

Department of Biological Sciences Governance and Administrative Structure

Approved 17 April 2007

Chair

In addition to those mentioned in this document, the duties and responsibilities of the Chair are described in the *College of Arts and Sciences Chairs Handbook*, which can be found on the College of Arts and Sciences' web page.

Vice Chair

Basic Operation Objectives

The Vice Chair will be responsible for carrying out administrative duties assigned by the Department Chair. The Vice Chair will serve as Acting Chair of the Department in the absence of the Chair of the Department.

Appointment of the Vice Chair

The Vice Chair will be appointed by the Chair after consultation with the DFSC from a pool of applicants and nominees solicited from the faculty. The Vice Chair will serve a two-year term and will be eligible to renew the appointment for a second term. If the Vice Chair is unable to complete the term, a substitute Vice Chair will be appointed to complete the term according to the same procedure described above. The substitute Vice Chair will be eligible to serve two additional terms. The Vice Chair must be on campus during most of the summer.

Responsibilities of the Vice Chair

The responsibilities of the Vice Chair include the following:

- Chair meetings of the Scheduling Committee
- Gather information from the Sections on teaching preferences; courses required for Programs (undergraduate, graduate, BMB) and Sequences (e.g., Biotech, Conservation); and the scheduling of STAR semesters, sabbaticals, buyouts, or release time
- Gather and coordinate information from the Chair, Section Heads, Undergraduate Advisors, Associate Chairs, and chief administrative aide on University

curriculum deadlines, pertinent teaching-related issues, and requirements that affect course offerings or logistics

- Ensure timely completion of teaching assignments to meet Department and University deadlines
- Determine teaching schedules and assignments in collaboration with the Chair and the Scheduling Committee
- Serve as ad hoc liaison with Department committees, Sections, faculty, and staff
- Provide support to the Chair in matters of departmental public relations, hosting campus visitors, and organizing promotional material
- Advise the Chair on issues of daily Department operation and foster communication, cooperation, and understanding between individual faculty and between faculty and the Department administration and staff

Associate Chairs

Basic Operational Objectives

The two Associate Chairs will be responsible for the administrative duties of the undergraduate and graduate programs. One or both will serve as Acting Chair of the Department in the absence of the Chair and Vice Chair of the Department.

Appointment of the Associate Chairs

The Associate Chairs will be appointed by the Chair after consultation with the DFSC from a pool of applicants and nominees solicited from the faculty. Associate Chairs will serve a two-year term and will be eligible to renew the appointments for additional terms. Associate Chairs are limited to three consecutive terms. If an Associate Chair is unable to complete the term, a substitute Associate Chair will be appointed to complete the term according to the same procedure described above. The substitute Associate Chair will be eligible to serve two additional terms. Associate Chairs must be on campus during most of the summer.

Responsibilities of the Associate Chairs

Associate Chairs will provide administrative support for the Department Chair and will have the following responsibilities.

Associate Chair for Graduate Studies

The responsibilities of the Associate Chair for Graduate Studies include the following:

Admission and Recruitment

- Chair the Graduate Studies Committee
- Coordinate graduate admission in conjunction with the Graduate Studies Committee
- Coordinate graduate recruitment and correspondence with prospective graduate students
- Coordinate the production of graduate brochures, newsletters, and other relevant publications
- Coordinate the assignment and monitoring of graduate assistantships

Advisement

- Coordinate new-student orientation
- Evaluate M.S. and Ph.D. student Plans of Study
- Advise graduate students on graduation and curriculum requirements

Degree Requirements

- Oversee degree requirements
- Advise students and faculty regarding Ph.D. preliminary examinations and thesis and dissertation defenses
- Maintain thesis and dissertation standards

Curriculum and Program Development

- Coordinate graduate program reviews
- Provide coordination, support, and information for graduate-course development
- Promote and develop funding for the graduate program
- Represent the Department on graduate curriculum matters at the College and University level

Associate Chair for Undergraduate Studies

Admission and Recruitment

- Chair the Undergraduate Studies Committee
- Coordinate undergraduate admissions
- Coordinate undergraduate recruitment
- Coordinate production of undergraduate brochures, newsletters, and other publications
- Supervise and coordinate new-student orientation

Advisement

- Coordinate undergraduate advisement
- Coordinate pre-professional programs
- Coordinate Preview activities
- Coordinate student tutorial assistance

Degree Requirements

- Oversee degree requirements
- Oversee the Senior Thesis option and maintain standards
- Serve as coordinator for BSC 303, Senior Thesis
- Track Senior Thesis students and maintain records on students enrolled, advisors, and thesis titles

Curriculum and Program Development

- Maintain undergraduate program integration, including the teacher-education program
- Represent the Department on undergraduate curricular matters at the College and University level
- Coordinate undergraduate program reviews
- Promote and develop funding sources to enhance the undergraduate program
- Oversee the Honors Programs in Biology
- Provide coordination, support, and information for new course development
- Coordinate the assignment and monitoring of UTAs

Committee Structure and Responsibilities

Departmental committees are divided into two categories: a) appointed committees and b) elected committees. The former are appointed by the Department Chair, in consultation with the DFSC, whereas the latter are elected by the tenured and tenure-track faculty. Tenured faculty, tenure-track faculty, non-tenure-track faculty, and staff may serve on appointed committees; however, only tenured or tenure-track faculty may serve on the elected committees. Student representatives on committees will be elected by their peers each year. Elections will be managed by Phi Sigma or in a manner designated by the Chair.

Appointed Committees

There are six standing, appointed committees that work on policy development, planning, and implementation. Two additional committees, the University Research Grant Review Committee and the Scheduling Committee, perform specific functions and are established according to different procedures described below. By **April 1st** of each year, the Chair will request faculty to indicate on which of the six standing committees they wish to serve as chair or member during the coming academic year. The Chair will provide those requests to the DFSC and the DFSC will recommend committee assignments to the Chair, taking into account faculty requests, Department needs, and the importance of having diverse representation on committees and in positions of leadership. The Chair will appoint the committee chairs and members by **May 15**. Committee chairs will be limited to two consecutive two-year terms. Committee members also will serve for two-year terms but with no limitation on the number of consecutive terms that may be served. The Department Chair is an ex-officio member of all committees, unless excluded by regulations of the Board of Trustees, University, College, or Department.

Committee duties will be evaluated each year by the Chair in consultation with the DFSC. Proposed changes in committee duties will be presented for consideration to the faculty by **April 1st** of each year.

Budget and Finance Committee

The committee will be chaired by the Department Chair and will have three additional faculty members (one from each of the Sections) and a staff member associated with the budget process and equipment maintenance and selection. The major responsibilities of the committee include:

- Consult with the Chair on budget preparation
- Make recommendations to the Chair on equipment purchases
- Advise the Chair on financial issues, including fund-raising, long-term planning, and identification of areas for future development

Curriculum Committee

The committee will have a chair, three additional faculty members, one staff member, an undergraduate student, and a graduate student. The major responsibilities of the committee include:

- Review undergraduate and graduate program and Sequence proposals and make recommendations to the faculty
- Shepherd faculty-approved undergraduate and graduate program and Sequence proposals through the university's curriculum process
- Review undergraduate and graduate course proposals and make recommendations to the faculty
- Shepherd faculty-approved undergraduate and graduate course proposals through the university's curriculum process
- Monitor college and university curricular procedures
- Monitor undergraduate General Education curriculum and requirements

Undergraduate Studies Committee

The committee will be chaired by the Associate Chair for Undergraduate Studies and will have three additional faculty members (one of whom will be the Honors Program Coordinator), an undergraduate student, a graduate student, and a staff member involved in advisement or laboratory coordination. The major responsibilities of the committee include:

- Develop undergraduate curriculum
- Develop undergraduate programs and Sequences
- Oversee undergraduate research opportunities
- Oversee and review the Undergraduate General Education curriculum and requirements
- Assess undergraduate curricular objectives
- Establish undergraduate admissions criteria
- Assist the Associate Chair for Undergraduate Studies in recruitment
- Administer the undergraduate thesis program
- Solicit, evaluate, and recommend to the Department Chair nominations of undergraduate students for departmental, university, and national awards
- Develop and maintain the undergraduate program's website

Graduate Studies Committee

The committee will be chaired by the Associate Chair for Graduate Studies and will have three additional faculty members (one from each of the Sections) and a graduate student. The major responsibilities of the committee include:

- Develop graduate curriculum
- Develop graduate programs and Sequences
- Assess graduate curricular objectives
- Establish graduate admission criteria
- Advise the Associate Chair for Graduate Studies on admission of graduate students, student progress and eligibility for continued financial support, transfer of students between degree programs or options, and other issues related to graduate studies
- Solicit, evaluate, and recommend to the Department Chair nominations of graduate students for departmental, university, and national awards
- Oversee on-site visits of prospective graduate students
- Assist the Associate Chair for Graduate Studies in recruitment
- Develop and maintain the graduate program website

Facilities and Space Committee

The committee will have a chair and three faculty members and one staff member. The major responsibilities of the committee include:

- Manage and meet facilities and space needs for teaching and research
- Develop equipment usage policy, including departmental vehicles
- Coordinate the assignment and management of major departmental equipment
- Develop and coordinate facilities renovation
- Develop plans to meet new facilities and space needs
- Review plans for facility and space utilization

Public Relations Committee

The committee will have a chair and two additional faculty members, a staff member, and a graduate student. The major responsibilities of the committee include:

- Coordinate the preparation and production of recruitment brochures

- Develop and coordinate the production of alumni newsletters, student newsletters, and other appropriate publications
- Develop and maintain relationships with alumni
- Develop and coordinate high school and community outreach activities
- Develop and publicize faculty and student achievements
- Plan and coordinate activities for departmental open houses or other public activities scheduled by the Department, College, or University
- Plan and organize departmental social events
- Maintain a local and national speaker's bureau listing
- Coordinate the Rilett Life Science Lecture
- Develop and oversee the departmental web site

University Research Grant Review Committee

This committee will have three faculty members and the Department Chair. The three faculty members will be nominated by their respective Sections to ensure sectional representation. The process within each Section whereby an individual is chosen for nomination can include an actual election, identification by the Section Head of an appropriate Section member, or any other method approved by the Section. If no nomination is forthcoming from a Section, the Chair, in consultation with the DFSC, will appoint the committee members. The sole responsibility of this committee is to review applications for University Research Grants.

Scheduling Committee

The committee will be chaired by the Vice Chair and will consist of the Associate Chairs, Undergraduate Advisors, and a staff member. The chair of the committee is responsible for directing meetings and ensuring that committee decisions are implemented. The chair of the committee sets the meeting agenda, which is published at least one day before the scheduled meeting. One member of the committee serves as the secretary to take meeting minutes, which will be presented to the committee for approval at the beginning of the next scheduled meeting. The committee usually meets weekly during the academic year. The major responsibilities of the committee include:

- Advise the Chair on:
 - Time and room assignments for all courses
 - Hiring of NTT instructors
 - Performance of NTT instructors
 - Faculty teaching assignments
- Develop, submit, and review class schedules for the University Scheduling Office

- Communicate teaching assignments to faculty members in a timely fashion
- Maintain enrollment records for all courses
- Determine student demands and preferences of courses
- Track teaching assignments and develop a long-term projection of courses needed to meet curricular needs
- Discuss Section teaching plans with the Section Heads
- Include sabbaticals and STAR semesters in the development of teaching assignments
- Coordinate the proposed Section teaching plans and the Department teaching assignments with the Sections and their members

Other Appointed Positions

In addition to the six appointed committees, individual faculty members will be appointed to positions to fulfill specific departmental functions as described below. These appointments will be made by the Department Chair in consultation with the DFSC. The term of appointment for these positions will be two years.

Director of Organismal Biology and Public Outreach B.S. Sequence

- Coordinate curricular and professional practice requirements for the Sequence
- Advise students on Sequence requirements and interact with the Coordinator of Professional Practice to arrange outreach opportunities
- Interact with the University's Office of Career Placement to best serve Sequence students

Director of Biology Teacher-Education Program

- Develop and coordinate the departmental teacher-education program
- Assure NCATE compliance for the teacher-education program
- Develop in-service teacher workshops

Directors of the Biotechnology M.S. Sequence and the Conservation Biology M.S. Sequences

Each Sequence will have a faculty member appointed as its Sequence Director to assist the Associate Chairman for Graduate Studies. In addition to those listed below, duties of the Directors are summarized in Appendix I.

- Coordinate curricular and research requirements for the Sequences
- Recruit and advise M.S. students on issues related to the Sequences

Director of Behavior, Ecology, Evolution, and Systematics M.S. and Ph.D. Sequences

- Coordinate curricular and research requirements for the Sequences
- Advise M.S. and Ph.D. students on issues related to the Sequences.

Director of Molecular and Cellular Biology Ph.D. Sequence

- Coordinate curricular and research requirements for the Sequence
- Advise Ph.D. students on issues related to the Sequence

Curators

- Curator of the Herbarium, Curator of Invertebrates, and Curator of Vertebrates will be responsible for the maintenance and development of the respective collections within the Department

Seminar Coordinator

- Coordinate the weekly departmental seminar series

Honors Program Coordinator

- Coordinate and develop departmental Honors Program
- Serve as departmental representative to the University Honors Program
- Serve as member of Undergraduate Studies Committee

Phi Sigma Research Symposium Coordinators

- Coordinate the annual Phi Sigma-Department of Biological Sciences Research Symposium
- Ordinarily, the Coordinators of the Research Symposium are the Phi Sigma Advisors (appointed by Phi Sigma)

Library Liaison

- Represent the Department on library issues to Milner Library

BCTSU Liaisons (two representatives)

- Represent the Department on the Biology Chemistry Technology Support Unit

Professional Practice Coordinator

- Oversee the placement of students into internships and paid and unpaid positions
- Meet with students to determine eligibility, select a work site, and establish criteria, goals, and credit hours for the experience.
- Confirm employment, evaluate the student's experience, and assign grades for the experience.

Elected Committees and Positions

DFSC

The DFSC will be elected according to departmental ASPT guidelines. The responsibilities of the DFSC include:

- Conduct annual faculty ASPT evaluations
- Provide the faculty with a brief summary of the representative productivity within each category for teaching, research, and service
- Periodically review and revise ASPT evaluation procedures and the faculty productivity form
- Make faculty award nominations
- Recommend joint and adjunct appointments
- Address personnel issues related to tenure-track faculty and NTT faculty
- Coordinate with Chair the appointment of a mentor to new faculty members
- Advise the Chair on Associate Chair appointments and committee/coordinator/liason assignments
- Advise the Chair on any issues related to departmental business

Section Heads

Each Section will elect its own Section Head from among the tenured and tenure-track faculty holding membership in the Section. Section Heads will serve for a two-year term and there is no limit on the number of consecutive terms that may be served. The name of the Section Head must be submitted to the Chair by 1 April of the second year of each term. The major responsibilities of the Section Heads include:

- Call meetings of the Section, lead discussion within the Section, and communicate information to and from the Section and Chair
- Ensure responsibilities of the Section are fulfilled
- Oversee the development of the Section's 5-year course-offering plans

Ad Hoc Committees

The Department Chair may establish ad hoc committees for particular purposes at any time during the calendar year. Creation of ad hoc committees and their membership will be communicated to the faculty at the time of their creation. All ad hoc committees will cease to exist at the end of the academic year in which they were created.

Sections

Sections are associations of faculty members based on disciplinary and intellectual commonalities. The Department has three Sections: 1) Behavior, Ecology, Evolution, and Systematics; 2) Genetics and Microbiology; and 3) Cell Biology, Physiology, and Developmental Biology. Section names and number may change as Section membership and organization changes. Formation of a new Section is initiated by the faculty members with approval by the DFSC and the Chair and with the advice of the faculty. The role of the Sections is to provide advice to the Department on matters related to the subdisciplines represented in the Section, including the following:

- Provide nominations for the URG committee
- Provide advice to the Chair, in the form of a Section-wide 5-year plan, on scheduling and staffing of courses that cover disciplines represented in the Section
- Provide advice to the Chair and to the Budget committee on the purchase of instructional and research equipment
- Provide advice to the Chair and to the Facilities and Space committee on current and future facilities and space needs of the Section
- Provide advice to the Chair and the DFSC on new faculty hiring
- Facilitate Journal Club, Brown-Bag Seminars, and other informal research-related seminars

Updating the Document

This document will be approved by the faculty each year by **May 1st**. The Department Chair will call for updates of the document by the **first Monday of March** of each year. The Chair and DFSC will consider the recommendations by the **third Monday of March**. The proposed changes and the document (with proposed revisions or unchanged) will be presented to the faculty for consideration by **April 15th**.

APPENDIX I

DUTIES OF GRADUATE SEQUENCE DIRECTORS

Each Sequence will have a faculty member appointed as its Sequence Director to assist the Associate Chairman for Graduate Studies (ACGS). The Sequence Directors, who report to the ACGS, will be responsible for routine operations and will assist the ACGS in other administrative requirements.

I. Routine duties

General (applies to all Sequences)

1. Establish and work with their Sequence Advisory Group to develop policy recommendations.
2. Advise students in selecting courses in the Sequence to match their research and career interests.
3. Maintain departmental website information on the Sequence.
4. Develop an informational database on relevant internships and employment opportunities.
5. Collect data required for internal (e.g., program review) and external (e.g., national surveys) evaluations of the Sequence.
6. Produce an annual productivity report about the Sequence.
7. Serve on the Program Subcommittee of the Department's Program and Schedule Committee.

Specific to the Biotechnology M.S. Sequence

1. Maintain external information; specifically, update links to relevant biotech websites (e.g. ASM, NCBI, TIGR genome database, Sanger Database, ASBC, etc.).
2. Maintain the Biotechnology Sequence brochure.
3. Maintain and enforce the "Check List of Requirements for the Sequence in Biotechnology."

Specific to the Conservation Biology M.S. Sequence

1. Maintain external (e.g., Rice University conservation biology programs) website information.
2. Maintain the Conservation Biology Sequence brochure.
3. Maintain and enforce the "Check List of Requirements for the Sequence in Conservation Biology."
4. Advise students on how to connect their thesis topic to conservation biology (done in consultation with their major professor and thesis committee).

Specific to the Molecular and Cellular Biology Ph.D. Sequence

1. Maintain external information; specifically, update links to relevant websites
2. Maintain the Molecular and Cellular Biology Ph.D. Sequence brochure
3. Maintain and enforce the Sequence's 'Check List of Requirements'

II. Assistance to the Associate Chairman for Graduate Studies (ACGS) duties

General (applies to all Sequences)

1. Recommend to the ACGS faculty appointments to the relevant Sequence Advisory Group.
2. Grant permission for students to enroll in the Sequence after gaining admittance.
3. Approve student course substitution requests for Sequence core or Sequence elective course requirements.
4. Serve as contact person for the Graduate School regarding any questions concerning students' Sequence-related plans of study.
5. Update catalog copy description of the Sequence.

Specific to the Biotechnology M.S. Sequence

1. Approve Independent Study (BSC 400) or Graduate Research in Biological Sciences (BSC 495) to be used for meeting part of the elective course requirements.

Specific to the Conservation Biology M.S. Sequence

1. Approve Independent Study (BSC 400) or Graduate Research in Biological Sciences (BSC 495) to be used for meeting part of the elective course requirements.
2. Approve the conservation biology component of thesis proposals (done in consultation with major professor and thesis committee).
3. Approve the conservation biology chapter/content of dissertations, in consultation with the major professor and dissertation committee.

Specific to the Molecular and Cellular Biology Ph.D. Sequence

1. Approve Independent Study (BSC 400) or Graduate Research in Biological Sciences (BSC 495) requests to be used for meeting part of the elective course requirements.
2. Approve the Molecular and Cellular Biology component of dissertation proposals and dissertations, in consultation with the major professor and dissertation committee.

III. Duties of the Sequence Advisory Groups

Each sequence will have its own Sequence Advisory Group (SAG) appointed by the departmental chairperson and headed by the relevant Sequence Director. The charge of each SAG is to develop policy recommendations related to the following aspects of their respective Sequence:

1. Curriculum
2. Recruitment
3. Internships/Jobs/Research Opportunities
4. Publicity
5. Advisement
6. Strategic Planning

It is anticipated that each SAG will meet at least once each semester to provide guidance to the Sequence Director. The Sequence Director will be responsible for taking consensus recommendations of their advisory group and forwarding them to the Associate Chairman for Graduate Studies for implementation and appropriate dissemination.