

Department of Chemistry & Biochemistry Governance Document (adopted March 5, 2014; amended October 7, 2014)

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 Non-Tenure Track 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 (Optics, 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.

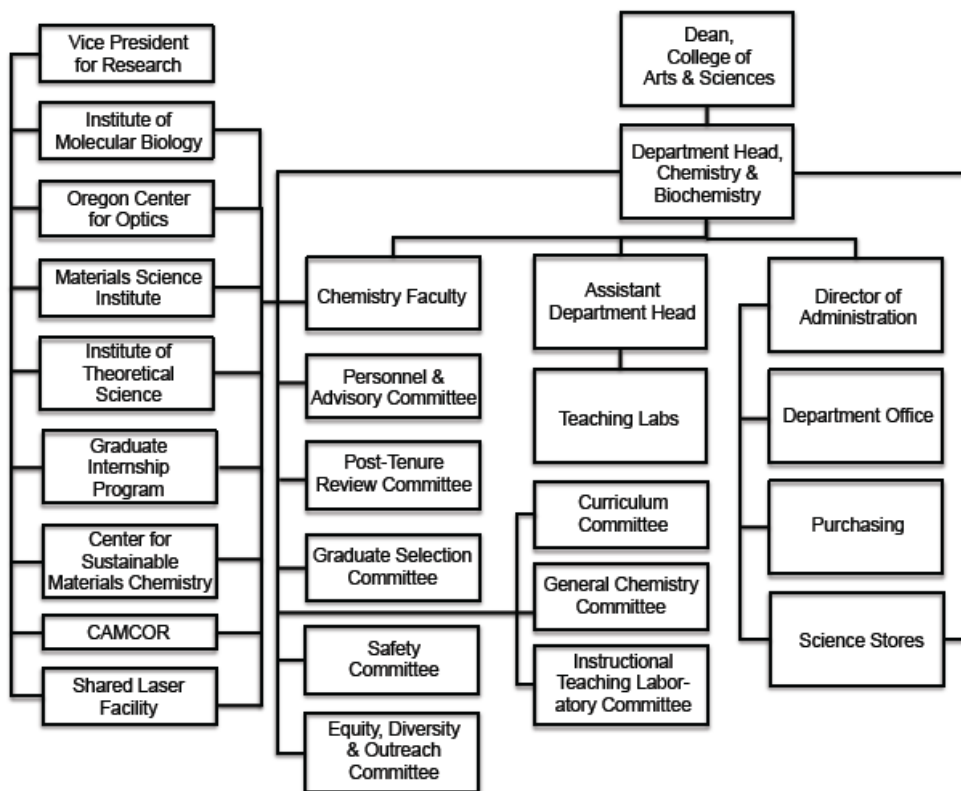


Figure 1. Department of Chemistry & Biochemistry Organizational Chart 2014.

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 NTTF 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 NTTF 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 NTTF. With advice from the PAC, the ADH is chosen by the Department Head and confirmed by a departmental vote of the TTF and career NTTF. 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 adjunct NTTF. 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 NTTF) 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 NTTF 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 adjunct NTTF 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 NTTF.^{1,2} 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 NTTF 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
- Curriculum Committee
- General Chemistry
- Instructional Teaching Laboratory Committee

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

² 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.

- 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 NTTF 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 NTTF 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 NTTF 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 6th 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. 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, 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 NTTF) from each research division, and one member (TTF or NTTF) 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, 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 NTTF) 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. Equity, Diversity and Outreach Committee

Duties and Responsibilities: The committee is responsible for all the matters relating to promoting equity, inclusion, and diversity by ensuring an equitable working environment in the Department of Chemistry & Biochemistry.

The committee advises and supports outreach activities that provide pathways to enhance the access of diverse groups and foster their success. The Outreach Coordinator will maintain a database of activities and events related to diversity and outreach within the department.

Membership: The committee consists of the faculty mentors or representatives of the National Organization for the Advancement of Black Chemists and Chemical Engineers (NOBCCChE), the Department of Women's and Gender Studies (WGS), the Student Affiliates of the American Chemical Society (SAACS) and the department Outreach Coordinator.

Meetings: The committee meets roughly twice a year, or as need arises. The Department Head may call additional meetings to address specific issues.

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 NTTF position, the Department Head will select the Chair of the search committee. The Chair must be a member (TTF or career NTTF) 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 NTTF 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 adjunct NTTF position (e.g., adjunct 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 NTTF) 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 NTTF Work-Related Policies

Duties and Responsibilities: NTTF faculty work with TTF to develop guidelines for performance and promotion reviews, workload, and merit salary increases guidelines for the

career NTTF ranks, and for adjuncts 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 NTTF 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.