Department Faculty

The department faculty comprise all tenured and tenure-track faculty members, including faculty on leave (both sabbatical and leave without pay), research faculty, faculty with joint appointments in other departments, and term faculty. The department faculty do not include emeritus faculty, adjunct faculty, affiliate faculty, or visiting faculty.

The department faculty are responsible for all departmental decisions and policies. The faculty formulate educational policy. 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 and tenured faculty may vote during the hiring process. The faculty formulate teaching-load policies, pursuant to the Faculty Manual and guidelines from the Dean of CAS.

During a faculty-search process, the faculty provisionally delegate their relevant authority to the Search Committee. Guided by the recommendations of the Search Committee, the department faculty make recommendations to the Chair on the hiring of new faculty. Based on the (usually informal) recommendations of the faculty, the Search Committee provides written recommendations to the Chair on the hiring of new faculty.

During a chair-search process, the faculty provisionally delegates its relevant authority to the departmental Rank and Tenure Committee. Guided by the recommendations of the departmental faculty, the Rank and Tenure makes recommendations to the Dean on choice of the Department Chair.

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.

Chair

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 enabling the professional development of the department faculty.
The Chair coordinates all facets of departmental operation and oversees the administrative functioning of the department, including course scheduling. The Chair will appoint faculty advisers and program directors for all graduate and undergraduate programs.

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 in such fashion that all interested parties are informed, that the obligations set by the office of the Dean of CAS are met punctually, and that University-stipulated procedures are followed.

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, term, and adjunct faculty to the Dean of CAS.

Except where prohibited by AU regulations (as with the Rank and Tenure Committee when it considers individual faculty actions), the Chair may choose to sit on other departmental committees, whether ad hoc or standing.

Subject to approval and appointment by the Dean of CAS, the Chair of the Department of Biology is selected by department faculty holding a minimum rank of associate professor.

The Chair's term of office is ordinarily three years. Subject to approval and appointment by the Dean of CAS, the department faculty may recommend that the Chair's term of office be renewed for an additional three years. 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 end of any academic year.

Standing Committees

Undergraduate Studies Committee

The Undergraduate Studies Committee will have at least three faculty members; it is charged with conducting the department's annual assessment evaluation of undergraduate programs. The Undergraduate Studies Committee will also administer grants and awards to undergraduate students (e.g., the Grebe Award and the Gloria Likins Scholarship).
The Graduate Studies Committee

The Graduate Studies Committee will have at least three faculty members; it is charged with conducting the department’s annual assessment evaluation of graduate programs. The Graduate Studies Committee will review all applications to graduate programs within Biology, and make all decisions regarding admittance and graduate funding, including departmental graduate awards. The Chair of the Graduate Studies Committee will be responsible for overseeing the process by which graduate students fulfill requirements for their degrees, coordinate graduate advising, and oversee the administration of comprehensive examinations.

Rank and Tenure Committee

The Rank and Tenure Committee comprises 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 Chair or any faculty member serving as a dean or associate dean, are excluded from all Rank and Tenure meetings that consider individual faculty actions.

Working on the basis of University and Department criteria, the R&T committee is responsible for making recommendations to the department Chair concerning the following: promotions in rank, tenure decisions, tenure-track reappointments, faculty merit, and leaves of absence. On these matters, the department R&T committee is also responsible for making recommendations to the CAS Science R&T committee comprised of tenured faculty members in CAS science departments including Mathematics & Statistics, Computer Science, Physics, Chemistry and Environmental Science.

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 Distinguished Professor or University Professor, only full professors (and any current distinguished or university professors) may vote.

Curriculum Committee

This committee is comprised of at least one faculty member from each of the following constituents: tenure line faculty, term faculty, undergraduate studies committee and graduate studies committee. This committee is responsible for
advising the chair on course offerings and scheduling towards ensuring timely availability of all coursework for all students, and for submitting minor and major modifications to the EPC.

**Ad Hoc Committees**

*Search Committee*

The Search Committee is the initiating body for decisions pertaining to the hiring of full-time, tenure-track faculty. It 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. The Search Committee may also make recommendations on any other appointment matters, such as appointments of term faculty, and will do so if required by College or University rules. 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 excluded from serving on the Search Committee. When a willing candidate is available, the Department Faculty may (at its discretion) elect one graduate student to the Search Committee as a non-voting member.

*Grievance Committee*

Faculty grievances, student academic grievances and student grievances on discrimination and sexual harassment are dealt with by a Grievance Committee in accordance with the relevant sections of the Faculty Manual, the University’s Academic Regulations, and University Policies on Discrimination and Discriminatory Harassment.

*Chair’s Advisory Committee*

This committee is comprised of senior faculty members with experience and expertise in at least one of the following areas: undergraduate teaching, college and/or university committee service, and curriculum development. This committee advises the chair on issues to do with changes in departmental personnel, space and curriculum.