

**Instrument of Governance and By-Laws  
Department of Biology  
The University of North Carolina at Greensboro**

Adopted – Sept. 18, 2009

Revised – Nov. 30, 2012; March 22, 2013; February 22, 2016; April 26, 2019

- I. The Departmental Faculty Assembly (hereafter, Departmental Assembly) is the governing body of the Department and is bound by the policies and procedures of the College of Arts and Sciences and the University of North Carolina Greensboro. All faculty with voting privileges [see Section II] shall be Members of the Departmental Assembly. Administration and governance of the Biology Department as laid out in these bylaws shall be exercised by the Head (or the Associate Head in the absence of the Head) as the designee of the Departmental Assembly.
- II. Membership in the Departmental Faculty Assembly, and Voting Privileges
  - A. Full Members: Only tenured or tenured-track faculty with at least 50% of their line budgeted in Biology and with at least a 0.50 FTE at UNCG shall be Full Members of the Departmental Assembly, and have full voting privileges.
  - B. Associate Members: Two non-tenure track EHRA faculty are appointed by the Head to three-years terms as Associate Members in Departmental Assembly. The Head shall consult with the Director of Introductory Biology in making these appointments. Associate Members have voting rights only on curricular matters, and may only attend Departmental Assembly Meetings that deal with these matters.
  - C. Other non-tenure track EHRA faculty and SHRA staff may attend Departmental Assembly meetings as non-voting members, at the discretion of the Head.
  - D. For the remainder of this document the unqualified term “faculty” shall mean both Members of the Departmental Assembly and non-tenure track EHRA faculty. SHRA staff are not faculty.
- III. Meeting schedule and procedures of the Departmental Faculty Assembly
  - A. The Head shall call at least one meeting of the Departmental Assembly each semester. Additional meetings may be called as determined by the Head or on petition of five Full Departmental Assembly Members.
  - B. Except for urgent business that requires an immediate response, the Head must announce meetings at least three (3) days in advance by written notice, with an agenda distributed at that time. Notices and agenda distributed by email shall be considered sufficient for this purpose.
  - C. The Head shall frame the agenda with the input from the Standing Committees and the faculty.
  - D. The Head shall preside over the meetings. The Associate Head shall preside in the absence of the Head.
  - E. Formal voting procedures may be used if deemed appropriate by the Head and/or the Members of the Departmental Assembly. In such cases a quorum consists of two-thirds of the Departmental Assembly qualified to vote on the item under

discussion. Departmental Assembly Members on leave are not considered part of the quorum count. If no quorum call is requested, all votes taken at a properly called Biology meeting are considered valid. In cases of annual evaluations and promotion and tenure decisions, only Full Departmental Assembly Members higher in rank than the individual(s) under consideration may participate in the deliberations and votes. Non-tenure track faculty shall have no vote in personnel matters.

F. **Voting Procedures**

1. Votes normally shall be conducted by show of hands, but 1/3 of the members present and voting may request the use of a secret ballot on any vote.
2. A simple majority will decide a vote, except for the two-third majority vote required to change these By-Laws.
3. Paper or Email ballots may be used at the request of one-third of the Members present and voting.

G. **Responsibilities:** The Departmental Assembly shall consider and make recommendations as appropriate concerning all major departmental issues, including curriculum, research mission, recruitment, tenure, and governance.

IV. Associate Head

- A. The Associate Head shall be appointed by the Dean upon recommendation of the Head, and shall be responsible for various departmental duties as determined in consultation with the Head. The Associate Head will act as Head in the absence of the Head.
- B. The Associate Head assures that the annual peer evaluations of the progress of tenure-track Assistant and Associate Professors toward promotion are carried out and sends these reports to the Head and the faculty member. To this end, the Associate Head arranges for all Associate Professors and Professors to jointly evaluate and provide feedback to the tenure-track Assistant Professors. The Associate Head also arranges for the Professors to jointly evaluate and provide feedback to the Associate Professors. The Associate Head supervises and provides annual evaluations of non-tenure track faculty. He/she is also responsible for supervising scheduling of courses each semester. The Associate Head handles student complaints and allocates funds for student workers each semester, as well as other duties assigned by the Head.

V. Committees of the Departmental Faculty Assembly

A. Membership and terms of appointment

1. All appointments shall be for fixed terms, renewable for one additional, consecutive term.
2. Members may serve any number of non-consecutive terms, provided that they have not served on the committee for the previous term at the time of their reappointment.
3. Only Full Members of the Departmental Assembly may serve as committee chairs.

B. Standing Committees

1. Advisory Committee

- a. **Membership:** The Advisory Committee shall consist of the Head, the Associate Head, the Director of Undergraduate Studies, the Director of Graduate Studies, the Director of General Biology and one Full Departmental Assembly member appointed by the Head to balance research areas of the committee.
- b. **Meeting schedule/procedures:** The Head shall call meetings as needed, as determined by consultation with the other members of the committee.
- c. **Responsibilities:** The Advisory Committee is advisory to the Head. It entertains and develops proposals concerning the full range of departmental business beyond that delegated to the Undergraduate and Graduate Studies Committees. When appropriate, the Advisory Committee shall make recommendations to the Head.

2. Undergraduate Studies Committee

a. **Membership and Terms of appointment**

1. The Committee consists of the Director of Undergraduate Studies, the Director of General Biology, and four other members (two Full Departmental Assembly Members, and two non-tenure track EHRA faculty members), and the Associate Head as an *ex officio* member.
2. The Head appoints the Director of Undergraduate Studies for a three-year term.
3. The Head appoints the Full Members of the Departmental Assembly to two-year terms. These members are appointed to ensure breadth of representation of the research areas in the Department.
4. The Head appoints the two non-tenured track EHRA faculty members to three-year terms.
5. All terms are staggered to ensure continuity on the committee.

b. **Meeting schedule/procedures:** No less than one meeting per semester, called by the Director of Undergraduate Studies, or the Associate Head.

c. **Responsibilities**

1. The Undergraduate Studies Committee exercises general supervision of the undergraduate program, including curriculum, course scheduling.
2. The Associate Head is responsible for student requests for course exemptions and waivers.
3. The Committee administers the Biology Undergraduate Research Fund and assessment for undergraduate curriculum.

- d. The General Biology Subcommittee of the Undergraduate Studies Committee
  1. **Director of General Biology:** The Director of General Biology is appointed by the Head to a three-year term.
  2. **Membership:** The Committee consists of the Director of General Biology and two members of the non-tenured track EPA faculty appointed by the Head. The latter are the same non-tenure track faculty members appointed to serve on the Undergraduate Studies Committee (Section V.B.2.a.(4)). They serve on this subcommittee for the duration of their appointment to the Undergraduate Studies Committee.
  3. **Responsibilities:** The General Biology Subcommittee exercises general supervision and curriculum development of the introductory majors and non-majors courses (e.g., BIO 105, 110, 111, 112). The Director of General Biology assumes responsibility for training and assessment of graduate teaching assistants in General Biology courses. The Director of General Biology develops and submits the schedule for summer school courses. Other duties may be assigned by the Head.
3. Graduate Studies Committee
  - a. **Membership and Terms of Appointment**
    1. The Committee consists of the Director of Graduate Studies, three Full Members of the Departmental Assembly, and the Head as an *ex officio* member.
    2. The Head appoints the Director of Graduate Studies for a three-year term.
    3. The Head appoints the three Full Departmental Assembly Members to two-year terms. These members are appointed to ensure breadth of representation from the various research areas in the Department.
    4. All terms are staggered to ensure continuity on the committee.
  - b. **Meeting schedule/procedures:** No less than one meeting per semester, called by the Director or Graduate Studies, or the Head.
  - c. **Responsibilities**
    1. The Graduate Studies Committee exercises general supervision of the Graduate Program, including recruitment, curriculum, scheduling, professional development, and monitoring of progress of graduate students.
    2. The Committee advises the Head on matters related to the assignment of graduate assistantships and tuition waivers. The Director is responsible for communications with the Graduate School regarding matters of graduate student

- affairs, and for distributing information from the Graduate School to graduate students.
3. The committee is responsible for allocating funds from the Graduate Research Fund.
4. Post Tenure Review Committee
- a. Membership and Terms of Appointment
    1. The Post Tenure Review Committee consists of three tenured faculty members appointed by the Head each year for a one year term. At least one member is at the rank of professor.  
The rank of the other two members depends on the rank of the faculty member(s) undergoing post-tenure review.  
Members of the committee must be equal or higher rank than the candidates for post-tenure review.
- b. Responsibilities
1. The committee will conduct Post-Tenure Review of faculty according to College of Arts and Sciences Guidelines for the Conduct of Post-Tenure Review.
5. Annual Review and Merit Committee
- a. **Membership and Terms of Appointment**
    1. The Annual Review and Merit Committee consists of three tenured or tenure track faculty members. One Professor is selected on a rotating basis in random order of all eligible Professors. One Associate Professor is selected on a rotating basis in random order of all eligible associate professors. The third member is drawn from the remaining pool of Professors, and Associate and Assistant Professors on a rotating basis in random order.
    2. The term for members of the committee is one year.
    3. In the spring semester the committee is formed and the Head of the Committee works with the Head of the Department on a schedule of review. The committee evaluates each candidate for review. The Head of the Department independently evaluates each candidate for review. If there are discrepancies between the committee's and the head's annual review and merit rankings, the head may then revise his/her evaluation and ranking. The committee completes the Summary Evaluation portion of the review instrument designated by the College for each tenure or tenure track faculty. The Head of the Department completes the Head's

Summary Evaluation portion of the designated instrument. Members of the committee are reviewed by the other two members.

4. If a faculty member disagrees with the annual review and/or merit ranking by the Head and/or the committee, he/she can appeal in writing to the Annual Review and Merit Committee for a reconsideration of their ranking (if the Annual Review and Merit Committee includes the appealing faculty member, this individual shall abstain from the additional review and ruling). The Annual Review and Merit Committee then conducts an additional review of the faculty member and communicates the results of that review to the Head and the appealing faculty member. The Head and Annual Review and Merit committee may then revise their reviews and rankings based upon the re-evaluation.
5. Following this process, should substantive differences in reviews and/or rankings remain between the Head and the Annual Review and Merit committee, or if the faculty member still disagrees with the final ranking, the Dean of the College of Arts and Sciences will resolve these differences so that the faculty member receives a single ranking (Annual and Post Tenure Review Policy for Faculty II. A).
6. The faculty member has the right to respond formally to the review in writing. This response is attached and becomes part of the review (Annual and Post Tenure Review Policy for Faculty II. D).

### C. Other Committees

1. Search Committees
  - a. Search committees are appointed by the Dean of the College of Arts and Science upon recommendation of the Head and operate according to procedures prescribed in the document "Responsibilities of Faculty Search Committees Serving in the Appointment of Assistant Professors, Associate Professors, and Professors," which can be found on the Provost's website.
  - b. The Committees make recommendations to the Head regarding selection of candidates for telephone and on-campus interviews, and schedule interviews in consultation with the Head.
  - c. After the candidates have visited campus, the Head convenes the Full Members of the Departmental Assembly and conducts a vote by secret ballot to determine (1) acceptability of the candidates, and (2) ranking of the candidates. Faculty may also furnish comments to the Head.

2. Ad-Hoc Committees may be appointed as deemed appropriate by the Head.

II. Workload Policy

- A. The faculty will formulate the Workload Policy. The Head will submit it to the Dean for approval.
- B. Implementation of Workload Policy
  - 1. The Head will meet annually in the spring semester with each Full Member of the Departmental Assembly to establish written workload expectations for the upcoming academic year. At the end of the academic year, the Head will evaluate Full Departmental Assembly Members based upon the work that they have accomplished.
  - 2. The Associate Head will meet annually in the spring semester with all non-tenure track EHRA faculty to establish written work plan expectations for the coming year. At the end of the academic year, the Associate Head will evaluate non tenure track faculty based upon the work that they have accomplished.

III. Revision of By-Laws

- A. These By-Laws may be amended as deemed appropriate by the Departmental Assembly, as determined by a two-thirds majority vote of the Full Members, except where doing so would place this document in conflict with the governance documents of the College of Arts and Sciences, or the University of North Carolina at Greensboro.
- IV. This document will become the Instrument of Governance of the Department of Biology upon acceptance by two thirds vote of the Full Members of the Departmental Assembly, and final approval by the Dean of the College of Arts and Sciences.

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