BY-LAWS OF THE FACULTY
OF THE
DEPARTMENT OF BIOLOGY

Ratified by Department of Biology Faculty: April 26, 2007
ARTICLE I. PURPOSE
Section I. Purpose
As provided by Article X, Section 34 of the By-Laws of the College of Arts and Sciences, the purpose of these by-laws is to provide regulations to govern the faculty of the Department of Biology in discharging its responsibilities as provided for in the Constitution of the University Faculty and the By-Laws of the College of Arts and Sciences.

ARTICLE II. MEMBERSHIP
Section 2. Regular Members
The regular members of the faculty shall be all persons holding academic appointments with the titles of professor, associate professor, assistant professor, senior instructor, and instructor in the department.

Section 3. Other Members
Other members of the faculty shall be all persons holding special appointments, research associate professors, research professors and lecturers. Special appointments, which are adjunct appointments made by consent of the regular members of the faculty of the Department of Biology, include persons who hold primary appointments in other institutions that have Affiliation Agreements with Case Western Reserve University. As specified in the Affiliation Agreements, individuals are entitled to include an affiliation designation in their title (e.g., Holden Assistant Professor of Biology).

Section 4. Voting Privileges
All regular members shall have the right to vote. The official list of regular members of the faculty is that list submitted for the Department of Biology each year by the Dean of the College of Arts and Science to the secretary of the university faculty, as provided in the Constitution of the University Faculty, Section I.A.

Faculty members holding special appointments, research associate professors, research professors and lecturers with primary appointments in the Department of Biology shall be invited to attend faculty meetings, participate in discussion, and vote. Voting privileges are restricted to those areas not specifically excluded by the By-Laws of the College of Arts and Science and by the Constitution of the University Faculty.

Faculty members with secondary appointments; persons holding emeritus, visiting, or part-time appointments; regular adjunct appointments; and postdoctoral fellows, research associates, senior research associates shall be invited to attend regular faculty meetings and participate in discussion but shall not vote.
ARTICLE III. RESPONSIBILITIES
Section 5. Responsibilities of the Faculty
The faculty of the Department of Biology is responsible for all academic affairs of the
Department as specified in the By-Laws of the College of Arts and Science and the
Constitution of the University Faculty. Specific responsibilities include but are not
limited to the following: a) setting requirements and standards for degrees, standards of
admission for graduate students, approval of new courses, and discontinuance of existing
courses; b) review and approval of curricula and content of degree programs; c) setting
standards for and making recommendations regarding facilities for teaching, research,
and scholarship; d) setting policies for mentoring nontenured faculty members and
evaluating faculty for promotion and tenure; and e) setting policies for secondary,
regular, and special adjunct appointments.

Section 6. Responsibilities of the Chair
The Chair of the Department shall have the responsibilities listed in Section 36 of the by-
laws of the Faculty of Arts and Sciences, except for the responsibility to appoint
committees within the Department, as specified in Article V, section 11 of these by-laws.

ARTICLE IV. MEETINGS
Section 7. Regular Meetings
The faculty shall hold regular meetings at least once each semester on dates to be
determined by the Chair of the Department. The faculty at any regular meeting may, by
majority vote, fix the date of the next regular meeting. The first meeting of the fall
semester shall be designated the annual meeting and shall include reports by the chairs of
the Standing Committees and the Chair of the Department on activities of the preceding
and current academic years. The Chair of the Department shall call a second, late fall
meeting to present projected budget information for the following fiscal year.

Section 8. Special Meetings
The faculty shall hold special meetings when called by the president, the dean of the
college, or the chair of the department. The person or group requesting the meeting shall
state the purpose of such a special meeting. The business of the special meeting shall be
limited to the matter or matters for which the meeting was called. As specified in the By-
Laws of the College of Arts and Sciences and the Constitution of the University Faculty,
participation in the meeting shall be limited to Regular Biology Faculty at the appropriate
rank for the matter or matters for which the meeting was called.

Section 9. Chair, Quorums, Voting, and Order of Business
The Chair of the Department, or in the absence of the Chair, a faculty member designated
by the Chair, shall preside at both regular and special meetings of the faculty. Each
meeting shall be conducted in accordance with the latest edition of Robert's Rules of
Order. Forty percent of the voting membership of the Department shall constitute a
quorum. Quorums and voting membership for special meetings may vary depending on
the purpose for which the meeting is called. Decision shall be made by majority vote of
the members in attendance. In general, votes shall be by voice or by show of hands. In
matters requiring confidentiality (e.g., votes about tenure or promotion), votes shall be by
secret ballot. A faculty member may request that any vote be by secret ballot, which must be approved by a majority vote of those members in attendance.

The order of business at all regular meetings shall be as follows:
   a. Presentation and adoption of minutes
   b. Announcements
   c. Consideration of unfinished business
   d. Consideration of new business

An agenda for faculty meetings shall be sent to the faculty in the week prior to the faculty meeting. The Chair, Chairs of the standing committees, and members of the Department may suggest items for the agenda.

ARTICLE V. COMMITTEES
Section 10. Standing Committees
The standing committees of the faculty shall be the Committee on Undergraduate Curriculum, the Graduate Admission Committee, the Committee on Graduate Affairs, and the Seminar Committee.

Section 11. Selection and Terms of Office
Members of the standing committees shall be selected during the spring semester for the following year. Two weeks prior to the spring faculty meeting at which committee members will be selected, the Chair shall circulate the current list of committee members, and their terms, and a call for nominations. One week prior to the meeting, the Chair shall circulate a secret ballot to the voting faculty to select from among the nominees who have agreed to serve. Appointments to standing committees shall then be announced at the faculty meeting.

Elected members of the standing committees shall serve overlapping three-year terms. The initial committee membership shall draw lots to determine which members shall serve one-year terms, which two-year, and which three-year terms (such terms being divided among the initial membership, except as specified in the bylaws for an individual committee). The committee members shall elect a chair for the committee.

Section 12. Special Committees
The faculty or Chair may at any time provide for special committees to study and recommend on any matter or matters within its jurisdiction that it may deem appropriate.

ARTICLE VI. COMMITTEE ON UNDERGRADUATE CURRICULUM
Section 13. Membership
The Committee on Undergraduate Curriculum shall consist of faculty members, instructors and lecturers who have primary responsibility for teaching in the Biology core courses, as well as other faculty members. The committee should have no less than five members at any time.

Section 14. Responsibilities
The Committee on Curriculum shall evaluate and advise the faculty of the Biology Department on matters pertaining to the undergraduate biology curriculum. The
Chair or faculty may also request that the committee consider and propose new teaching or curricular initiatives.

ARTICLE VII. GRADUATE ADMISSIONS COMMITTEE
Section 15. Membership
The Graduate Admission Committee (GAC) shall consist of faculty members who are active in research and are mentoring graduate students, as well as other faculty members. It shall also consist of a staff member responsible for administering the graduate program. The staff member advises the committee but does not vote. The committee should have no less than five members at any time.

Section 16. Responsibilities
The Graduate Admission Committee shall consider applications for the graduate program in the Department of Biology. Members of the committee shall approve admission of graduate students.

ARTICLE VIII. COMMITTEE ON GRADUATE AFFAIRS
Section 17. Membership
The Committee on Graduate Affairs (CGA) shall consist of faculty members who are active in research and are mentoring graduate students, as well as other faculty members. It shall also consist of a staff member responsible for administering the graduate program, who advises the committee but does not vote. The committee should have no less than five members at any time.

Section 18. Responsibilities
The Committee on Graduate Affairs shall evaluate and advise the faculty of the Biology Department on degree requirements and standards for all graduate degree programs in the Department. A member of the committee shall oversee every graduate qualifying examination. The Committee shall consider matters pertaining to the quality of the graduate program. The Chair and faculty may request that the committee consider and propose new teaching and curricular initiatives. In the event that such proposals involve large numbers of courses cross-listed for both undergraduate and graduate students, the committee shall develop its proposals in consultation with the Committee on Undergraduate Curriculum.

ARTICLE IX. SEMINAR COMMITTEE
Section 19. Membership
The Seminar Committee shall consist of at least two faculty members.

Section 20. Responsibilities
The seminar committee shall solicit suggestions for speakers at the weekly department seminar, and shall be responsible for scheduling and publicizing the seminars.

ARTICLE X. AMENDMENTS
Section 21. Proposal
Any member of the faculty of the Biology Department may propose amendments to these by-laws at any time. Proposed amendments shall be distributed to each voting member of the faculty no later than 14 days before either the next scheduled faculty meeting, which shall include discussion of the proposed amendments in its agenda, or a special meeting called for the purpose of hearing discussion on the proposed amendment(s). Following the meeting, the Chair shall distribute the proposed amendments along with a secret ballot to all voting members of the faculty.

Section 22. Approval
Approval of amendments shall require a two-thirds majority of the ballots cast, provided that at least 75 percent of the ballots (excepting those from faculty on leave) have been returned.

ARTICLE XI. RATIFICATION
Section 23. Ratification
These by-laws shall be approved by a two-thirds majority of the total votes of the voting members of the faculty of the Department of Biology.
Biology Committee Descriptions

1-Biology Curriculum Committee: The Biology Curriculum Committee shall evaluate and advise the faculty of the Biology Department on matters pertaining to the undergraduate and graduate biology curriculum. The committee will evaluate and approve all Course Action Forms (CAFs) and Program Action Forms (PAFs) prior to sending them to the department Chair for submission to the Committee on Education Programs (CEP). The chair of the committee will provide a report of committee activities to the department chair prior to each faculty meeting, or indicate that there is no news to report.

Minimum number of members: 4 voting members + 1 ex-officio member. Voting members shall consist of faculty members, including instructors and lecturers, at least two of whom teach in the biology core curriculum. The committee members should have overlapping terms such that at least two current members are returning members of the committee. The Undergraduate Services Coordinator will serve as the ex-officio member of the committee.

2-Graduate Admissions Committee: Once faculty have identified which potential graduate students they would like to recruit, the Graduate Admissions Committee reviews these students’ applications, makes a judgment about whether or not the student is likely to succeed, and verifies that the student’s interests fit the lab. If a PhD applicant’s success seems uncertain, the committee may recommend that a student be admitted as a masters student with the option of transferring into the PhD program later on or may admit them provisionally, requiring that, e.g., they take certain classes or get no grade below a B in their first year. Whether the committee judges students as higher or lower priority admissions or only recommends for or against admission depends on what the department chair would find most helpful.

Committee members must complete any recruitment training as required by the university. Review of applications usually begins in December and continues on a rolling basis until the end of the Spring semester. The number of applications can vary from year to year. Committee chair coordinates management of applications with the staff member, and contacts recruiting faculty regarding any concerns raised by the committee on their applicants of interest. The chair of the committee will provide a report of committee activities to the department chair prior to each faculty meeting, or indicate that there is no news to report.

Minimum number of members: 3 voting members + 1 ex-officio member. The voting members shall consist of faculty members who are active in research and are mentoring graduate students, as well as other faculty members. The Graduate Programs Coordinator shall serve as the ex-officio member.
3-**Committee on Graduate Affairs:** The CGA shall evaluate and advise the faculty on degree requirements and standards for all graduate degree programs in biology. A member of this committee or ad hoc members from the Biology Faculty appointed by the Committee Chair shall oversee every graduate qualifying exam and defense or exit exam. The committee shall consider matters pertaining to the quality of the graduate program. (See bylaws for detailed responsibilities). The chair of the committee (typically the Director of Graduate Studies) will provide a report of committee activities to the department chair prior to each faculty meeting, or indicate that there is no news to report.

Minimum number of members: 4 voting members + 1 ex-officio member. The voting members shall consist of faculty members who are active in research and are mentoring graduate students, as well as other faculty members. The Graduate Programs Coordinator shall serve as the ex-officio member.

4-**Seminar Committee:** The seminar committee shall solicit suggestions for speakers at the weekly department seminar, and shall be responsible for scheduling and publicizing the seminars. The chair of the committee will provide a report of committee activities to the department chair prior to each faculty meeting, or indicate that there is no news to report.

Minimum number of members: 3 faculty members representing the different research foci of the department.

5-**Awards Committee:** The awards committee’s mission is to facilitate and evaluate nominations for the various departmental, college, and university awards. The committee will solicit nominations and oversee the review of applications by a peer review panel to be chaired by one of the awards committee members. The panel will consist of all committee members (except for recusals due to a conflict of interest, e.g. if a committee member is also a nominator or is supervisor of a nominee) and may include additional Biology faculty members, depending on the award. Additional faculty members will also assist the awards committee in preparing nomination documents for awards outside the department. The chair of the committee will provide a report of committee activities to the department chair prior to each faculty meeting, or indicate that there is no news to report.

Minimum number of members: 2 faculty members.

6-**Bio[box] Committee:** The committee is responsible for keeping the machines housed in Bio[box] operational. If a machine needs repair, the committee member responsible for the machine should initiate it or work with the chair to get the repair done. This requires constant monitoring of the instruments and training newcomers who have registered to use the equipment on iLab. The committee usually meets monthly to discuss ongoing issues of 1. Fundraising, 2. Increasing user base, 3. Improving visibility, 4. Repairs and upgrades.
The committee chair approves the iLab training and proposal requests, handles web updates, stays on top of the training requests, oversees repairs and quotes, and is the point person for any interactions with alumni or administration. The chair also works with the Business Manager to keep track of expenses and money in the Bio[box] account. The chair spends about 5-8 hours a month on these different tasks on average. The chair of the committee will provide a report of committee activities to the department chair prior to each faculty meeting, or indicate that there is no news to report.

Minimum number of members: 4 voting members. One person should be involved with facilities or the teaching labs and should be faculty members who are research active or using the equipment for teaching. They should know how to operate some of the instruments and scopes.

7-Committee on Undergraduate Affairs: The Committee on Undergraduate Affairs addresses issues about undergraduate education that do not fall within the purview of the Biology Curriculum Committee, such as: requirements for the major; course substitution requests, independent research guidelines, research sponsors, and Honors requirements. It has been charged with general review of the curriculum as well. The chair of the committee will provide a report of committee activities to the department chair prior to each faculty meeting, or indicate that there is no news to report.

Minimum number of members: 2 voting members + 1 ex-officio member. The voting members shall consist of at least one instructor and one tenure-track faculty member. The Undergraduate Services Coordinator shall sit as a non-voting member.

8-Farm / Oglebay Committee: The Oglebay Farm Committee runs the Oglebay Small Grants Program and Undergraduate Fellowship Program. They also make funding recommendations about the Oglebay Department Endowment by evaluating applications for funding (with individual committee members recusing themselves when the applicant is their own advisee). The committee contributes to annual reports to the Cleveland Foundation. The committee also manages and maintains the Oglebay Van (vehicle 101). They coordinate with the farm director about strategic planning for biology research and teaching at the farm. They coordinate use of shared use facilities, including the growth chambers at the farm. The chair of the committee will provide a report of committee activities to the department chair prior to each faculty meeting, or indicate that there is no news to report.

Minimum number of members: 3 voting members. These should be regular faculty members, ideally representing two or more research themes in the department.

9-CMNH-CMZ-Holden-BioAlliance Affiliation Committee: The Article 6 of the Affiliation Agreement signed with each of the affiliated institutions includes the baseline responsibilities of this committee. Responsibilities include: review of BioAlliance activities and resolving any problems that arise; nurturing and assessing the relationship between the affiliated institutions;
review of applications from researchers to participate in the affiliation; seeking external funding to support BioAlliance activities and ensuring equitable distribution across the affiliated institutions; facilitate affiliation agreement renewals; and planning, scheduling and leading field trips for students to visit affiliated institutions. The committee also serves as an intermediary between the department and college and the affiliate institutions, for example in matters relating to graduate students placed with adjunct faculty at affiliate institutions. The chair of the committee will provide a report of committee activities to the department chair prior to each faculty meeting, or indicate that there is no news to report.

Minimum number of members: 2 voting members, as mandated by the affiliation agreements.

10- Neuroscience Governance Committee. The Neuroscience Governance Committee votes on any policy changes or curriculum updates for the neuroscience major. The chair of the committee will provide a report of committee activities to the department chair prior to each faculty meeting, or indicate that there is no news to report.

Minimum number of members: 3 voting members + 1 ex-officio member. The NGC is required to have equal representation from the BIOL and NEUR departments. Voting BIOL members should be faculty whose teaching and/or research concerns neuroscience. The Biology Undergraduate Services Coordinator serves as the ex-officio member.

11-Graduate/Undergraduate Assignment Committee (GUAC): The GUAC is responsible for making GTA/UTA assignments. Responsibilities include: (1) collecting faculty requests for graduate or undergraduate teaching assistants, including the number of GTAs or UTA hours needed and names specific individuals (if any) who would be well qualified; (2) collecting graduate student preferences on which courses they would like to teach; (3) determining which graduate students are available as teaching assistants and how many UTA hours can in accommodated by the department’s budget; (4) assigning GTAs and granting UTA hours (or, if necessary, denying GTA/UTA requests), and notifying faculty and graduate students of these assignments; and (5) preparing a report to the department faculty on how decisions were made and what the assignments were. Additional information on the assignment process is described in Article III of the guidelines for teaching assistantships.

Minimum number of members: 4. These are the Associate Chair, the Director of Graduate Studies, the Graduate Programs Coordinator, and the Teaching Laboratory Manager.