

**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 at 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: Tenured, Tenured-track and Professional Track faculty (Lecturers, Visiting Faculty, and Academic Professionals at all levels) with a primary appointment in Biology and with at least a 0.75 FTE at UNCG shall be Full Members of the Departmental Assembly and have full voting privileges. Only Graduate faculty will have full voting privileges on graduate matters pursuant to Graduate Faculty Appointment Policy The University of North Carolina Greensboro <https://provost.uncg.edu/policies-procedures-forms/>
- B. For the remainder of this document the unqualified term “faculty” shall mean all Full Members of the Departmental Assembly. Part-time Faculty below 0.75 FTE at UNCG, Adjunct Faculty and 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 faculty.
- 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 Faculty. In such cases a quorum called by any person consists of a simple majority of the Faculty qualified to vote on the item under discussion. Faculty on leave are not considered part of the quorum count. If no quorum call is requested, all votes taken at a meeting are considered valid. In cases of promotion and tenure decisions, only faculty higher in rank than the individual(s) under consideration may participate in the deliberations and votes.

F. **Voting Procedures**

1. Votes normally shall be conducted by show of hands, but 1/3 of the members present may request that the vote be taken by a secret ballot on any vote, and the vote will be by secret ballot, except where college or university policy requires secret a ballot.
2. A simple majority of faculty present will decide a vote, except for  $\frac{2}{3}$  all faculty 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 faculty 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 is also responsible for supervising scheduling of courses each semester and assignment of Professional Track Faculty and Graduate Instructional and Teaching Assistants to courses. The Associate Head is responsible for overseeing the process of peer review for Tenured, Tenured-Track, and Professional Track faculty and reporting to the Head. The Associate Head evaluates and responds to student complaints and allocates funds for student workers each semester, and other duties assigned by the Head.

V. Committees of the Faculty

- 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 faculty may serve as committee chairs.

B. Standing Committees

1. At the head's discretion, the head may change the composition of standing committee as administrative assignments require. The head may appoint a new Director at their discretion unless approval from College or University is required. Typically, when possible, the head will consult with the Executive Committee when appointing new directors outside of term appointments. Directors of standing committees shall not include the spouse/domestic partner of the Head. Spouses and domestic partners shall not concurrently serve as directors of multiple different standing committees. Spouses and domestic partners may serve on standing committees, but not concurrently on the same standing committees.
2. The Head may identify Graduate Students and Postdoctoral scientists to attend meetings. The Directors of executive committees including the Executive Advisory Committee, Undergraduate Studies Committee, and Graduate Studies Committee, and committee chairs may invite their participation at meetings where their contributions are deemed appropriate.
3. Executive 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 faculty appointed by the Head.
  - 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 Executive 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.
4. 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 at least three other Faculty, one being an Academic Professional unless there are no Academic Professional appointments to the committee possible, for example due to workload.

2. The Head appoints the Director of Undergraduate Studies for a three-year term, renewable yearly thereafter. Any serious concerns that arise regarding the effectiveness of a Director of Undergraduate Studies on the part of the Head, Dean, or Office or Program to which the Director reports should be addressed by the Director in a satisfactory and prompt manner. Input will be gathered from the program faculty and these parties, and if warranted the Head in consultation with the Dean replace the Director.
  3. The Head appoints the faculty to two-year terms. These members are appointed to ensure breadth of representation of the research, curriculum areas and expertise in the Department.
  4. Terms are staggered as much as possible 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, assessment, student retention, timely progress, and other undergraduate matters.
  2. The Associate Head is responsible for student requests for course exemptions and waivers.
  3. The Committee administers the Biology Undergraduate Research Fund, Endowment, Scholarship, and other Funds focused on Undergraduates.
- 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, renewable annually thereafter.

**Membership:** The Committee consists of the Director of General Biology who may be tenured, tenured-track or professional track, at least one tenured or tenured-track faculty member and at least one Professional Track Faculty appointed by the Head.

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.

C. Graduate Studies Committee

1. **Membership and Terms of Appointment**

- a. The Committee consists of the Graduate Program Director, three Graduate Faculty, and the Head as an *ex officio* member.
- b. The Dean of the College of Arts and Sciences at the recommendation of the Head appoints Director of Graduate Studies for a three-year term. The Head appoints the three Graduate Faculty to two-year terms. The members are appointed to ensure breadth of representation from the various research areas in the Department. Any serious concerns that arise regarding the effectiveness of a Director of Graduate Studies on the part of the Head, Dean, or Graduate School should be addressed by the Director in a satisfactory and prompt manner. Input will be gathered from the program faculty and these parties, and if warranted the Dean will remove and replace the Director.
- c. All terms are staggered as much as possible to ensure continuity on the committee.

- d. **Meeting schedule/procedures:** No less than one meeting per semester, called by the Director of Graduate Studies, or the Head.

2. **Responsibilities**

- a. The Graduate Studies Committee exercises general supervision of the Graduate Program, including recruitment, curriculum, professional development, and monitoring of progress of graduate students. The Director oversees stipend and tuition assistance funding and reports to the Head. The Director works with the Associate Head on Graduate Teaching Assistant and Graduate Instructional Assistant assignments and scheduling. Admissions and allocation of stipend and tuition assistance are reported to faculty at least once a year.
- b. The Committee advises the Head on matters related to the award 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 and Graduate Faculty.
- c. The committee is responsible for allocating funds from the Graduate Research Fund. The committee is responsible for drafting new or revised guidelines and policy and reporting to the Graduate Faculty for opinions and votes when appropriate.
- d. The GSC also has the responsibility for drafting and proposing changes to graduate policy to be discussed and voted on by the graduate faculty.
- e. The GSC also can work alone or with the head to resolve faculty-graduate student and graduate student-graduate student concerns. In cases involving confidential information that the Head feels would be inappropriate to share with the GSC, the Head has the option of resolving conflict without consulting with the GSC.
- f. The committee is also responsible for updating the department's graduate handbook.
- g. The Graduate Studies Director must review and approve all graduate plans of study, including plan of study revisions, and also approve the admittance of

students into candidacy and certify that thesis and dissertation defenses were completed

D. Post Tenure Review Committee

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 must be the same or above the rank of the faculty member(s) undergoing post-tenure review. Members of the committee must have tenure. Conflicts of interest between spouses or domestic partners must be avoided in the membership composition.
2. The committee will conduct Post-Tenure Review of faculty according to College of Arts and Sciences Guidelines for the Conduct of Post-Tenure Review.

E. Annual Review and Merit Committee

1. The Annual Review and Merit Committee reviews all material submitted for annual review and merit considerations. The committee completes the summary evaluation instruments and comments on the candidate's annual performance. If a merit review instrument is submitted, the committee comments on the individual merit of the candidate to be considered for merit salary increases should such funds be made available by the Dean of the College of Arts and Sciences. If no such merit instrument exists, then review of the candidate's materials and completion of the annual review instrument shall be the responsibility of the committee.
2. As there are two categories of faculty: 1) Tenured and tenured-track, 2) Professional Track, there shall be two Annual Review Committees.
3. Membership and Terms of Appointment for Tenured and Tenured-Track Faculty
  - a. 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.

4. Membership and Terms for Appointment for Professional Track Faculty
  - a. The PTF Annual Review and Merit Committee consists of three Professional track and Academic Professional faculty members. Where possible, one member from each rank will be chosen on a rotating basis in random order on a rotating basis of all eligible PTF by the Head to comprise the committee each year. The Associate Head will serve as an *ex officio* member of the committee. The most advanced ranking Professional Track Faculty member will be the Head of the Committee.
  - b. The term for members of the committee is one year. 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 Head of the Committee is appointed by the Department Head. The committee evaluates each candidate for review. The Head of the Department independently evaluates each candidate for review. The committee completes the Summary Evaluation portion of the review instrument designated by the College for each tenured or tenured-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 and an alternate member. Spousal and domestic partner faculty Annual and Merit reviews will be performed by an alternate faculty member. In cases where a merit instrument exists, the review includes comments about merit.
6. If a faculty member disagrees with the annual review and/or merit ranking by the Head and/or the committee, he/she can comment on the ranking and ultimately appeal following university guidelines (Annual and Post Tenure Review Policy for Faculty II. D).

F. Progress towards Promotion committees



- A. Each year, typically in the spring, senior faculty will review the CV and annual summary of performance provided by faculty at lower ranks for progress towards promotion. Full professors will evaluate associate professors. Full and Associate Professors will evaluate Assistant Professors. For Professional Track Faculty those with a Principal Rank when available, will evaluate those at a Senior Rank. Principle and Senior Rank will evaluate those with an initial appointment rank. If there are no available principal or senior rank Professional Track Faculty, the head will appoint tenured faculty to perform the reviews for the initial cycle and will appoint Professional Track Faculty at Principal and/or Senior rank from other departments when necessary.
- B. A chair will be selected by the head to organize each group of faculty. Faculty should review materials and convene to discuss progress towards promotion, attempt to arrive at a consensus agreement of opinions and provide a summary opinion and advice for the candidate for the upcoming year. If a consensus is not reached, then multiple opinions should be summarized. A chair for each group will arrange to have a summary evaluation written for each candidate and submitted electronically as a pdf.
- C. The Head will independently evaluate all candidates and submit a statement electronically as a pdf.
- D. Spouses or domestic partners of a faculty member will not evaluate progress towards promotion of that faculty member at any rank.
- E. Evaluations are anonymous.

## VI. Other Committees

- A. Search Committees for tenured and tenured track faculty
  - 1. 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.
  - 2. 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.

3. After the candidates have visited campus, the Head convenes the faculty and conducts a vote by secret ballot to determine (1) acceptability of the candidates, and (2) ranking of the candidates and (3) tenured status if appropriate. Faculty may also furnish comments to the Head. Tenured and tenured-track faculty may vote on hires at this rank. The Head consults with the Dean to discuss faculty vote and comments. The Dean makes a final decision on ranking and offers.
4. Ad-Hoc Committees may be appointed as deemed appropriate by the Head to evaluate and make recommendations to hire professional track faculty applicants.
5. Search committee members will step off of the committee if they have conflicting interests professionally or personally.

VII. Workload Policy

- A. The faculty will formulate the Workload Policy. The Head will submit it to the Dean for approval.
- B. The Dean will appoint a supervisor if there is a faculty spouse or domestic partner of the Head as a member of the faculty at any rank in the department.
- C. Implementation of Workload Policy
  1. The Head will meet annually in the spring semester with each tenured and tenured-track faculty to establish written workload expectations for the upcoming academic year following the Department of Biology Workload Policy. 2. The Associate Head will meet annually with all professional track EHRA faculty to establish written work plan expectations for the coming year following the Department of Biology Workload Policy. The Head will make final decisions for all Biology Workload matters.

VII. Revision of By-Laws

- A. These By-Laws may be amended as deemed appropriate by faculty, 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.

VIII. 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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