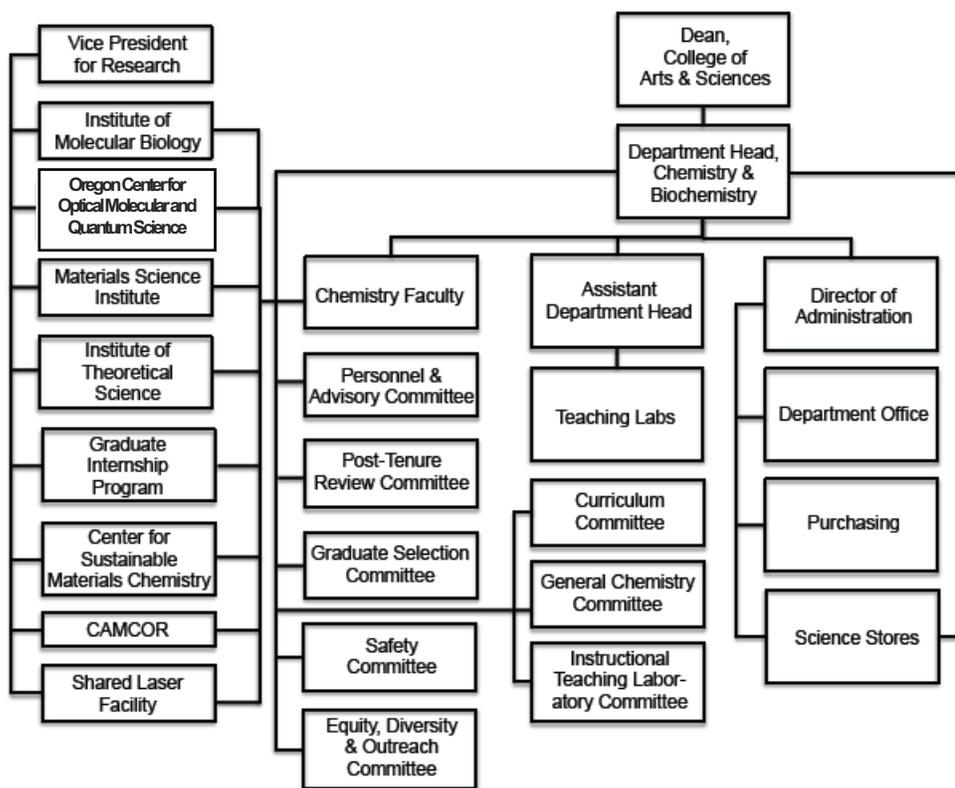


**Department of Chemistry & Biochemistry Governance Document**  
**(adopted March 5, 2014; amended October 7, 2014; amended November 4, 2020)**  
**Revisions approved by Office of the Provost March 18, 2021**

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 Chemistry & Biochemistry Tenure Track Faculty and Career Faculty in the development of department policies and practices.

### I. Governance Structure

The Department of Chemistry & Biochemistry is in the Natural Sciences subdivision in the UO College of Arts & Sciences. Chemistry tenure-track faculty also play major roles in several interdisciplinary organizations and programs administered through the Office of Research, Innovation and Graduate Education. These include research Institutes (Molecular Biology, Materials Science & Theoretical Science), research Centers (Optical Molecular and Quantum Science, Sustainable Materials), the Graduate Internship Program (GIP) and the Center for Advanced Material Characterization in Oregon (CAMCOR). The Department organization chart is given in Figure 1.



**Figure 1.** Department of Chemistry & Biochemistry Organizational Chart 2014.

Department Head

The Department Head is responsible for all aspects of the academic and business affairs of the Department. This includes hiring of faculty; supervision of personnel issues including preparation of tenure and promotion files and faculty performance reviews; budgeting of faculty and staff salaries, Department indirect cost funds, and foundation gift funds; general oversight of the teaching program including faculty teaching assignments and evaluation; and functioning of the Department staff.

The Head is chosen by the Dean of the College of Arts & Sciences from a short list of candidates prepared by the Department Personnel & Advisory Committee (PAC). Candidates must be Associate Professor or Professor rank. The short list is generated by a poll of the TTF and career instructional faculty administered by the departmental Director of Administration (DA). The DA will forward the top 5 candidates to the PAC. Faculty may also self-nominate to the short list. Once the short list is generated, it will be distributed to the department and the candidates will be contacted by PAC and/or former department heads to establish the feasibility of their candidacy. If needed, an additional vote by the TTF and career instructional faculty may be held to determine the top two or three candidates. The PAC will discuss candidates with the faculty and will provide a letter to the dean with 1-2 paragraphs about the strengths and weaknesses of each “top” candidate. After the nominations are passed on to CAS, individual faculty may also contact the dean and/or associate dean directly about the candidates. After receiving the PAC letter and advice of individual faculty members, the dean usually interviews more than one candidate. In all cases, the final decision regarding selection of the Department Head resides with the CAS dean, in consultation with the provost and president. The position is for a term of three years and is frequently renewed for a second term.

Assistant Department Head

The Assistant Department Head (ADH) provides general administrative support for the Department. Specific activities include supervising the day-to-day business of department operations (e.g., building operations and security), graduate student advising, and coordinating course-related activities (e.g., class scheduling and administration of the undergraduate teaching labs, preparation of department materials for University publications, coordinating department course offerings for the summer session, degree certification). The Assistant Department Head is expected to participate in teaching and may pursue scholarly activities. In parallel with other faculty, teaching assignments for the ADH will be proposed by the Instructional Division with final approval by the Department Head.

When the position is vacant, candidates for the ADH are solicited by the PAC through an internal call for nominations (candidates can self-nominate). Candidates must be TTF or career faculty. With advice from the PAC, the ADH is chosen by the Department Head and confirmed by a departmental vote of the TTF and career faculty. Annual evaluation of the ADH takes place by the PAC, who will solicit a self-evaluation appropriate to the ADH position description.

Divisional Representatives

For administrative purposes, the research TTF faculty is organized into research Divisions of Biochemistry, Organic/Inorganic Chemistry, and Physical Chemistry, as well as a Division of Instruction for TTF and career and pro tem faculty. Each of the four Divisions has a representative who serves as a “spokesperson” (a divisional representative) who organizes discussions of Division affairs. The Divisions help set graduate student requirements, do curriculum planning and preliminary teaching assignments and run active seminar programs in their areas. The divisional representatives (usually tenured TTF or senior career faculty) are appointed by the Head.

### Funding Contingent Faculty

Time spent by funding contingent faculty members 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.

## **II. Convened Faculty Meetings**

TTF and career faculty are expected to attend faculty meetings. Regular departmental faculty meetings are held the first Wednesday of each month during the academic year to discuss departmental business, including decisions regarding substantial curriculum changes, faculty hires, personnel matters including promotion and tenure, and other major and minor issues. Departmental meetings (and those of departmental committees described below) are run on a consensus model. Any member of the department, including pro tem faculty and emeriti on payroll, may bring motions or items for discussion to the Department Head prior to the meeting for inclusion on the agenda. The Head will facilitate meetings with the aim of building consensus to arrive at a decision. When consensus is not possible, approval of an issue is decided by a 2/3rds majority vote in a convened faculty meeting of the TTF and career faculty.<sup>1,2</sup> Minutes will be taken by the Assistant Department Head (or the departmental Director of Administration (DA) if the ADH is unavailable), and these will be distributed to the faculty for approval at the next regular faculty meeting. The DA will archive all faculty meeting minutes that are not personnel-related and/or that do not reveal confidential information. Access to these minutes is readily available to all TTF and career faculty members in the Department of Chemistry & Biochemistry.

## **III. Standing Committees**

Standing committees within the Department of Chemistry & Biochemistry include the following:

- Personnel and Advisory Committee (PAC)
- Post-Tenure Review Committee (PTR)
- Graduate Selection Committee

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<sup>1</sup> TTF and career faculty on sabbatical or leave may participate and vote in department meetings if they are present. TTF and career faculty on sabbatical or leave, or with a time scheduling conflict may also participate by email in any votes or discussions that take place.

<sup>2</sup> In accordance with UO policy, an emeritus faculty member will retain full governance rights--including voting rights--within her/his school or department whenever on the University payroll, and serving actively in an instructional or research capacity.

- Curriculum Committee
- General Chemistry
- Instructional Teaching Laboratory Committee
- Safety Committee
- Equity, Diversity and Outreach Committee

All committee decisions that are not personnel-related and/or that do not reveal confidential information will be documented by the chair of the respective committees and archived by the DA. Each committee is described briefly below:

#### **A. Personnel and Advisory Committee (PAC)**

Duties and Responsibilities: The duties of the PAC are to advise the Head on departmental affairs, to conduct faculty performance evaluations, to assist with annual reviews of untenured faculty, and to function as intermediaries between the College and the faculty during the appointment of a Department Head. TTF members are responsible for developing review guidelines for tenure and promotion; workload for TTF; merit salary increases for TTF; and participating in the review of TTF and Career faculty.

Membership: The PAC consists of four members: one member of each of the three research Divisions (Physical, Inorganic/Organic, and Biochemistry) as well as a TTF or career faculty from the Instructional Division. The Department Head functions as the presiding officer of the PAC. The membership of the PAC is determined by election by the TTF and career faculty. Members are elected for two-year terms, with pchem/biochem members elected in odd years, and O/I-chem/instructional members in even years. PAC elections take place in the spring before all other committee assignments for the coming academic year.

Meetings: It is the responsibility of the Department Head to set the schedule and agenda of PAC meetings. The PAC must meet no less frequently than once per academic term. As needed, PAC meetings may include divisional representatives.

#### **B. Post-Tenure Review Committee (PTR)**

Duties and Responsibilities: Responsible for conducting post-tenure reviews and assisting the Department Head in third year reviews of assistant professors. In some cases the PTR committee may facilitate and coordinate nominations of departmental faculty members for scholarly awards.

Membership: The committee consists of four tenured faculty members, with at least one member from each research division. Members are elected for a two-year term. Faculty due for a 6<sup>th</sup> year post-tenure review during the first year of a term are ineligible for election. Elections take place in the spring before other committee assignments for the coming academic year and after the Personnel & Advisory Committee election. Individuals cannot serve on both the PTR and PAC at the same time. The chair of the committee is selected by the committee in consultation with the Department Head.

Meetings: Roughly once per term, called by the committee chair, or as need arises. The Department Head may call additional meetings to address particular issues.

### **C. Graduate Selection Committee**

Duties and Responsibilities: Responsible for recruiting the doctoral students for the Department of Chemistry & Biochemistry. The primary responsibility of this committee is to evaluate the applications and work with other committee members and the Graduate Recruiting Coordinator (GRC) to select the students who will be interviewed/admitted each year. The committee is responsible for identifying and implementing evidenced-based strategies to recruit and retain students from typically underrepresented and underserved populations. Committee members are expected to communicate with the members of their respective divisions to gauge the needs of each group and work with their groups to recruit the best students possible. The Chair of committee is the supervisor of the Graduate Recruiting Coordinator and is responsible for writing the evaluation of the GRC.

Membership: The committee consists of six faculty members, usually with two TTF from each research division. Members are selected by the Department Head in consultation with faculty members in the divisions. The chair of the committee is selected by the Department Head and is one of the six members of the committee.

Meetings: Roughly once per term, called by the committee chair or Graduate Recruiting Coordinator, or as need arises. The Department Head or members of the committee may call additional meetings to address particular issues.

### **D. Curriculum Committee**

Duties and Responsibilities: Responsible for matters relating to the undergraduate and graduate curricula. Duties include periodically reviewing and updating (as needed) undergraduate major and minor course requirements, evaluating new proposed courses, academic standards and processes for undergraduate chemistry and biochemistry courses and degrees, promoting inclusive teaching practices, and assessing and working to mitigate opportunity gaps, and changes to overall curriculum. The curriculum committee makes recommendations for curriculum changes and degree requirements to the Department and to the Department Head.

Membership: The committee consists of four members, one member (TTF or career faculty) from each research division, and one member (TTF or Career faculty) from the instructional division. All members are appointed by the Department Head for a two-year term, on a rotation so there are two new members each year. The Department Head will appoint one of the second year members as chair for a particular academic year. The Assistant Department Head is an ex-officio member of this committee.

Meetings: Roughly once per term, called by the committee chair, or as need arises. The Department Head may call additional meetings to address particular issues.

### **E. General Chemistry Committee**

Duties and Responsibilities: Responsible for matters relating to the general chemistry courses, including textbook selection, order of topics, instructional support, promoting inclusive teaching practices, assessing and working to mitigate opportunity gaps, and coordination of pacing and grading between the multiple sections of the main general chemistry sequence.

Membership: The committee consists of all faculty teaching general and advanced general chemistry lecture and labs in a particular academic year, and the Lecture Demonstrator. The

Assistant Department Head is an ex-officio member of this committee. The chair is appointed from among this group by the Department Head.

Meetings: Roughly once per term, called by the committee chair, or as need arises. The Department Head may call additional meetings to address particular issues.

#### **F. Instructional Teaching Laboratory Committee**

Duties and Responsibilities: Responsible for matters relating to the undergraduate laboratories, including space/scheduling/staffing issues and managing budgetary issues relating to allocation of resources and equipment maintenance and purchasing.

Membership: The committee consists of the faculty teaching the undergraduate laboratory courses in the current academic year, and the Chemistry Teaching Labs Coordinator. The Department Head will appoint a chair from this group. The Assistant Department Head is an ex-officio member of this committee.

Meetings: Roughly once per term, called by the committee chair, or as need arises. The Department Head may call additional meetings to address particular issues.

#### **G. Safety Committee**

Duties and Responsibilities: Responsible for matters relating to the safety within the Department of Chemistry & Biochemistry undergraduate instructional program and research laboratories. Duties include arranging yearly meetings with labs and EHS personnel, student-led bi-annual lab inspections (supervised by EHS), and periodic evaluation of safety procedures.

Membership: The committee consists of four members, one member (TTF or career faculty) from each of the three research divisions, and one member (TTF or NTTF) from the teaching laboratory staff. All members appointed by the Head for a two-year term, on a rotation so there are two new members each year. The Head will appoint one of the second year members as chair for a particular academic calendar year.

Meetings: Roughly once per term, called by the committee chair, or as need arises. The Department Head may call additional meetings to address particular issues.

#### **H. Diversity, Equity and Inclusion Committee**

Duties and Responsibilities: The mission of the committee is to help foster an equitable and inclusive academic and working environment. The committee is charged with promoting diversity, equity, and inclusion (DEI) in the Department by:

1. communicating evidenced-based policy changes and programs to committees and organizations that are uniquely positioned to implement change;
2. promoting inclusive research practices and supporting inclusive teaching practices in coordination with the Curriculum Committee and General Chemistry Committee;
3. connecting members of the Department with DEI activities, resources, groups, organizations, and trainings throughout the University and beyond as well as identifying areas where training is needed;

4. communicating efforts of the Graduate Selection Committee and faculty/staff hiring committees in identifying and implementing evidenced-based strategies to recruit students, faculty and staff from typically underrepresented and underserved populations;
5. coordinating efforts across the Department to retain students, faculty, and staff from underrepresented and underserved populations;
6. facilitating communication and understanding within the Department to strengthen community connectivity and support diverse students, faculty and staff;
7. remaining educated about the broader DEI efforts overseen by the College of Arts and Sciences as well as communicating with DEI committees from other Departments, the Division of Equity and Inclusion, and other units on campus;
8. advertising and providing up-to-date content on resources, programs, and activities for the Department's web page on Diversity Equity and Inclusion.

The committee is not a place for people to go with grievances, complaints about harassment, etc. There are other avenues for that on campus (Department Head, AAEO, Ombuds Office; information about such resources can be found at [respect.uoregon.edu](http://respect.uoregon.edu)), and trained people should be consulted. The committee is free to communicate directly with the Department and/or make suggestions for communications from the Department Head, and it is particularly encouraged to do so when such communication is critical to promoting an inclusive and welcoming environment. The committee is not solely responsible for implementing outreach. Instead, DEI will function primarily to delegate actionable items to existing committees and organize discussions about equity and inclusion in the Department of Chemistry and Biochemistry.

Membership: The committee consists of three tenure-track and one Career faculty member, 1 staff member, 3 graduate students and 1 undergraduate. The faculty and staff members on the committee are appointed by the Department Head with consideration given to expertise, representation of the diverse voices in the Department, possible synergies with other activities, and equity in assignment of service. In addition, for faculty appointments the Department Head will also give serious weight to feedback solicited from the faculty, staff, and GEs of the Department. In the interest of hearing from all voices in the Department, it is expected that over time nearly all faculty members will serve on the DEI committee. The graduate students on the committee will be selected by the Department Head from a list generated by the graduate students using a mechanism of their choosing. Any graduate student that wishes to be considered must first self-nominate. The undergraduate on the committee will be selected by the Department Head from candidates that self-nominate. If insufficient numbers of graduate or undergraduate students self-nominate, the remaining positions will be left vacant. The term of appointment for faculty and staff is two years, and for students, it is one year with the possibility of renewal for a second year.

Meetings: Once per month or as called by the committee chair. The Department Head may call additional meetings to address matters that arise. Quarterly meetings that are broadly attended by faculty, students, and staff will also be hosted to highlight accomplishments and solicit feedback from the Department. Optional: quarterly meetings can substitute for the monthly committee meeting.

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

Ad-hoc committees within the Department of Chemistry & Biochemistry will be formed by the Department Head on an “as-needed” basis. The two most utilized ad-hoc committees are listed below:

##### **A. Tenure Track/Career Non-Tenure Track Faculty Search Committee**

Presiding Officer (Chair): When the College and Department determine that a search can be conducted to fill an open TTF/career faculty position, the Department Head will select the Chair of the search committee. The Chair must be a member (TTF or career faculty) of the Division within which the open position is to be filled.

Membership: In consultation with the Department Head, the Chair will select no fewer than four members of the tenure related faculty or Career faculty as appropriate to serve on the search committee. In addition to the Chair, at least two members of the search committee must be members of the Division within which the open position is to be filled. At least one member of the committee should be a member of a different Division within the Department. When appropriate, one member of the committee could be a member of a Department outside of Chemistry & Biochemistry.

Responsibilities/Duties: The members of the search committee will write the advertisement for the position that will be widely circulated to generate a diverse applicant pool. The committee determines the timeline of the search and reviews and ranks the applicant files in progressive stages to eventually generate a shortlist of candidates to be interviewed. The committee will make the final recommendation to the Department about hiring decisions.

Meetings: The Chair of the search committee is charged with carrying out all organizing functions of the committee, including the calling of meetings, and the organization of candidate schedules. The Chair is responsible for seeing that the committee follows proper protocols and adheres to UO hiring policies.

##### **B. Adjunct Non-Tenure Track Faculty Search Committee**

Presiding Officer (Chair): When the Department determines that a search be conducted to fill an open pro tem position (e.g., pro tem instructor), the Department Head will select the Chair of the search committee. The Chair must be a member of the Division within which the open position is to be filled.

Membership: In consultation with the Department Head, the Chair will select at least two members of the faculty (TTF or Career faculty) as appropriate to serve on the search committee.

Responsibilities/Duties: The members of the search committee will write the advertisement for the position that will be widely circulated to generate a diverse applicant pool. The committee determines the timeline of the search, they review and rank the applicant files in progressive stages to eventually generate a shortlist of candidates to be interviewed. The committee will make the final recommendation about hiring decisions.

Meetings: The Chair of the search committee is charged with carrying out all organizing functions of the committee, including the calling of meetings, and the organization of candidate schedules. The Chair is responsible for seeing that the committee follows proper protocols and adheres to UO hiring policies.

### **V. C. Ad Hoc Committees for Developing Career Faculty Work-Related Policies**

Duties and Responsibilities: Career faculty work with TTF to develop guidelines for performance and promotion reviews, workload, and merit salary increases guidelines for the career faculty ranks, and for pro tem as necessary; and participate in establishing, reviewing, and revising departmental curricula, in relation to their professional responsibilities through the implementation of ad hoc committees that address these topics when they arise. The committee reports recommendations to the Department Head and these recommendations are reviewed by the PAC and then voted on for implementation at faculty meetings.

Membership: The ad hoc committees are appointed as needed by the department head and composed of TTF and Career faculty from the appropriate department divisions.

Meetings: As needed and called by the committee chair and/or the DH to address particular issues.

### **V. Faculty Assignments/Advisors/Mentors**

There are a number of single faculty member assignments and advisorships within the Department of Chemistry & Biochemistry. These are filled by the Department Head on an “as-needed” basis, and can be held by the same person for multiple years. Examples of these assignments include ACS Student Affiliates advisor, Science Library representative, Chemistry & Biochemistry Majors advisor, Newsletter/Alumni Relations advisor, etc.