

**BY-LAWS OF THE FACULTY
OF THE
DEPARTMENT OF BIOLOGY**

Ratified by Department of Biology Faculty: April 26, 2007

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ARTICLE I. PURPOSE

Section 1. 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.