

BY-LAWS OF THE FACULTY OF THE BIOLOGY DEPARTMENT, SUNY ONEONTA
(Adopted 19 April 1976 — Revised April 28th, 2008)

PREAMBLE:

The following document shall constitute the By-laws of the Biology Faculty as adopted in response to administrative directive and in accordance with the checklist of items circulated pursuant to action of the Department Chair on November 6, 1975. The sequence of items dealt with follows that of the listing of minima circulated by the appropriate administrator.

ARTICLE I: MEMBERSHIP AND VOTING

- §1. Voting membership in the Biology Department is extended to all full-time faculty teaching at least one class or having equivalent research responsibilities and having academic rank in the Department.
- §2. Voting privileges may be extended to other members of the department by a 2/3 vote of the members. They shall enjoy all rights of membership with the exception that they will not be allowed to vote on any matter relating directly to the continuation or renewal of their status within the department.

ARTICLE II: MEETINGS

- §1. Department meetings will be called at the discretion of the Department Chair. The Department Chair will designate a scribe to prepare and circulate minutes at least one day in advance of the meetings.
- §2. An agenda will be prepared by the Department Chair and will be distributed at least one day in advance of the meeting.
- §3. Any voting faculty member may place items on the agenda for consideration by the Department.
- §4. A quorum of the department will be a majority of the voting membership of the department. Unless otherwise specified, Departmental approval of any matter referred to it requires the consent of a majority of the entire voting membership of the department.
- §5. The request of any member of the voting faculty for a secret ballot on any motion or resolution shall be binding upon the meeting.
- §6. Special meetings shall be initiated by the Department Chair or upon a petition signed by not less than one-third of the Faculty.
- §7. Unless otherwise specified, the Department Chair shall preside at all faculty meetings.
- §8. *Robert's Rules of Order (Revised)* shall be the authority when questions arise concerning parliamentary procedure.

ARTICLE III: SELECTION OF DEPARTMENT CHAIR

- §1. Candidates who have certified willingness to serve as Department Chair shall be considered for recommendation.
- §2. The department shall designate on the basis of majority vote held by secret ballot during a regularly scheduled departmental meeting during the academic year.

§3. Coordinator of said election shall inform the administration of the results thereof.

§4. The term of Department Chair shall be for up to 3 years.

ARTICLE IV: RECRUITMENT, REAPPOINTMENT, AND PROMOTIONS

§1. Recruitment

Decisions concerning areas of specialization and instructional capabilities for any open positions shall be made by the department acting as a committee of the whole. Subcommittees for preliminary considerations such as preliminary screening of resumes may be appointed at the discretion of the Department Chair. Selection of applicants will be made by majority vote of all voting members of the department with voting done by secret ballot.

One publicized time period will be scheduled for students to meet candidates. Students may submit, in writing, their views regarding said candidate to the Department Chair.

§2. Reappointment

Decisions concerning reappointment shall be made by the department less the person(s) in question serving as a committee of the whole. Final action shall be derived by majority vote by secret ballot.

It is required that faculty not having tenure use some formal student evaluation method in each course taught. At the time of reappointment these evaluations may be submitted to the department for their consideration as part of the reappointment procedure.

§3. Promotions

A. The Chair will:

- i. inform all individuals eligible for promotion.
- ii. announce the deadline by which he/she must have all promotion materials.
- iii. write a letter of evaluation for each applicant.
- iv. appoint a Promotion Committee consisting of 2 Professors of Biology.

This committee will perform the following duties:

- a. Conduct a secret vote on the behalf of each applicant to determine how many Biology faculty members support his/her promotion. The lack of a majority vote does not cancel an individuals decision to stand for promotion. Rather, the results of the voting will be used in the letter that the committee prepares (see point iii). The purpose of the vote is not to determine which individual the department will support. Each Biology Faculty member is asked simply to indicate whether he/she believes that an applicant has earned a promotion in accordance with the "Criteria for Evaluation and Promotion of Academic and Professional Employees", as described in the Policies of the Board of Trustees.
- b. Conduct, in the absence of each applicant, a discussion to collect information to be used in support of the applicant.

- c. Write a letter of evaluation for each applicant which represents the faculty opinion of promotion for the applicant. The letters will be delivered to the Chair by the deadline to be included in the promotion packets.

ARTICLE V: POLICY ON DISCRETIONARY AND EQUITY AWARDS

The following procedures established within Academic Affairs will be used in determining merit pay:

- A. Merit awards will be based on a written documented recommendation from the Department Chair. This recommendation may be based, in whole or in part, on department procedures or recommendations, but, in any case, must reflect the best judgment of the chair and provide clear documentation of meritorious performance.
- B. Merit pay for teaching faculty will be based on contributions in the traditional areas of teaching, scholarly research, and service. Evidence must be provided of satisfactory contributions in all three areas and unusual meritorious contributions in a least one area. In addition, special attention will be paid to contributions in the areas of teaching, student advisement, recruitment, and retention, including those activities not housed within the department. Each recommendation must be accompanied by a supporting Faculty Activities Report and other appropriate documentation. If the Faculty Activities Report has not been submitted for inclusion in the department's Annual Report, the chair cannot consider the case.
- C. A statement of the process used to determine the recommendations of the Department Chair. This may vary from department to department. It may range, for example, from a statement that the recommendations are the judgments of the Department Chair, to a description of a more formal selection process that may include departmental committees and voting procedures. In any case, the statement must describe how procedures have been established to ensure that, in the best judgment of the Department Chair, individuals have been selected based on meritorious performance.
- D. A priority listing of candidates recommended by the Department Chair for merit awards. This may be a list of candidates in priority order. Without extraordinary documentation, this list should not exceed 50 percent of the faculty in the department. Alternatively, the chair may submit a listing of candidates by groups (highest priority group, second priority group, etc.). In the latter case, however, the highest priority group may not exceed 25% of those eligible without extraordinary documentation, and the total number of faculty recommended should not exceed 50%. Please note that no dollar amounts will be recommended.
- E. A brief, but compelling, statement of rationale for each of the individuals recommended. These statements must be limited to one summary paragraph (less than one page) for each individual. They should address the criteria specified above.
- F. The Chair must consult with any Biology faculty member who wants clarification of his/her ranking. The purpose of the consultation will be to

- explain how the criteria were applied in the individuals case, and what the individual could do to rise in the rankings in future years. If the individual disagrees with the Chair's evaluation, he/she may appeal directly to the Chair.
- G. In the event that an individual still believes him/herself unfairly evaluated after discussion and appeal to Chair (point 6), he/she may bring the situation to the attention of the Biology faculty in writing. This written appeal would be distributed during a Faculty meeting. The chair would then (a) express his/her position in writing at the next meeting, and (b) make the materials identified in point 4 available to the Faculty. There will be no formal discussion of the situation. The Biology Faculty, excepting the appellant and Chair, will then secretly vote their support of either the Chair's or appellant's position at the third successive meeting. The final decision on the rank of the appellant is to be made by the Chair. (Amended, March 1987).

ARTICLE VI: DEPARTMENTAL COMMITTEES AND SERVICE

§1. Standing Committees

- A. The Biology Awards Selection Committee whose members shall be appointed annually by the Department Chair to perform the duties outlined in the procedure adopted by the department.
- B. The Animal Care Committee whose members shall be appointed annually by the Department Chair to perform functions required by any federal, state, and local laws or other duties specified by the Department Chair.
- C. The Graduate Committee makes recommendations about matters concerning graduate education and curriculum and monitors the progress and other matters pertaining to graduate students. The committee may also present recommendations of new courses or curricula to the Department. Members of this committee should be full members of the graduate faculty.
- D. The Biological Collections Committee shall advise the Department on research and teaching operations involving the Department's biological collections. The committee shall consist of the curators of the different biological collections and others as assigned by the Department Chair.
- E. The Greenhouse Committee advises the Department on research and teaching operations in the greenhouses.

§2. Ad hoc Committees

Ad hoc departmental committees may only be created by a majority vote of the Biology faculty.

The tenure of ad hoc committees will expire once the charge of the committee has been completed.

Appointment of ad hoc committees shall be a prerogative of the Department Chair.

ARTICLE VII: DEPARTMENTAL REPRESENTATIVES TO COLLEGE COMMITTEES, THE COLLEGE SENATE, AND THE BIOLOGY CLUB / BETA BETA BETA

§1. College Committees

Each year the Chair shall ask for volunteers from the departmental faculty to represent the department on the required college committees. If more individuals volunteer than there are positions available, elections shall take place and representative will be those receiving the most votes. If no volunteers come forward, the chair shall appoint faculty members.

§2. College Senate

In accordance with the *Organization and Bylaws of the State University College at Oneonta Faculty* each College department and represented program shall elect its own representative(s) and alternate(s). The faculty shall have one representative for each five and any remaining major fraction of five full-time members of the departments.

At the first Biology Faculty meeting of each year, the Chair shall ask for volunteers from the departmental faculty to represent the department on the College Senate. If more individuals volunteer than there are positions available, elections shall take place and representative will be those receiving the most votes. If no volunteers come forward, the chair shall appoint faculty members.

The Department Chair shall present to the Chair of the College Senate before the first College Senate meeting of the academic year a roster of all full-time faculty members in the department. The roster shall indicate the department representatives to the College Senate and alternates.

§3. Biology Club / Beta Beta Beta Faculty Advisor

In accordance with the *Constitution of the State University of New York, College at Oneonta Biology Club / Beta Beta Beta* the Faculty Advisor(s) shall be a member of the Biology Department Faculty and will be nominated by the Biology Club / Beta Beta Beta Executive Council and voted on by the members of the club.

The selection of Biology Club / Beta Beta Beta Faculty Advisor(s) will be held during one of the last regularly scheduled meeting of the spring semester. Terms for Faculty Advisors will be two years.

In the event of more than one faculty advisor, at least one advisor will be selected every year for a new term to insure that Biology Club / Beta Beta Beta will always be represented by an experienced faculty advisor.

ARTICLE VIII: STUDENT ACADEMIC GRIEVANCES

§1. Initial contact shall be made by the student with the instructor.

§2. If satisfactory solution cannot be effected through contact with the instructor, the student may next choose between the **two** options below:

A. A written statement of the complaint shall be presented by the student to the Department Chair who shall in turn consult with the instructor. Having thus consulted with the instructor, the Department Chair shall make

- recommendations concerning disposition to the instructor. The instructor shall thereupon advise the student concerning what action, if any, will be taken.
- B. The chair will convene an Ad hoc committee. This group will request a statement from the faculty member concerned, review the student's written complaint, evaluate both, and arrange meetings with student, faculty member or both, if necessary. The instructor shall thereupon advise the student concerning what action, if any, will be taken
- §3. If satisfactory solution cannot be affected through the above-stated procedure, the student may request in writing that a departmental review of the matter be conducted. Within 14 days of receipt of such request during the academic year the department shall meet as a committee of the whole, shall consider the complaint, and prepare a statement of recommendation to the instructor. The chair or his/her designee(s) has the prerogative to seek information from other sources. The instructor shall thereupon advise the student concerning action, if any, to be taken.
- §4. The role of procedures 1-3 above shall be to determine whether errors or departures from policies stated by the instructor have occurred and recommendations shall be limited to these areas. No deliberation concerning the judgment of the instructor in his evaluations shall be in order. The responsibility of the instructor to function as the ultimate judge in assigning grades shall not be abridged.

ARTICLE IX: BUDGET PREPARATION

Budget preparation shall be the responsibility of the Department Chair who may solicit information, counsel and assistance from any and all members of the department.

ARTICLE X – PROCEDURE FOR AMENDING THESE BYLAWS

- §1. Proposed amendments to these By-Laws may be introduced by any voting member of the Biology Department.
- §2. Copies of any proposed amendment must be presented to all of the voting membership at least seven days in advance of the time a vote is taken on that amendment.
- §3. Adoption of By-Law amendments shall be contingent upon approval by majority vote (by secret ballot) of voting members of the Biology Department.
- §4. In the event that a quorum cannot be met at a departmental meeting in which the proposed amendment is on the agenda, the text of the proposed change, and the text of any current By-Laws which it replaces or modifies shall be circulated to all members of the department. Said distribution shall also include a ballot bearing the options Yea, Nay, Abstain. Method of distribution, return and tabulations thereof shall follow procedure stated in Appendix I.

Any provision herein stated which is not in agreement with specific provisions of the Policies of the Board of Trustees of the State University of New York and/or the Organization and Bylaws of the State University of New York, College at Oneonta Faculty are prohibited and shall be considered null and void.