DEPARTMENTAL BYLAWS*
Department of Biological Sciences
University of Illinois at Chicago
Approved 8/19/15

The Department of Biological Sciences is subject to the statutes of the Board of Trustees of the University of Illinois, the University of Illinois's General Rules Concerning University Organization and Procedure, bylaws of the University of Illinois at Chicago (UIC), and the bylaws of the UIC College of Liberal Arts and Sciences (LAS). Statutory language applies for any subject not addressed herein. The department bylaws ensure an equitable work environment for faculty, staff, and students.

Section I. Departmental Faculty

A. Members of the Voting Faculty
   Faculty members with full voting rights must hold at least a 50% academic position in the Department of Biological Sciences. These include those members of the academic staff who are tenured or receiving probationary credit toward tenure (professors of assistant, associate, and full professor rank), on the clinical and research track, and lecturers.

B. Rights of the Faculty

1. Voting Faculty
   Voting faculty retains the right to review and advise on policy matters and to review the actions of the department head and any other appointed officer of the department. Voting faculty may vote in absentia to elect the departmental Faculty Advisory Committee. Actual or virtual presence of such faculty is required to participate in any other votes. Tenured faculty on sabbatical may vote on departmental issues including personnel decisions, provided they participate actively via teleconference or videoconference in any departmental discussions preceding the vote. Only tenured or tenure-track faculty may vote on decisions pertinent to tenure-track hires, and only members of the Graduate College can vote on decisions pertinent to the graduate program. Voting on promotion and tenure (P&T) decisions is subject to the UIC P&T guidelines to policies and procedures, available from the Office of the Vice Provost for Faculty Affairs.

2. Non-voting Faculty
   Non-voting faculty, which includes adjunct, affiliate, visiting, emeritus professors of any rank, as well as visiting lecturers, retain the right to consult with the department head about matters of concern.
Section II. Departmental Officers

A. Department Head

1. **Appointment**
   The department head is appointed by the Board of Trustees of the University of Illinois in accordance with the University of Illinois Statutes, Article IV, Section 3a upon the recommendation of the dean of LAS after soliciting the advice of the entire department faculty. The mechanism of the search procedure will be developed in consultation with the College of LAS and the LAS Dean.

2. **Responsibilities**
   The department head is the executive officer of the Department of Biological Sciences. The department head is responsible to the dean of the College of Liberal Arts and Sciences (LAS) for the orderly administration of the department and also acts as a liaison between the department and LAS.

   The department head assigns teaching and service duties to the faculty, administers the hiring of academic and non-academic staff as needed, has general supervision over the work of students, is responsible for the distribution and expenditure of funds, makes decisions for academic and non-academic staff salaries as required, and makes recommendations to the dean of LAS regarding promotion, or promotion and tenure of faculty. The department head is advised by the departmental Faculty Advisory Committee with regards to matters deemed important by either the department head or the advisory committee, or which are described in the University Statutes, Article IV, Section 3d. If the department head is absent or otherwise unable to carry out executive officer duties, the associate head will assume acting department head status. If neither the head nor associate head are able to perform this duty, the DGS will assume the role of acting head by default.

   In the event of a conflict of interest between the department head and a member of the faculty or staff, a management plan from LAS signed by the department head and relevant faculty or staff member will be in place to ensure that institutional decisions (such as assignments, pay, benefits, leaves, retention, and discipline) normally made by the department head will be referred to the dean of LAS.

3. **Review**
   The department head will be reviewed every 5 years according to the unit executive officer fifth year review policies, procedures and guidelines established by the Office of the Vice Provost for Faculty Affairs. The departmental Faculty Advisory Committee, in consultation with the entire department faculty, shall provide a review of the head to the dean of LAS as part of this process.
B. Director of Graduate Studies (DGS) and Alternate Director of Graduate Studies

1. Appointment
The DGS is appointed by the department head annually. The DGS must be tenured and a member of the Graduate College. A second faculty member shall be appointed by the head to serve as alternate DGS, and must also be tenured and a member of the Graduate College.

2. Responsibilities
The DGS, assisted by the staff graduate school specialist, is responsible for corresponding with prospective students, monitoring the progress of existing students on a semester basis, and in general acting as liaison between the graduate students and the Graduate College. The DGS coordinates the admissions process with the faculty members and is assisted by departmental office staff members. The DGS also works with the office staff members, the alternate DGS, the department head, and individual faculty, in assigning teaching assistants to biology courses.

3. Review
The department head evaluates the performance of the DGS and alternate DGS as part of the annual faculty evaluation of the individual.

C. Director of Undergraduate Studies (DUS)

1. Appointment
The DUS is appointed by the department head annually. The DUS must be tenured and a member of the Graduate College. A second faculty member shall be appointed by the department head to serve as alternate DUS, and must also be tenured and a member of the Graduate College.

2. Responsibilities
The DUS oversees the departmental undergraduate major and minor programs. Duties include advising students on course work and careers, working with the LAS undergraduate advisors assigned to the department, and acting as liaison between the majors and minors and the LAS Office of Student Affairs. The DUS also advises the department on externally and internally driven recommendations for changes to the programs. The DUS is assisted by a departmental office staff, and the department head.

3. Review
The department head evaluates the performance of the DUS and alternate DUS as part of the annual faculty evaluation of the individual.

Section III. Departmental Committees and Service Positions

Eligibility on all committees is open to all tenure-track and non-tenure track faculty members with at least 50% appointment with the Department of Biological Sciences. All committees shall meet at least twice per semester, excluding summer.
A. Faculty Advisory Committee
The Faculty Advisory Committee shall be composed of three tenure-track faculty members elected from a pool of self-nominated candidates through a secret ballot of the tenure-track faculty at the first faculty meeting of the academic year. One non-tenure track faculty member from a pool of self-nominated candidates will be elected in a secret ballot by the non-tenure track faculty. Each elected representative will serve a three-year term starting at the conclusion of the vote and cannot serve two consecutive cycles.

With prior notification, the department head can invite UIC guests to individual Faculty Advisory Committee meetings to inform the committee on specific issues.

The department head shall act as ex-officio chair except when the Faculty Advisory Committee is discussing the appointment of a department head. According to the University Statutes, Article IV, Section 3f, the Faculty Advisory Committee shall “provide for the orderly voicing of suggestions for the good of the department, recommend procedures and committees that will encourage faculty participation in formulating policy, and to perform such other tasks as may be assigned to it.”

With the exception of the elected members of the Faculty Advisory Committee, the department head appoints chairs and members of all other departmental committees unless otherwise specified. The purpose of these committees is to advise the department head on matters to which the given committee has responsibility for. At the time of adoption of these bylaws, the standing committees are as follows:

B. Third-year Review, Promotion, and Promotion and Tenure Sub-Committees
The third-year review, promotion, and promotion and tenure committees for tenure-track faculty will consist of tenured professors with at least 50% appointments and full voting rights, as defined by the LAS and University bylaws. For non-tenure track faculty promotions, the committee must include at least one non-tenure track faculty member at the higher rank. Departmental Promotion and Tenure guidelines will set provisions if there is no non-tenure track faculty of higher rank at the time of review.

C. Undergraduate Education Policy Committee
This committee of at least three members, appointed by the department head in addition to the DUS, addresses a wide variety of issues regarding educational policy, curriculum, and planning for the entire spectrum of the department’s undergraduate instruction. The committee members will elect their chair.

D. Graduate Education Policy Committee
This committee consisting of at least three members, appointed by the department head in addition to the DGS, addresses a wide variety of issues regarding educational policy, curriculum, and planning for the entire spectrum of the department’s graduate instruction. The DGS will chair the committee.

E. Graduate Admissions Committee(s)
The committee(s), with membership that represents the breadth of the faculty, evaluates student applications for the department’s graduate program, and makes recommendations to the department head for acceptance.
F. **LAS Quorum Committee**
   The Biology LAS Quorum Committee representatives will attend all LAS faculty meetings, or find alternates from among eligible departmental faculty.

G. **Greenhouse Committee**
   This committee acts as a liaison to the department head on matters pertaining to the operation of the greenhouse. The Greenhouse Committee includes the greenhouse manager.

H. **Animal Care Committee**
   This committee acts as a liaison to the department head on matters pertaining to the operation of the animal quarters, and provides advise on animal protocols.

I. **The James Woodworth Prairie (JWP) Committee**
   This committee will manage the JWP and provide oversight of the property, as well as provide undergraduate, graduate and outreach opportunities.

J. **Ad-Hoc Committees**
   The department head may appoint ad-hoc committees on a case-to-case basis to conduct department business in addition to the above committees without the need to revise the existing bylaws. Such committees may include search committees for faculty or staff, curriculum review committees, or undergraduate or graduate program review committees.

**Section IV. Policies and Procedures**

A. **Faculty Meetings**

   1. **Frequency**
      The department head will convene faculty meetings at least twice per term (summer term excluded). There will be a faculty meeting early in the academic year, and meeting times will be arranged by the director of administration to allow as full attendance as possible within the constraints of the faculty teaching schedule. Special meetings can be called and scheduled for optimum attendance. If the department head is not present, the associate head will preside. Meetings in which votes have to take place will not occur unless there is a quorum comprising 50% of the voting faculty.

      Faculty members can request a meeting if a simple majority is in favor. The request and an agenda should be transmitted to the department head. Minutes will be recorded by the director of administration or as appointed by the department head.

   2. **Agenda**
      An agenda should be distributed to the faculty at least one day in advance of the meeting. Faculty can add an item to the agenda by contacting the department head.
3. **Voting**
   Policy decisions by which the department head or the administration requires a vote will pass only with a simple majority vote of faculty in attendance, assuming quorum has been met. Votes are normally oral, except in the cases of personnel decisions and election of the Faculty Advisory Committee members, which will otherwise be conducted by secret ballot. Voting rights are defined in Section 1 Part A, except for voting privileges with respect to mid-probationary reviews, promotion, and promotion and tenure, which are defined by LAS and University bylaws.

**B. Annual Review of Faculty Performance**

The department head will evaluate faculty performance annually. Performance will be determined on the basis of research, teaching, and service activities, each averaged over a 2-3 year period or less, depending on the time the individual has been a member of the department's faculty. The department head will provide a letter to each faculty member summarizing the performance review, including how well expectations were met in each of the three areas. The faculty member is required to acknowledge receipt by returning a signed copy of the letter. The faculty member under review must be given the opportunity to comment or respond to the report orally or with a written statement. The letter, along with documentation of any subsequent discussion should it ensue, will be placed in a file that the faculty member can access.

**C. Mid-Probation Review, Promotion and Tenure**

1. **Paperwork**
   Paperwork for the mid-probationary review is the same as what is used for the university Promotion and Tenure process, with the exception that no external letters will be solicited. A separate document defines the criteria for Promotion and Tenure in the department.

2. **Policy on Peer Teaching Evaluation**
   The undergraduate teaching of every faculty member will be evaluated on a schedule determined by the Promotion and Tenure Committee and the department head according to the procedures established by LAS.

3. **Voting**
   Faculty eligible to vote for promotion and tenure cases as defined in Section 1.B.1 must be present in person or virtually, and must participate in all discussions of the candidate’s documents. Voting shall be conducted by secret ballot.

**D. Mentoring of Faculty**

Faculty members at the assistant professor (tenure-track or clinical) level shall be assigned at least one mentor of a higher rank within the department. Faculty members at the associate professor level are encouraged to have a mentor of higher rank within the department.
E. Bylaws
The faculty with voting rights will review the bylaws formally at least every ten years. The faculty retains the right to review and change the departmental bylaws anytime with a vote consisting of simple majority.

*Per University of Illinois Statues, voting on the enactment of bylaws is limited to the faculty of the University and any of its units, except for the Graduate College, consisting of members of the academic staff with the rank or title in that unit of professor, associate professor, or assistant professor who are tenured or receiving probationary credit toward tenure, and those administrators in the direct line of responsibility for academic affairs (persons who hold the title director or dean in an academic unit, provost or equivalent officer, chancellor/vice president and president).

The bylaws may also grant specified faculty privileges to members of the academic staff of the unit or of other units who are not included in the paragraph above (i.e., neither tenured nor receiving probationary credit toward tenure), and who have the rank or title of professor, associate professor, assistant professor, instructor, or lecturer. Voting on these provisions of the bylaws is also limited to those named in the paragraph above.