items to be discussed at department-wide faculty meetings, and for Merit and Equity raises in years when the University mandates such raises. The committee is advisory in nature, with recommendations to the department made at faculty meetings.

**Institutes.** Tenure track faculty members in Biology also are almost always members of a research Institute. Currently there are four Institutes: Oregon Institute of Marine Biology (OIMB), Institute of Ecology and Evolution (IEE), Institute of Neuroscience (ION), and the Institute of Molecular Biology (IMB). Faculty members may be members of more than one Institute, although most are members of a single Institute. Institutes typically also include TTF members from other departments. The Institute staff members oversee all pre-award and post-award grants administration for faculty members within an Institute, and indirect cost returns are allocated to the Institutes. If a faculty member is not an Institute member, the Department of Biology staff oversees pre- and post-award grants administration and receives indirect cost returns.

## **II. Standing Committees.**

Career faculty and tenure track faculty are appointed annually by the Department Head in consultation with individual faculty. Final assignments are typically made during the summer preceding the relevant academic year and distributed to all faculty. The appointments include designating committee members and committee chairs for most standing committees. Exceptions include the Executive Committee and the Personnel Committee (members are elected each year), and the Graduate Recruitment Committee (members are appointed in consultation with Institute directors, with typically two members each from IEE, ION, and IMB, and one from OIMB). Committees vary with respect to having either or both tenure track and Career faculty members, as summarized in the Committee Descriptions document. Decisions made by department committees and at department meetings are preserved by the relevant Biology staff member and appropriately archived in the Biology office. Access to these decisions is readily available to all TTF and Career faculty.

## **III. Department Meetings Protocols and Membership**

**Department meetings.** Faculty meetings are generally held at least once per quarter but do not occur on a regular schedule. More meetings are held as the need arises, with additional meetings typically held to consider tenure track faculty search committee recommendations and other concerns.

Attendance is not required but is recorded and noted in the meeting minutes that are distributed to all faculty shortly after the meetings are held. The Biology Business Manager attends nearly all faculty meetings and is responsible for recording minutes. In the absence of the Business Manager the department head or another appointed faculty member record minutes. The department head reviews and approves the minutes prior to distribution to all faculty and staff.

**Voting policies and procedures.** Department of Biology policy and practice has been to allow any faculty member to attend the faculty meetings and participate in discussion. However, only tenured, tenure track, and career faculty who are appointed at .50 FTE or greater during the quarter in which a vote is held, and all retired faculty members whenever on the University payroll and serving actively in an instructional or research capacity, are eligible to vote. If the department wishes, it may grant such rights to retired faculty at other times. Eligible career faculty may vote on all program matters with the exception of promotion and tenure of professorial rank faculty. Voting on Career faculty promotion cases by Career faculty, and voting on TTF promotion cases by TTF, are restricted to those in the same rank to be attained or higher.

**Annual department retreat.** Based on the recommendation of a 10 Year External Review Committee report obtained in the Spring of 2013, the Department of Biology held its first annual department-wide retreat on March 11, 2014. In the past, all retreats have been Institute-based with very little department-wide discussion of overall research priorities and curriculum goals, outside of occasional faculty meeting discussions of future searches and curriculum changes.

The format and content of the annual retreat are flexible and may change substantially from year to year, but thus far have been one-day retreats held on campus with a catered lunch. The general goals are to improve curriculum and pedagogy, and to plan for future research priorities. The goals are (i) to integrate and synergize research interests not only within the department but among multiple departments on campus, (ii) generate a comprehensive and integrated understanding and improvement of our curriculum and teaching practices by all faculty, and (iii) generate a comprehensive understanding and improvement of our governance practices.

#### **IV. Ad Hoc Committees**

Ad Hoc committees are appointed as the needs arise, can be composed of either or both career faculty and tenure track faculty, and vary in size. Ad hoc committees are fairly rare; fewer than one per year are generally assembled. They typically report to the Department Head or to the entire faculty at a Faculty Meeting to make recommendations.

## **V. Search Committees**

**Tenure track faculty search committees.** These search committees are typically organized within affiliated research institutes and can consist entirely of Biology tenure track faculty or a mix of TTF from Biology and other affiliated departments. Institute-neutral search committees also can be organized by Biology faculty and if desired in collaboration with faculty from other affiliated departments. The search committees then report to the entire faculty (TTF and Career faculty) at a faculty meeting, and the faculty (TTF and Career faculty) votes as a whole to support or oppose the recommendation. If the faculty vote to support, an informal offer is made. If searches are done for joint appointments with another department, the committee members are appointed by the respective department heads and individual or joint faculty meetings are held to consider recommendations from the search committee. After faculty voting, the Department Head sends the recommendation for an offer on to the Divisional Dean for Natural Sciences for University approval prior to officially making an offer and arranging for a second visit.

**Career faculty and staff search committees.** These search committees are typically organized by the Department Head in consultation with faculty and the business manager and can consist of career and tenure track faculty members and staff. Recommendations are typically made to the Department Head and offers made, sometimes after consulting with the faculty as a whole at faculty meetings.

## **VI. Department Head Nomination.**

**Meeting with the Dean and Divisional Dean.** The College of Arts and Sciences Dean and Divisional Dean will attend a Biology faculty meeting to discuss the department headship. This meeting is generally scheduled before February 15th during the final year of the current department head's tenure. This meeting is to start the process of department head nomination by discussing how it works. The meeting alerts faculty to the procedures, job duties, terms of service, etc., but is not intended to engage discussion of possible candidates. The tradition has been to do this face-to-face in a meeting with all faculty in the department, though no discussion of actual candidates or departmental preferences or polling occurs at that time. These meetings do turn out to be opportunities for discussion about departmental issues and future direction, which the Dean finds useful.

**Soliciting recommendations.** After the meeting with the Dean, the Biology Executive Committee solicits names of faculty interested in serving as the department head. Faculty can nominate other tenured faculty; tenured faculty, including members of the Executive Committee, can nominate themselves to become Department Head.

**Department discussion.** Based on the recommendations received and after consulting with potential nominees to determine if they are open to possibly serving as department head, the Executive Committee sends a list of recommendations to the Biology faculty and initiates a departmental conversation at a faculty meeting about the headship to discuss faculty views and opinions. This is a confidential conversation and possible department head candidates should not attend the discussion.

**Recommendation to the Dean.** By the deadline provided by the Dean, generally one month after attending the Biology faculty meeting, the nominating committee presents a written summary of the results, including the strengths and weaknesses of each candidate recommended and/or nominated, to the Dean. The letter to the Dean is a confidential document. At this point, faculty members are invited to write directly to the Dean concerning their views and recommendations. (In instances where this procedure is inappropriate or cumbersome, the department should discuss possible alternative selection procedures with the Dean.) After receiving the departmental committee report and advice of individual faculty, the Dean interviews one or more candidate(s). In all cases, the final decision regarding the department head is made by the Dean, in consultation with the Provost and President.

## **VII. Department Faculty and Staff Organization**

**Tenure track faculty.** Nearly all tenure track faculty are also members of research Institutes that provide pre- and post-award grants administration staff and oversee allocation and renovation of research space. The teaching course load for research active faculty is two courses per year, typically one lower level course and one upper level course, although exceptions are not unusual. Faculty can buy out of one course per year using research grant funds, at the rate of 20% of their 9-month salary. New Assistant Professors typically receive three course releases, and assume the full load of two courses in their third or fourth year. If tenured faculty become relatively research inactive (judged by external funding levels, research publications, and other productivity indicators), they meet with the department head to discuss increasing their teaching load to more than two courses per year.

**Career faculty.** The Department of Biology currently has several Career faculty that teach a substantial portion of the core requirements for Biology majors, and also teach a variety of upper-level courses for Biology majors, with a teaching load of six courses per year. Pro-Tem (adjunct) faculty also contribute to meeting curriculum needs. For any funding contingent faculty, time spent on service to the University, including shared and internal governance, must comply with the terms and conditions of their sponsored project and all federal and state laws and regulations.

**Business Manager.** The administrative staff in Biology are supervised by a Business Manager who also works closely with the Department Head to oversee the Department budget and manage departmental affairs.

**Curriculum Coordinator.** In consultation with the Department Head, a career faculty member devotes 0.5 FTE to matching Career and tenure track faculty with courses to fulfill curriculum needs and goals.

**Graduate Program Manager.** A departmental staff member works with the Graduate Recruitment Committee and the Graduate Affairs Committee to oversee the department's graduate program recruitment activities, admissions, program management, and progression of graduate students through their graduate education. The Graduate Program Manager position supervises and is assisted by a graduate program assistant staff position.

**Program Support Staff.** In addition to the Business Manager and the Graduate Program Manager, the Department of Biology has four additional academic support staff positions: an Accountant, an Administrative Program Assistant, a Curriculum and Advising Assistant, and a Graduate Program Assistant.

**Undergraduate advising.** Two Career faculty members provide all undergraduate advising and also supervise an extensive peer advisor group of undergraduate students in the Biology Advising Center. The General Science Program also conducts their undergraduate advising out of this space.

**Laboratory prep staff.** Three laboratory prep staff members currently provide lab support for undergraduate courses that include lab sections.

**Summer Program for Undergraduate Research (SPUR).** The Department of Biology and affiliated Institutes have for over 15 years sponsored a summer program for undergraduate research that targets but is not limited to under-represented minority students. Participating undergraduates come from all over the US and spend a summer immersed in intensive research in a UO life sciences lab and participate in weekly professional development trainings, seminars in which they learn about life sciences research at UO. Students develop presentations on their own summer research projects that they present at a final UO research symposium and often at a national undergraduate research conference. This program is directed by a Career faculty member who also participates in other diversity and undergraduate training programs at UO. SPUR is critical for maintaining long-standing PhD Training Grants from the National Institutes of Health, which require efforts designed to improve under-represented minority participation in life sciences research.

# Appendix A

## DEPARTMENT OF BIOLOGY COMMITTEE DESCRIPTIONS

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*scored on a scale of 1 to 4 (1 = least work; 4 = most work)*

**CURRICULUM COMMITTEE** *(1 – 2 for committee members, and 1.5 to 3.0 for the chair, depending on activities that year; 4.0 for member overseeing assessment of courses in achieving learning outcomes)*

### Mission:

The mission of the curriculum committee is to oversee curricular matters related to undergraduate and graduate student education.

### Composition:

Committee membership will be determined annually by fall term and will consist of at least one tenure track faculty member each from IEE, ION, IMB and OIMB, the departmental curriculum coordinator (may be either career faculty or TTF), the Director of Biology Advising, and other members as needed. While not required, it is beneficial to have members serve multiple years in order to maintain consistency and ensure familiarity with the history of decisions that are made by the committee.

### Eligibility:

Assistant, Associate and Full Professors, Lecturers, Career, Senior I, and Senior II Instructors are eligible for membership.

### Committee Activities:

- Review proposals for changes in Biology's course offerings
- Review changes to the major and minor requirements for the Biology and Marine Biology degree programs
- Oversees and makes decisions about course requirements for the major emphasis areas
- Review student requests for major and minor requirement exceptions
- Review and provide input on the annual course offerings in Biology
- Assessment of course effectiveness in achieving learning outcomes, with one member coordinating assessment efforts.

Time Commitment:

This committee meets 2-3 times during a typical year. The number of meetings and time commitment can increase during years with significant curricular changes at the departmental, college or university level. Additionally, committee business is occasionally conducted via email. Overall, the workload is relatively light, except when overseeing and implementing significant changes.

Potential impact of the committee composition on departmental diversity, equity, and inclusion:

N/A

**DEVELOPMENT COMMITTEE** *(score not assigned)*

Mission:

Oversees fundraising activities on behalf of the department. This committee is advisory and could consist of both TTF and career faculty but has not been active for many years. Distribution of endowment funds is overseen by Department Head with input requested from selected Graduate and Undergraduate Affairs Committee members.

**CURRICULUM REFORM COMMITTEE** *(score not assigned)*

This committee is advisory and could consist of both TTF and career faculty but has not been active in recent years. When active, the committee evaluates the status of the curriculum and makes recommendations as to potential improvements for consideration by the department as a whole. This committee may be activated again soon to assess recent curriculum reforms that were designed to improve the offering of quantitative biology courses at the 300, 400/500 and 600 level.

**DIVERSITY, EQUITY, AND INCLUSION** *(2-3)*

Mission:

The mission of this committee is to assess and improve departmental climate, with particular regard to diversity, equity, and inclusion.

Composition:



Three TTF (one each from IMB, ION, and IEE), one career faculty, Graduate program manager, one trainee (graduate student or postdoctoral fellow)

Activities:

- Assess climate on an annual basis
- Track demographic data (as possible given FERPA) longitudinally
- Track assessment data longitudinally
- TTF faculty are expected to participate in one recruitment event per academic year (recruitment visit to institution with high URM enrollment, attend a recruitment conference, etc.)
- Work with department head to review and revise departmental policies with respect to diversity, equity and inclusion
- Create and distribute annual newsletter highlighting departmental activities in diversity, equity and inclusion
- Work with the Graduate Program manager to administer funds for the departmental allocation from the Underrepresented Minority Recruitment Program (Preview Oregon), as a joint effort with the Graduate Recruitment Committee.

Time Commitment:

This committee meets for an hour monthly throughout the academic year. TTF faculty have additional time commitment for recruitment-associated travel. Additional time (~20 person-hours per year total) outside of these activities is required for creation of the newsletter, data analysis and other tasks.

Potential impact of the committee composition on departmental diversity, equity, and inclusion:

The mission of this committee is to assess and improve diversity, equity and inclusion in the Department of Biology, so clearly has a direct impact on departmental success with respect to these goals. Because of this direct impact, this committee prioritizes diversity and equity in its composition.

**EXECUTIVE COMMITTEE** (*1 if no merit raises happen; 3 if they do*)

Mission:

To consult with the Department Head on departmental priorities at the discretion of the Department Head or Committee members. Topics of discussion typically focus on budget, policy matters, space re-allocation and renovation, and strategic planning. The Committee also provides input to the Department Head on faculty merit raises, and Committee members have signature authority in cases of the

Department Head's absence. In the event that a member of the Committee is not designated prior to the Department Head's absence, an authorized signature can be obtained from any Committee member.

#### Composition:

The Executive Committee will consist of three tenured TTF (one each from IEE, ION, and IMB), three additional TTF (one each from IEE, ION, and IMB) at least two of whom will be Assistant Professors, one TTF (tenured or not) from OIMB, and one Career faculty. Institute Directors will serve as ex officio members. The Department Head reserves the option to appoint an interim representative in the event an elected representative is not available due to extenuating circumstances. The committee will be chaired by the Department Head, who will serve as an ex officio member. The Department Head will appoint all members. Membership is for a one-year term, from September 1 through August 31. Faculty serving on the Personnel Committee will be exempt from concurrent service on the Executive Committee.

#### Eligibility:

Assistant, Associate and Full professors are eligible for membership, except for those on sabbatical or other leave (HHMI, LWOP, etc) during more than one term during the academic year and those that hold an administrative appointment outside the Department of Biology.

Faculty who hold a joint appointment in Biology and another department will be eligible to serve on the Biology Executive Committee unless otherwise noted in an MOU.

#### Committee Activities:

The Executive Committee should meet at least quarterly, with activities that include:

- Consulting with the Department Head on issues of department-wide concern, as summarized in the mission statement, or about issues that otherwise arise, and will routinely recommend agenda items for department-wide faculty meetings.
- Providing recommendations for merit raises to the Department Head, by scoring the performance of all faculty within their Institutes with respect to research, teaching and service, currently on a scale of 1 to 5 (one = lowest performance level and five = highest performance level). These Committee recommendations are not binding; the Department

Head will make the final decisions on the rankings and distributions of merit raises.

- Signing authority on documents as needed if the Department Head is absent and not available.

Time Commitment:

This committee meets at least quarterly during the year to discuss issues that arise, and when necessary provide merit raise recommendations. In general, unless there is a merit raise in that year, the workload is relatively light.

Potential impact of the committee composition on departmental diversity, equity, and inclusion:

Given the importance of this committee in assessing merit raises and in strategic planning, gender balance and attention to balance with respect to non-majority status are important and should be taken into account when Institutes and career faculty vote for committee membership.

**GENERAL SCIENCE ADVISORY COMMITTEE** *(1.0 for committee members; chair does this as part of their FTE)*

Mission:

The General Science Advisory Committee provides oversight and guidance to the GS curriculum in order to ensure its academic integrity. The Committee provides the consultative function that a more traditional department has from its faculty at departmental meetings. Though a consensus is sought to make decisions, a majority vote by the Advisory Committee sets policy for GS. Oversight responsibilities of the Advisory Committee include evaluation of emphasis areas within the GS program, course catalog approval, approval of courses taught under the GS subject code, the addition or removal of courses to the curriculum (to ensure that such changes fit the program's academic purpose) and the rules surrounding completion of the major, such as how many credits in each emphasis, how many upper/lower division credits, how many Pass/Fail credits, how to manage double majors/minors, etc. Members of the Advisory Committee also serve as departmental contacts for the GS Director for advising or curricular purposes, e.g., to help identify possible course substitutions when needed for a particular student.

#### Composition:

This committee consists of the GS Program Director as well as one faculty member from each unit within CAS Natural Sciences.

#### Eligibility:

Career faculty, and Assistant, Associate, and Full professors are eligible for membership. The department should be mindful that we strive to maintain a balance of TTF and career faculty on the committee. Ideally, members of the Advisory Committee will be involved in advising or curricular decisions in their home departments.

#### Committee Activities:

Oversight responsibilities of the Advisory Committee include:

- Evaluation of emphasis areas within the GS program
- Course catalog approval
- Approval of courses taught under the GS subject code
- The addition or removal of courses to the curriculum (to ensure that such changes fit the program's academic purpose) and the rules surrounding completion of the major, such as how many credits in each emphasis, how many upper/lower division credits, how many Pass/Fail credits, how to manage double majors/minors, etc.
- Members of the Advisory Committee also serve as departmental contacts for the GS Advisor for advising or curricular purposes, e.g., to help identify possible course substitutions when needed for a particular student.
- Though a consensus is sought to make decisions, a majority vote by the Advisory Committee sets policy for GS.

#### Time Commitment:

The Advisory Committee will meet at least once a year in order to hear a report from the GS Director about the status of the curriculum and students. The committee meets more frequently during times of curriculum restructuring, as deemed necessary by the committee and the GS Director.

## **GRADUATE AFFAIRS COMMITTEE (4 for chair; 2 for members)**

### **Mission:**

To oversee the graduate program and facilitate graduate student success by monitoring student progress, providing feedback to first-year students, communicating with the Graduate School, and setting policy. The Committee will work closely with the Graduate Program Manager and the Graduate Program Assistant (administrative staff personnel). This is a decision-making body.

### **Composition:**

Committee membership will be determined annually by fall term and will consist of four TTF - one each from IEE, ION, IMB and OIMB. Each member oversees their own institute's graduate program in consultation with their institute director. The member designated as chair coordinates discussion of matters that may affect multiple institutes or have department-wide implications, including matters that involve the Graduate School.

### **Eligibility:**

Assistant, Associate and Full professors are eligible for membership, except for those on sabbatical or other leave (HHMI, LWOP, etc) at any time during the year and those that hold an administrative appointment outside the Department of Biology.

Faculty who hold a joint appointment in Biology and another department will be eligible to serve on the Graduate Affairs Committee unless otherwise noted in an MOU.

### **Committee Activities:**

- Biology graduate program policies - including those that are institute-specific - are summarized in the Biology Graduate Handbook. Each summer, the committee works with the Graduate Program Manager and the Graduate Program Assistant to review and revise this handbook so that it can be emailed to incoming 1st year students and posted on the Biology website.
- The GAC chair works with the Graduate Program Manager & Assistant to organize orientation week for incoming 1st year students; as part of this, the chair presents a ~1 hour introduction to the first year (with a panel of three 2nd year students present - one from each on-campus institute), and a ~1 hour session on the Responsible Conduct of Research.

- The GAC chair attends quarterly meetings with the Graduate School and works with the Graduate Program Manager & Assistant to handle Graduate School matters, including drafting and editing Graduate School communications about the Department's graduate programs, evaluation of applicants for Graduate School awards, and annual revisions of the Graduate School's General Duties and Responsibilities Statement.
  
- Each member of the committee monitors the progress of first year students within their own institute and provides them with feedback. This includes:
  - working with the Graduate Program Manager & Assistant to provide information to incoming 1st year students before their arrival on campus
  - assigning Interim Advisory Committee members and providing them with the information required to advise incoming 1st year students
  - making sure that the quarterly exam schedule is in place for the year
  - meeting with each 1st year student at the end of each quarter to discuss their teaching, rotation, coursework, and quarterly exam performance (based on reports gathered by the Graduate Program Assistant), and submitting quarterly progress reports summarizing their findings. These reports are shared with the student and put in their permanent file.
  - providing students with information on the process of selecting a thesis advisor
  - providing students completing their 1st year with information on how to prepare for the 2nd year proposal exam.
  - handling problems that arise in the 1st year, including students who do poorly in their coursework and students who are unable to find a thesis lab
  
- Each member of the committee also supervises and monitors the progress of all other graduate students within their institute. This includes:
  - organizing the 2nd year Proposal Exams, including providing students with the appropriate information, assigning the examining committees, and following any other institute-specific procedures (e.g. in some cases, providing students with feedback on their abstracts)
  - each summer, officially determining whether each student is making satisfactory progress, using information provided by the Graduate Program Manager and Assistant
  - handling any problems that arise - e.g. student-advisor conflicts, leaves of absence for personal reasons, etc.

- Together with the Graduate Program Manager and Assistant, the GAC is responsible for ensuring that our graduate program complies with Graduate School policies. To that end, the chair attends the Graduate School's quarterly "Directors of Graduate Studies (DGS) meetings" and communicates concerns to the Graduate School when their policy does not make sense for our program.

**Time Commitment:**

The Committee works closely with the Graduate Program Manager and the Graduate Program Assistant with the chair overseeing coordination of the Committee members and staff personnel. Committee-wide business is typically conducted by email. However, the workload for individual members can be substantial, given the level of oversight they must provide to students in their programs. The workload for the chair is greater, since it includes participation in orientation week, communication with the Graduate School, and involvement in all matters that involve more than one institute.

**Potential impact of the committee composition on departmental diversity, equity, and inclusion:**

Given the importance of this committee in fostering the success of graduate students in our program and our goal of increasing the diversity of these students, gender balance and attention to balance with respect to non-majority status are important in assigning committee membership. However, to avoid excessive workloads by under-represented groups in our faculty, the committee membership will not be strictly determined by gender or non-majority/majority status.

**GRADUATE RECRUITMENT AND ADMISSION COMMITTEE (3)**

**Mission:**

To oversee the process of recruitment and admission of graduate students. The Committee will work closely with the Graduate Program Manager and the Graduate Program Assistant (administrative staff personnel). This is a decision-making body; records are kept in the Biology office by the Graduate Program Manager and the Graduate Program Assistant.

**Composition:**

Committee membership will be determined annually by fall term and will consist of seven tenured and/or tenure-track faculty (two each

from IEE, ION, and IMB and one from OIMB), although Institutes can decide to have only one member if they wish. Ideally, members will serve for two years, with members from each Institute staggered by year with respect to initial appointment. Typically, one member who is serving their second year of a term, or has past experience on the Committee, will act as chair.

#### Eligibility:

Assistant, Associate and Full professors are eligible for membership, except for those on sabbatical or other leave (HHMI, LWOP, etc) during the Fall or Winter terms and those that hold an administrative appointment outside the Department of Biology. Also excused are those who have just completed their two-year commitment on the committee, although they will become eligible again for the following period.

Faculty who hold a joint appointment in Biology and another department will be eligible to serve on the Graduate Recruitment and Admissions Committee unless otherwise noted in an MOU.

#### Committee Activities:

- Evaluate applications for graduate school admission and in consultation with Institute faculty members and Department Head select applicants to be invited for the Department recruitment event in February or for individual interviews for those who cannot attend the group event or are applying for admission to OIMB. Committee members also will evaluate applicants to assign those interviewed to appropriate Institute graduate programs.
- Committee members will work with the Graduate Program Manager and the Graduate Program Assistant to invite applicants for interviews, arrange travel and accommodations, assign graduate student hosts to applicants, and organize the recruitment event. Recruitment event activities typically include a Department-wide introduction and greeting, Institute-organized overviews, Institute tours and facilities demonstrations, faculty interviews, and faculty and graduate student hosted social events. Applicants who cannot attend the group event will be scheduled for individual interviews per each Institute's standard practices.
- Upon the completion of interviews, the committee will consult with Institute faculty members and prioritize applicants for offers of admission. The Department Head will advise the committee on the number of new students from each Institute that can be reasonably



accommodated by the Department for GE appointments during their first year of graduate school, and on the percentage of admitted applicants who have accepted our offers over the past few years, and thereby arrive at an agreement as to the number of applicants admitted by each Institute. Admitted applicants will be sent a letter of acceptance as soon as possible after the selection process is complete. Rejected applicants will be sent letters turning them down. Some applicants may be put on a wait list and not sent a letter until a final decision is made. Additional letters will subsequently be sent to admitted applicants who are chosen to be recipients of awards for entering students (see below for a summary of those awards).

- ARCS Scholar Awards: From 2015-2019, the Department of Biology had a single ARCS slot for each year. Currently, the Department of Biology can select two admitted applicants for an ARCS Scholar Award each year (\$18,000 over 3 years, such that the recipient receives an \$6000/year increase in stipend level over the standard Department stipend level). ARCS selection process: the Institutes that nominate candidates each year are chosen based on how many Scholars each Institute has had since the program began here in 2015, such that each Institute has a chance to have an equal number of ARCS Scholars compared to the other Institutes.
- Raymund Fellowships: The Oregon Institute of Marine Biology every year has the option to nominate a PhD applicant that has been accepted for the Raymund Fellowship from the UO, which provides one year of PhD support.
- Promising Scholar Awards: The Graduate School currently allows for 6 nominations per round, with two rounds, from the Department of Biology. All groups (IEE, ION, IMB, when applicable OIMB) should write one-page nomination letters that they submit to the department head by deadlines consistent with Graduate School requirements in any given year. If there are more than six candidates, the department head will choose the six nominees, based upon the content in the nomination letters and in consultation with the committee members. Criteria for selection include most prominently URM and first-generation college status. Additional criteria include participation in URM science recruitment activities, financial hardship status, research experience and publications, and the distribution of candidates across Institutes (bearing in mind on this last one that some Institutes may get more nominees if they have an unusually large and talented pool).
- Work with the Graduate Program manager to administer funds for the departmental allocation from the Underrepresented Minority

Recruitment Program (Preview Oregon), as a joint effort with the Diversity, Equity and Inclusion Committee.

**Time Commitment:**

This committee meets several times during the year to go over evaluation assignments and procedures. The Committee will work closely with the Graduate Program Manager and the Graduate Program Assistant (administrative staff personnel), with the chair overseeing most coordination of the Committee members and staff personnel. Nevertheless, the workload can be substantial given the large number of applicants, the required communication with faculty, and the organization and execution of the recruitment events.

**Potential impact of the committee composition on departmental diversity, equity, and inclusion:**

Given the importance of this committee in promoting diversity within our graduate student population, gender balance and attention to balance with respect to non-majority status are important in assigning committee membership. However, to avoid excessive workloads by under-represented groups in our faculty, the committee membership will not be strictly determined by gender or non-majority/majority status.

**GE APPLICATIONS COMMITTEE** *(score not assessed)*

**Mission:**

Oversees the review of all Graduate Employee application materials submitted to the Department of Biology and recommends GE appointments to the Department Head. Typically overseen by the Curriculum Coordinator, who consults with other faculty as needed

**INSTRUCTIONAL TECHNOLOGY COMMITTEE** *(1)*

**Mission:**

Keeps informed on technological advances and options and seeks way to incorporate relevant technology in department teaching programs. Sets criteria for the use of technical resources. Prioritizes departmental and instructional equipment needs within the equipment allocation budget.

### Composition:

Committee membership will be determined annually by fall term and will consist of two faculty, the teaching laboratory preparators (currently three), and the IT coordinator (who is responsible for departmental computer needs). Traditionally one faculty member serves as chair. No limit has been set for length of service on this committee.

### Eligibility:

Relevant staff, career faculty, and Assistant, Associate, and Full professors are eligible for membership.

### Committee Activities:

- Annually solicit requests from faculty and staff for teaching and staff office equipment needs.
- Review equipment requests and work with the Biology Business Manager to prioritize requests based upon the equipment allocation budget. The funds come primarily from CAS allocations, though other pools of money are sometimes available. The budget fluctuates year-to-year; due to the unpredictability of the allocations, the committee must project needs over several years. The committee thus develops strategies to reserve funds for subsequent year purchases.
- For large-scale purchases (e.g., fleets of computers, microscopes), the committee writes specifications for vendor bids, reviews bids, selects finalists, and may attend vendor demonstrations. The committee writes justifications for the winning bid. Members of the committee work with the department accountant to learn and comply with associated University purchasing regulations.
- Every five years the committee formulates a long-range plan for equipment needs, and submits a document detailing the plan to the department head. The long-range plan requires members to track the use of equipment, assess the condition and age of equipment, and project needs based upon enrollment and courses offered.

### Time Commitment:

The Committee works closely with the Biology Business Manager, with the chair overseeing most coordination of the Committee members. The committee meets at least once for 1-2 hours during the fall term to prioritize purchases. Committee members may each spend 1 to several hours of work leading up to the fall meeting to

gather information regarding equipment requests, and an hour or two post-meeting to finalize priorities and make purchase decisions. However, the workload is highly variable, and increases considerably in years during which large-scale purchases are considered, and when a long-range plan is drafted.

#### **LIBRARY REPRESENTATIVE (<1)**

Mission:

Acts as a liaison between the department and the library, keeping the department informed about important library developments. Processes requests from faculty for acquisition of new library materials, and makes recommendations to the department regarding departmental action in response to any major changes in our library budget. This has been overseen by a Career faculty in recent years.

#### **LIFE SCIENCES TRAINEE TALKS COORDINATOR (2)**

Mission, Composition, Activities:

Organize, schedule, announce and introduce the weekly research talks by graduate students and postdocs in IEE, ION and IMB throughout the academic year as part of research training to promote effective communication of scientific research. This will be done by a single TTF serving a one-year term, with the TTF assigned rotating annually through the three Institutes that participate. Researchers from OIMB also may at times participate. The exact format of the talks may vary as determined by annual discussions among the Institutes.

#### **MALHEUR REPRESENTATIVE (<1)**

Mission:

Acts as liaison between the department and the Malheur Field Station. Can be overseen by one TTF or career faculty; minimal work required.

#### **PEER TEACHING EVALUATION COMMITTEE (4)**

#### Mission:

To perform annual peer teaching evaluations of all career faculty and TTF following the guidelines and addressing the criteria established by the office of the Provost for Undergraduate Education (<https://tep.uoregon.edu/peer-review-teaching>) and using standardized and uniform procedures for both the evaluation process and the written report.

#### Composition:

Committee membership will be determined annually before the fall term begins with the term of service beginning during the fall term and extending for 2 years. Terms will be staggered to provide for continuity (for the initial year, some committee members will serve only one year with other service compensating).

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The committee will consist of seven TTF (two each from IEE, ION, and IMB; one from OIMB) and two Career faculty. The Department Head reserves the option to appoint an *ad hoc* representative in the event that there is a conflict of interest or to enable a member to be evaluated. The committee will be chaired by the Department Head, although the Department Head will not be an official member. The Department Head will assign membership by the Fall term each year.

#### Eligibility:

Associate and full professors are eligible for membership, except for the current department head, those on sabbatical or other leave (HHMI, LWOP, etc) at any time during the year, or those that hold an administrative appointment outside the Department of Biology. Membership will be determined in part by soliciting participation of those faculty who are most interested in promoting effective teaching practices.

Faculty who hold a joint appointment in Biology and another department will be eligible to serve on the Biology Peer Teaching Evaluation Committee unless otherwise noted in an MOU.

#### Committee Activities:

- Devise a standardized evaluation procedure and template for the written evaluation. The procedure should include meeting with the faculty member prior to the class visit, reading the syllabus and other teaching materials, attending at least one class session, writing the evaluation, and a post-evaluation meeting with the faculty member. The evaluation template should include explicit questions that address the areas of Professionalism, Inclusiveness,

Engagement, and Research-informed content. The committee can consider using the COPUS form to take notes while observing class (or a modified version thereof). These procedures also will take into account the good teaching practices recommended in the TTF Review, Promotion and Tenure Guidelines document.

- All career faculty and TTF will be expected to perform at least one evaluation each year, with roughly equal numbers of evaluations done by each faculty member over time. Assignments will be made such that TTF can evaluate TTF and career faculty, and that career faculty can evaluate TTF and career faculty, and such that TTF can evaluate TTF that are both within their home Institute or in another Institute. The Business Manager will oversee assignment of courses to faculty for evaluation, in consultation with the committee members.
- The committee members will review the written evaluations before they are sent to the faculty member being reviewed, provide feedback to the faculty doing the evaluations, and ensure that the faculty performing the evaluations follow recommended procedures.

**Time Commitment:**

The committee will meet once each year early in the Fall quarter to devise or modify the peer teaching evaluation procedures before performing any evaluations. The review of evaluation assignments will be spread out over the three academic terms; written evaluation reports should be delivered to the evaluated faculty as soon as possible, which will enable them to make mid-course corrections, preferably by the end of the eighth week of the quarter but by no later than the end of the term in which the evaluation is done. The workload will be substantial given the large number of faculty within our department and will be considered when making other committee assignments.

**Potential impact of the committee composition on departmental diversity, equity, and inclusion:**

Given the importance of this committee in evaluating teaching, gender balance and attention to balance with respect to non-majority status are important when assigning committee membership but all faculty will participate at roughly equal levels over time.

**PERSONNEL COMMITTEE (4)**

**Mission:**

To perform annual evaluations of Assistant Professor TTF, Mid-term contract renewals for Assistant Professor TTF, Three and Six Year Post-Tenure reviews for Associate and Full Professor TTF, contract renewal reviews for Career faculty, all TTF promotion and tenure reviews, and Career faculty promotion reviews.

#### Composition:

Committee membership will be determined annually during spring, with the term of service starting at the beginning of the Fall term and continuing for two full years. Terms are staggered to provide for continuity. As membership in the past has been based on the calendar year, to make the transition to academic year the elections will take place in the Fall of 2020, with new member terms beginning as of November 1, 2020. In subsequent years, the elections will occur near the end of the Spring quarter.

The Personnel Committee will consist of four tenured TTF (one each from IEE, ION, IMB and OIMB), plus one Career faculty. Committee members are elected yearly, typically with two year appointments, with one tenure track faculty member each from OIMB, IEE, ION, and IMB, and one career faculty member at or above the rank sought by any promotion candidates. The Department Head reserves the option to appoint an interim representative in the event the elected representative is not at or above the rank sought by any promotion candidates. The committee will be chaired by the Department Head, who will serve as an ex officio member. The elections to assign membership will take place during the Spring term each year for the two year terms.

#### Eligibility:

Associate and full professors are eligible for membership, except for the current department head, those on sabbatical or other leave (HHMI, LWOP, etc) at any time during the year, those that hold an administrative appointment outside the Department of Biology, and those that expect to come up for promotion during the coming year. Also excused are those who have just completed their two-year commitment on the Personnel Committee, although they will become eligible again for the following period.

Faculty who hold a joint appointment in Biology and another department will be eligible to serve on the Biology Personnel Committee unless otherwise noted in an MOU.

#### Committee Activities:

- Evaluate files submitted for review by TTF and career faculty as summarized in the Mission statement above. Six Year Post Tenure Reviews will be done by Full Professors; if the Personnel Committee member from the relevant Institute is not a Full Professor, the Department will in consultation with the Institute Director select a replacement who is a Full Professor. Per CBA requirements, Three Year Post Tenure Reviews will be done by the Department Head alone. All other evaluations will be done as described below.
- Compose written evaluations as needed each year for TTF and career faculty, describing TTF performance in research, teaching and service, Instructional career faculty performance in teaching, service, and commitment to profession, and Research career faculty in research, service, and commitment to profession. Evaluations other than for Tenure and Promotion will assess if overall performance does not meet expectations, meets expectations, or exceeds expectations.
- Members are assigned primary evaluation writing tasks such that each member writes initial drafts for each faculty member under evaluation in their group; secondary writers provide feedback with assignments done so as to even the workload. While the primary and secondary reviewers will have substantive input, all personnel committee members will have an opportunity to provide feedback on each TTF and career faculty case reviewed.
- Upon receiving the evaluation file from the committee, the department head composes letters providing a summary and recommendation for each case reviewed.
- The department head and committee members meet annually with untenured TTF to discuss their evaluations, and the department head meets with career faculty to discuss their contract renewal evaluations.

#### Time Commitment:

This committee meets a few times during the year to go over evaluation assignments and procedures. The Biology business manager provides committee members with primary and secondary reviewer assignments and deadlines for review completion based on university timelines. The workload can be substantial given the numerous different types of evaluations that occur each year.



Potential impact of the committee composition on departmental diversity, equity, and inclusion:

Given the importance of this committee in assessing tenure and promotion, gender balance and attention to balance with respect to non-majority status are important and should be taken into consideration when Institutes and career faculty vote on assigning committee membership.

### **PLANNING COMMITTEE** *(score not assigned)*

Mission:

This committee has not been active for several years and to some extent has been replaced by our annual Department of Biology one-day retreat that takes place at the end of the summer, where general departmental priorities and plans are discussed.

### **TEACHING AWARDS COMMITTEE** (1)

Mission:

Reviews nominations for departmental faculty, GE, and lab assistant awards and chooses yearly winners.

#### **Committee Composition:**

Term of service: 3 years

Committee members will be the recipients of the James Kezer Faculty Teaching award from the previous three years.

#### **Responsibilities:**

All members are responsible for evaluating nominations and agreeing on winners.

- **First year of service:** responsible for presenting the current awards winners during commencement.
- **Second year of service:** responsible for committee nomination letter for BI faculty member to UO teaching awards
- **Final year of service:** committee chair, will work with Biology administrative program assistant to collect and organize nominations, establish a reasonable timeline, plan committee meeting(s), organizing

the distribution of nominations, and ensuring everyone on the committee knows what they are supposed to do.

## **TRAINING PROGRAM OVERSIGHT: DIRECTORS AND EXECUTIVE COMMITTEES**

*(4 for directors; 1 or 2 for executive committee members)*

### **Mission:**

Oversee our NIH-funded graduate training programs in Genetics (GTP), Molecular Biology/Biophysics (MBBTG), and Developmental Biology (DBTP).

### **Composition:**

Each Training Program has one Director and an Executive Committee consisting of two or three additional members. The Director of each program usually is the PI/PD of the NIH T32 grant that provides major financial support for the program.

### **Activities:**

- Develop and execute a comprehensive training plan tailored for students in the respective program.
- Orchestrate mentor trainings, diversity initiatives, quantitative training approaches, and other innovations to respond to changing NIH priorities.
- Coordinate with faculty, curriculum directors, and department heads to ensure that required coursework is regularly offered and continues to meet programmatic needs.
- Oversee a competitive trainee application process. Review applications and lead trainee selection.
- Review and select the training faculty roster.
- Maintain a website and social media accounts with current program information.
- Manage the budget in compliance with UO and NIH rules and regulations.
- Collect information for and write annual grant progress reports.
- Prepare and write grant renewal applications (every 5 years, if renewed)
- Negotiate institutional support with UO administration.
- Liaise with UO Graduate School, academic departments and other units regarding responsible conduct of research courses and trainee diversity retention and recruitment efforts.
- Oversee preparation for site visits.
- Select external advisory board members and then solicit and analyze their advice on program improvements.

- Orchestrate enrichment activities for trainees (e.g. journal clubs, monthly interest groups, hosting outside speakers, symposium planning, career development and technical training workshops, etc.).
- Ensure that trainees and training faculty meet their responsibilities as part of this program and participate in program-sponsored activities.
- Help resolve issues of trainee-trainer conflicts and reports of unsatisfactory progress.
- Coordinate training program participation in graduate student recruitment events.
- Lead an annual feedback session including anonymous surveys and separate post-survey discussions with trainees and the Executive Committee.
- Apply for supplemental funding to support training enhancement and diversity efforts.
- Oversee administrative staff with record-keeping that tracks current and prior trainees for the many progress reports and grant renewal tables.

#### Time Commitment:

Director:

Direct ongoing activities as summarized above: ~ 140 hours annually

Prepare annual progress report: ~ 20 hours

Prepare renewal application (every 5 years): ~ 200 hours

Directing a training program is a stressful assignment with higher stakes than many other committee assignments. The job is unusually complex due to its many threads and stakeholders. It really matters to our community that we do the job right – losing a prestigious and rare NIH training grant would increase the financial burden on our research labs and may be irrecoverable.

Executive Committee Members: ~ 20 hours/year

Major role is reviewing and selecting trainees

#### Potential impact of the committee composition on departmental diversity, equity, and inclusion:

An important mission of the training programs is to attract and train graduate students from diverse backgrounds. The training programs have been an important force in acquiring institutional support for graduate diversity efforts. Therefore, it is important that Directors and

Executive Committees prioritize diversity and equity, and are committed to promoting outstanding graduate research.

### **UNDERGRADUATE AFFAIRS COMMITTEE** *(3 for chair; 2 for members)*

#### **Mission:**

Oversees the activities of the Biology Undergraduate Advising office. Oversees advertising, nominations and awarding of internal and external fellowships, scholarships and awards. Reviews student concerns or complaints regarding biology faculty, staff, or facilities. Helps to develop programs to enhance the undergraduate experience within the department. Develops and implements plans for coordinating undergraduate research efforts within the department. Supervises undergraduate theses and the honors program.

#### **Composition:**

Committee membership will be determined annually by fall term and will consist of one TTF faculty member from each institute, or a Career faculty member that can supervise undergraduate theses for an Institute, and a Career faculty chair. Ex-officio members include the director and coordinator of the Biology Advising office.

#### **Eligibility:**

TTF and Career faculty.

#### **Committee Activities:**

- Oversees the Biology Honors Thesis program including serving on all thesis defense committees.
- Oversees activities of the Biology Advising Office.
- Oversees Department of Biology scholarships and awards for undergraduate and graduate students, and makes recommendations for awards to the department head. Makes recommendations to CAS and the University regarding CAS and University scholarships.
- Reviews student complaints about members of the Department of Biology and makes recommendations to the Department Head.

#### **Time Commitment:**

The chair handles most questions (via email and one-on-one meetings) that arise from the Biology Advising office and Biology students regarding Biology Honors Thesis requirements and exceptions. This averages about 4-8 hours per term. The chair consults with committee members regarding unusual requests for exceptions to the Biology Honors requirements.

Each committee member acts as a second reader on every honors thesis committee (about 4-6 theses per year per member). This responsibility includes reading the thesis, making recommendations and attending the thesis defense. When possible, assignments are made so that the members are assigned to defenses within their own institute.

This committee meets a couple times per year to recommend Department of Biology scholarships and awards and to make recommendations to CAS and the University for their annual scholarships.

Reviewing complaints from students happens very infrequently (about once every 3 years).

Potential impact of the committee composition on departmental diversity, equity, and inclusion:

An important role of the committee is to review student concerns or complaints. This does not happen very often, but it could be important to have a diverse committee membership.

## **UNDERGRADUATE RESEARCH COMMITTEE** *(2-3; maybe less over time)*

Mission:

The mission of this committee is to facilitate access of UO bioscience undergraduates to quality research experiences, to oversee the Summer Program for Undergraduate Research (SPUR), and to interface with other UO entities with similar goals (e.g. CURE and UROP).

#### Composition:

Three TTF (one each from IMB, ION, and IEE). PIs of the federal grants that provide SPUR funding must be included on the committee either as a member or in an advisory role. The committee works closely with SPUR staff.

#### Activities:

- Develop, update, and continue to improve a website that provides guidance for undergraduates seeking research opportunities.
- Provide guidance to SPUR administrators on applicant selection, program website, and program activities, especially with regard to using SPUR to enhance diversity in UO graduate programs.

#### Time Commitment:

This committee meets at least two times per month year round. Additional time is spent on website development, reading and selection of SPUR applications, active participation in SPUR professional development workshops and their design, writing and administering grants to support SPUR.

Potential impact of the committee composition on departmental diversity, equity, and inclusion: The mission of this committee is to engage undergraduates from diverse backgrounds in research within the department. Therefore, it is important that this committee prioritizes diversity and equity in its composition, and is committed to promoting outstanding undergraduate research.