I. Statement of Intention

We believe that it is only through shared governance that we can best advance our teaching, research and service objectives. To that end, we want to create an environment in which all members of the faculty share both the responsibility for and opportunity to participate in all aspects of departmental function, and one where all views are expressed and considered in respectful ways.

II. Department Faculty

(a) The department faculty is defined as all full-time — tenured, tenure-track, and term — faculty members, including faculty on leave (sabbatical and leave without pay). Emeritus, adjunct, affiliate, research, or visiting faculty are currently not involved in the governance process. Those with joint appointments who have identified CHEM as their primary affiliation (i.e., where major teaching and research responsibilities occur, and rank and tenure actions originate) are also considered departmental faculty.

(b) The department faculty is charged with determining the operating policies and procedures of the department, pursuant to the governance guidelines of the College of Arts & Sciences, and the University. Change to existing policies and procedures or proposal for new ones may be introduced by any faculty member for discussion and approval (by majority vote).

(c) With the exception of the chair, who is in a leadership position, all faculty members have equal opportunity to shape departmental decisions through voting or other means except cases that are excluded by faculty manual, such as tenure line hire and promotion. No votes may be taken unless a quorum of at least one half of the department’s faculty members are present.

(d) The faculty make recommendations to the chair concerning hiring priorities, the selection of job candidates, and the hiring of new faculty, although only tenure-line faculty are eligible to vote during the tenure-line hiring process.

(e) The faculty formulate teaching-load policies, pursuant to the faculty manual and guidelines from the Dean of CAS.

(f) The faculty will meet at the call of the chair, or upon the written request of at least one half the faculty (submitted to the chair). All members of the department faculty are invited to attend regular faculty meetings. Other people may be invited at the discretion of the chair and/or a majority of the faculty.

(g) All term faculty with fewer than three years of full-time service at AU and pre-tenure faculty will be assigned a mentor by the department chair, pursuant to the CAS Faculty Mentoring Policy.

(h) Faculty not yet at the highest available rank (typically, Professor for tenure line and Hurst Senior Professorial Lecturer for term faculty) are encouraged to report on their progress toward promotion annually by submitting a short memo and a up-to-date CV to be reviewed by the chair, pursuant to the CAS Pathway to Promotion Policy.
III. Chair

In collaboration with faculty members, the chair is responsible for conceiving, shaping, and implementing existing and new academic programs in order to promote the improvement of the department and the department faculty. The chair is also responsible for encouraging and supporting the professional development of the department faculty.

(a) The chair coordinates all facets of departmental operation and oversees the administrative functioning of the department, including course assignment and scheduling, the budget, and the hiring of term or adjunct faculty.

(b) The chair will nominate faculty advisers and program directors for all graduate and undergraduate programs for approval (by majority vote) by the faculty.

(c) The chair reports to the Dean of CAS. Though responsibilities may be delegated, the chair remains responsible for ensuring that all major departmental functions are carried out, all interested parties are informed, the obligations set by the office of the Dean of CAS are met punctually, and University-stipulated procedures are followed.

(d) The Chair makes recommendations for faculty hiring and reappointment, for faculty promotion and tenure, and for faculty merit. The Chair also forwards the recommendations of the Search Committee (or Faculty) concerning the hiring of tenure track and term faculty to the Dean of CAS. Normally the Chair recommends adjunct faculty to the Dean of CAS.

(e) Except where prohibited by AU regulations (as with the Rank & Tenure Committee when it considers individual faculty actions), the chair may choose to sit on other departmental committees, whether ad hoc or standing. If there is a nomination or voting process to serve on a given committee, the chair is subject to the same process as any other faculty member.

(f) Subject to approval and appointment by the Dean of CAS, the chair is selected by the department faculty. If a new chair must be selected, all faculty members will be notified and will have the opportunity to nominate themselves (if they are eligible) or other eligible faculty members. A faculty member cannot be nominated without his/her consent.

(g) Faculty eligible to serve as chair should be tenured and preferably have a rank of Professor. After candidates are nominated, all faculty will be notified at least one week in advance about when and where voting will take place. Faculty who are not available to vote in person may vote in absentia by email or another method. The chair is recommended by a majority of votes.

If there are 2 or more candidates and no one wins a majority of votes, a runoff shall be held among the top candidates. If no candidate receives the majority of votes after three rounds, the names of the top candidates shall be submitted to the Dean of CAS for final resolution.

(h) The chair’s term of office is ordinarily three years. After the chair has served for three years, selection process for a new chair will occur. The previous chair can be nominated and can serve additional terms if elected by faculty vote. Under extraordinary circumstances, the Dean of CAS may be petitioned by a two-thirds vote of the department faculty to terminate the Chair’s term of office at the earliest practicable time.
IV. Standing Committees

Committees generally consist of at least three faculty members. In the event that the number of faculty in the department makes this impractical, a committee’s functions may be filled by one or two faculty members. With the exception of the Rank and Tenure Committee, Departmental Committees will be formed on a volunteer basis or appointed by the Chair in consultation with the faculty, as needed.

(a) Undergraduate Studies Committee (USC) is charged with coordinating and encouraging efforts on the part of the department to improve or expand academic opportunities for undergraduates (courses, degree requirements, merit awards, internships and study abroad opportunities).

(b) The Graduate Studies Committee (GSC) is charged with coordinating and encouraging efforts on the part of the department to improve or expand opportunities for graduate students. Additionally, the GSC will review all applications to graduate programs within CHEM and make decisions regarding admittance and graduate funding, including departmental graduate awards. The chair of the GSC will be responsible for ensuring that graduate students fulfill the requirements for their degrees, coordinate graduate advising, and oversee the administration of comprehensive examinations.

(c) Curriculum Assessment Committee (CAC) is charged with conducting the department’s annual assessment evaluation of undergraduate and graduate programs. This includes revising student learning objectives, documenting measures to assess student learning, and completing the annual report using the online system, TracDat.

(d) Rank & Tenure (R&T) Committee is comprised of all tenured members of the department faculty, unless excluded by AU regulations. To avoid a perceived conflict of interest, faculty who have a separate vote or voice in faculty actions, such as the department chair or any faculty member serving as a dean or associate dean are excluded from all R&T meetings that consider individual faculty actions. Chemistry faculty serving on the Committee on Faculty Actions should attend the R&T meetings, but recuse themselves from the CFA discussion of Chemistry faculty actions.

Tenure-line and tenured faculty: Working on the basis of University and Department criteria, the chemistry R&T committee is responsible for making recommendations to the CAS Science R&T committee, which is comprised of tenured faculty members in CAS science departments including Biology, Chemistry, Computer Science, Environmental Science, and Physics. The CAS Science R&T makes recommendations on promotions in rank, tenure decisions, tenure-track reappointments, merit, and leaves of absence.

Voting on recommendations for promotion to associate professor or to full professor is restricted to tenure-line faculty committee members whose current rank exceeds that of the candidate for promotion. For promotions to full professor, only full professors (and any current distinguished or university professors) may vote.

Term faculty: The Chemistry R&T committee is responsible for making recommendations to the department chair concerning renewals, promotions in rank, leave without pay and multi-year contracts for term faculty.

V. Ad Hoc Committees
(a) *Search Committee* is the initiating body for decisions pertaining to the hiring of full-time faculty (term, tenure track, and senior faculty hired with tenure). It drafts an advertisement for the open position, publicizes the ad, chooses the candidates to interview and selects the candidates to bring to campus to present seminars. The Search Committee presents its recommendations via the chair to the dean of CAS. Generally, search committees will be comprised of tenured or tenure-track faculty, but term faculty are eligible to serve as non-voting members. To avoid a perceived conflict of interest, faculty who have a separate vote or voice in faculty actions, such as the Chair or any faculty member serving as a dean, are normally excluded from serving on the Search Committee. However, exception may be made by majority vote of the department faculty.

(b) *Grievance Committee* is the body that reviews faculty grievances, student academic grievances and student grievances on discrimination and sexual or other harassment in accordance with the relevant sections of the Faculty Manual, the University’s Academic Regulations, and University Policies on Discrimination and Discriminatory Harassment.