

DEPARTMENTAL GOVERNANCE DOCUMENT

Adopted by vote of the Chemistry Faculty, [INSERT]
Major revisions approved by the Faculty Advisory Committee, February 12, 2020
Superseding the original document adopted by voted of the
Chemistry Faculty, February 15, 2012

Overview of the Chemistry Department

The Department of Chemistry is a multi-campus academic unit, with faculty on all three campuses of the University of South Florida. As an administrative unit of the College of Arts and Sciences of the University of South Florida, it shall henceforth be governed by the following Bylaws, which do not supersede the Policy statements of the University of South Florida or the Bylaws of the College of Arts and Sciences and the UFF-Board of Trustees Agreement. The Department of Chemistry is managed by a Chair who reports to the Dean of the College of Arts and Sciences. The Department of Chemistry employs tenure-track and tenured faculty, non-tenure track faculty, affiliate faculty, administrative support staff, and undergraduate and graduate student assistants. The Department recognizes the principles of equity of assignment, resources and opportunities of faculty across a multi-campus university.

Mission Statement

Chemistry is a field of study that seeks to describe the properties, composition, structure and process of formation of all molecular matter. The Department of Chemistry has the responsibility for the education of undergraduate and graduate students in core chemical topics and in diverse areas, which require chemical understanding and expertise. To accomplish this mission, the Department offers curricula that will lead to Bachelor of Science and Bachelor of Arts degrees in Chemistry, a Bachelor of Science degree in Biomedical Science, a Bachelor of Science degree in Medical Technology, Master of Science and Master of Arts degrees in Chemistry and a Doctor of Philosophy degree in Chemistry. Courses are also designed to meet the needs of students majoring in other disciplines including science majors and majors in non-scientific areas. Faculty of the Department of Chemistry are dedicated to excellence in this mission.

The mission of the Department of Chemistry also includes the pursuit of scientific knowledge and dissemination of that knowledge through classroom activities and professional mechanisms of communication. The Department views this research activity as integrated with its teaching philosophy, so that students will fully understand the goals and methodology of science in general, and chemistry in particular, and will be familiar with current chemical knowledge and practices.

The Department of Chemistry also serves the university and surrounding communities by providing leadership and participation in department, college, and university governance, in community organizations in which faculty experience and interest can contribute positively, and in professional activities that result in a high quality of teaching and research at USF and in the nation. The organization and procedures by which Department of Chemistry faculty and staff are governed based on effectively promoting the missions of the Department.

1. The Faculty

1.1 Tenured/Tenure-Track Faculty

The tenured/tenure-track faculty shall consist of those individuals employed full time and specified by the University as tenure-earning or tenured in the Department of Chemistry. Tenured/tenure track faculty shall be appointed with the advice and consent of a majority of the voting tenured/tenure track faculty present or by proxy.

Tenured/tenure track faculty shall be associated with a division (or divisions) related to their field of scholarly activity. The tenured/tenure track faculty shall determine the divisions within the department and the responsibilities of these divisions. Tenured/tenure track faculty can also be associated with specific focus-area(s) or fields of investigation within the department (i.e., material science or drug discovery) of their choosing and approved by the department Chair. Tenured/tenure track faculty shall have full voting privileges on all matters within the department, such as those concerning the appointment or retention of the department Chair, tenure and promotion decisions (if tenured) and amendments to this governance document. Tenured/tenure track faculty on official leave from the department shall retain their voting privilege in decisions concerning the appointment or retention of the department chairperson, tenure and promotion decisions (if tenured) and amendments to this governance document.

Tenured/tenure track faculty shall have their performance reviewed annually.

1.2 Non-Tenure Track Faculty

Additionally, the mission of the Chemistry department is supported by non-tenure earning faculty that include *Instructors I, II, or III, Research Assistant Professor, Research Associate Professor, Research Professor, and Administrative Staff* with assigned teaching duties. Non-tenure track faculty must be appointed with the advice and consent of a majority of the voting tenured/tenure track faculty present at the meeting or by proxy. Non-tenure earning faculty shall be appointed based on criteria established by the tenured/tenure track faculty and function according to regulations established by the tenured/tenure track faculty. Non-tenure earning faculty shall have their performance reviewed annually.

Instructors shall be hired by a university-approved search and appointed by the department Chair on continuing three-year contractual appointments, with teaching being the primary responsibility and function. Instructor appointments are at three levels: *Instructor I, Instructor II, and Instructor III*. All initial appointments will be as Instructor I, with promotion to Instructor II typically requiring a minimum of five years of excellent performance as Instructor I. Likewise, promotion of Instructor II to Instructor III will typically require a minimum of five years of excellent performance as Instructor II. Upon recommendation for promotion by the Chair and Faculty Advisory Committee, a favorable vote (by secret ballot) of two-thirds of the voting tenured/tenure-track faculty is required for promotion. Instructors shall have the right to vote on selection of department Chair, appointment and promotion of Instructors at their level or lower, and on issues relating to undergraduate curricula. Votes will be tabulated separately to those of tenured/tenure-earning faculty.

Research Assistant Professor, Research Associate Professor, Research Professor, and Administrative Staff with assigned teaching duties may be appointed by the department Chair with assigned duties and terms of appointment to be determined by the Chair. These non-tenure-earning faculty may serve on departmental and student committees but shall have no voting privileges in the department.

1.3 Affiliated Faculty

The mission of the Chemistry department may be further supported by the appointment of a limited number of (non-tenure-earning) affiliated faculty that include *graduate affiliates*, *adjunct faculty*, *courtesy faculty*, and *emeritus faculty*. These appointments are to be of limited duration specified by the department Chair, and are to be limited in number to no more than one-third of the number of tenured/tenure track faculty. Affiliated faculty hold no voting rights within the department.

Graduate affiliates may co-supervise graduate students, teach specified courses in the program, serve as members (but not as chair) of graduate student committees and as principal investigator on grant proposals. Non-tenure-earning faculty in the department, as well as other suitably qualified Ph.D.-level individuals external to the department, may request graduate affiliate status by a written request to the department Chair and may be asked to present a departmental seminar to the tenured/tenure track faculty. Two-third of the voting tenured/tenure-track faculty must approve of the request.

Appointments are to be generally for five years. Reappointment shall require a favorable vote of two-thirds of the voting tenured/tenure-track faculty. A graduate affiliate wishing to supervise the research of a Chemistry graduate student must provide the equivalent of at least 50% of the full-time support for a graduate research assistantship (including stipend, benefits, tuition and fees), in addition to that required to conduct the research (supplies, equipment, use of department instrumentation). Affiliate faculty will have lower priority than tenured/tenure track faculty with regards to departmental resources (graduate students, access to use of laboratory facilities, etc). Research data originating from the department must be suitably acknowledged in intellectual property disclosures and research publications.

Adjunct faculty are appointed by the Chair to fulfil the instructional needs of the department, in accordance with university guidelines.

Courtesy faculty support the Research Mission of the Department. Persons apply for Courtesy Faculty status in writing to the Chair. Courtesy Faculty status is recommended by a two-thirds majority vote of the Tenured and Tenure-Track Faculty. Appointments are for five years.

Emeritus faculty support the Mission of the Department. Persons apply for Emeritus Faculty status in writing to the Chair. Emeritus Faculty status is recommended by a two-thirds majority vote of the Tenured and Tenure-Track Faculty. Emeritus Faculty are appointed in accordance with University policies and procedures.

2. Administrative Oversight of the Chemistry Department

2.1 Department Chair

The Chair shall be the chief administrator of the department. The Chair shall promote the activities of the faculty so that they can best perform their instructional and research activities. At least once a year (preferably in the spring semester) the Chair shall present an accounting of department income and expenses to the faculty. The Chair shall represent the department within the college and the university.

The Chair will be a tenured faculty member in the Chemistry department nominated by the faculty to the Dean of the college of Arts and Sciences for an appointment period that is normally no more than four years. The Chair shall be eligible for re-election.

In the first week of the spring semester of the final calendar year of the incumbent Chair's

appointment, a faculty meeting will be held in order to decide whether the incumbent chair will be re-nominated for another term or not. The incumbent Chair will inform the faculty of his/her willingness to serve another term. If the incumbent chair is willing to serve another term, a vote by written secret ballot will be held among the tenured/tenure track and non-tenure track faculty (tabulated separately) to nominate the incumbent Chair for another term. Recommendation to the Dean follows from two-thirds of the voting faculty at the meeting or by proxy in favor of reappointment. If the incumbent Chair is not willing to serve another term, or if the vote for re-appointment did not receive a two-thirds majority, the following vacancy procedure will be triggered.

In the case of a vacancy in the Chair, the department's faculty advisory committee shall collect statements of interest from tenured members of the tenured/tenure track faculty of the department. These statements are due within 2 weeks of the start of the vacancy. The advisory committee will also study the feasibility of an external Chair, and present the results of the feasibility study at a faculty meeting within 4 weeks of the start of the vacancy. Directly after this presentation, a secret ballot vote tallied by rank will be held among all tenured/tenure-track and non-tenure track faculty to recommend appointment of an external Chair. If recommendation of an external chair receives a two-thirds majority vote, the advisory committee shall report the votes to the Dean's office and make a request for an external chair. At the same time, an interim chair will be selected by the internal chair search procedure. The interim-Chair will serve until a new Chair is appointed, or until a vacancy occurs. If the recommendation of an external chair did not get a two-thirds majority vote, the internal chair search procedure is triggered.

In the case of an internal Chair or interim Chair search, nominations of tenured faculty members of the department are to be provided to the chair of the advisory committee. These nominations may include the incumbent chair. A faculty meeting will be called within for the nominee(s) to discuss their vision to the faculty. A second faculty meeting shall be held to elect the internal chair. Voting for the preferred Chair candidate shall be done by secret ballot among the tenured/tenure track and non-tenure track faculty. A majority vote must be obtained for recommendation to the Dean. If no applicant receives a majority vote the top two applicants will be placed in a run-off vote. The applicant receiving majority vote will be provided to the Dean, along with a tally of the votes of the tenured/tenure-track faculty and the non-tenure-earning faculty tabulated separately.

The faculty may recommend removal of the Chair or Interim Chair by a two-thirds vote, by secret ballot, of all of the tenured/tenure track and non-tenured faculty (tabulated together but recorded separately). Removal of the Chair triggers the vacancy procedure.

2.2 Associate Chair

The department Chair may be assisted by an Associate Chair, which must be a tenured faculty member in the Chemistry department. The Associate Chair is an annual appointment that may be renewed. For appointment, the Chair will solicit nominations (including self-nominations) and nominated faculty will meet with the Chair who will outline the Associate Chair responsibilities for the upcoming year. After an agreement is reached on these duties, a meeting of the tenured/tenure track faculty and non-tenure track faculty will be held to vote on the Chair's selection for Associate Chair. The Chair's recommendation must be approved by two-thirds of the voting tenured/tenure track and non-tenure track faculty present at the meeting or who are voting by proxy. The votes of the tenured/tenure-track faculty and non-tenure track faculty will be tallied separately. The Associate Chair shall not be a member of the Advisory Committee and only serve on one departmental committee during the year of service. At the Chair's discretion, the Associate Chair may serve as the

signatory authority of the department if the Chair is out of the office and unavailable, and attend council meetings in the Chair's place.

2.3 The Branch Campus Associate Chairperson

The chairperson shall also be assisted by a Branch Campus Associate Chairperson. The Chair and the relevant regional chancellor, after consultation with the faculty on that campus, will appoint the Branch Campus Associate Chairperson, who will be responsible for coordinating departmental activities specific to their campus.

2.3 The Assistant Chairperson

The chairperson shall also be assisted by assistant chairpersons (one from each geographical location including Tampa, St. Petersburg, Sarasota-Manatee campuses), selected and appointed by the chairperson following consultation with the faculty advisory committee and the associate chairperson. The assistant chairpersons will be *faculty members* and annual renewal of their appointments will be based on annual evaluation of their performance according to procedures established by the department and the university. The assistant chairpersons shall function as administrative officers of the department in different locations with such responsibilities such as the coordination of liaison with high schools and industry, undergraduate teaching curriculum, and other duties as directed by the department chairperson.

2.4 Other Administrative Roles

Undergraduate and Graduate Coordinators selected by the department Chair are to oversee the governance of the department's undergraduate and graduate programs, respectively. The coordinators are to serve as Chair of the Undergraduate and Graduate Councils, respectively.

Division Coordinators selected by the department Chair are to serve as the division spokesperson for the divisions of Chemistry. The functions of the divisions shall be to consider and make division recommendations to the Chair concerning curricula, course offerings and teaching assignments, acquisition of facilities and material related to their interest and to make their needs and desires known to the Chair and the appropriate departmental committees, and recommendations about future faculty hires. All Tenured and Tenure-Track Faculty are associated with at minimum one Division.

Seminar Coordinator selected by the department Chair is to oversee the department's seminar program, and will be the instructor of record for CHM 6935 Seminar.

In addition, other clerical or administrative staff may be appointed or hired by the Chair to serve the mission of the department.

3. Department Committees

3.1 Faculty-Elected Committees

Faculty Advisory Committee

The Faculty Advisory Committee is to provide advisement to the Chair and Chemistry faculty on issues relating to the overall department operations and performance. These include recommendations on tenure and promotion, annual review of the department Chair, annual reviews of faculty performance, and issues brought to the committee chair by the department Chair or any member of the faculty. The committee is to be composed of seven tenured/tenure-track faculty members elected for non-consecutive two-year terms by the tenured/tenure-track faculty. Of the seven members, at least five must be tenured in the Chemistry department from all geographical locations including Tampa, St. Petersburg, Sarasota-Manatee campuses.

Duties of the Committee shall include:

Annual Evaluation and Review: The Advisory Committee shall conduct the annual evaluation review of faculty in consultation with the department chairperson and make recommendations for annual salary increases as required by university procedures. The annual evaluation of faculty requires a minimum of five voting members. If a faculty member objects to being evaluated by the entire committee, he/she may request to the department chairperson in writing which committee member(s) he/she desires be excused from his/her evaluation. These annual evaluations will be based on the research, teaching and service accomplishments of each faculty member, taking into account the percentage of their assigned effort in each area, and will include the self-evaluations submitted by each faculty member. Regional Chancellors or their designee will provide “formal written input... prior to a College Dean or Vice President completing the [performance] appraisal.” (see University of South Florida as “One University Geographically Distributed” Document in the Consolidation Handbook). Following these evaluations, the Chair will compose their own evaluation of the faculty, and both of these evaluations will be sent forward to the Dean.

Tenure and Promotion: The advisory committee shall evaluate materials and documents and make recommendations to the department chairperson concerning candidates who have applied for or have been nominated for tenure and promotion in accordance with the Department of Chemistry’s Tenure and Promotion guidelines. Associate professors can vote on the promotion of assistant professors to associate professor, but not associate professor to full professor. Only full professors on the committee can vote on promotions to full professor. Untenured faculty may not vote on tenure or promotion of faculty at their rank. In the event that there are untenured faculty on the committee when recommendations must be made on tenure and promotion of an untenured faculty member, then the department Chair shall appoint a tenured member to serve in his/her place for the deliberations and voting on tenure and promotion only.

Advisory to Chair and Faculty: In general, the Advisory Committee shall counsel the chairperson with regard to implementation of department policy and make recommendations on any matters of department governance it wishes to bring to the attention of the department chairperson and/or faculty.

3.2 Chair-Appointed Committees

To support the mission of the Department, various faculty councils and committees are to be established by the Chair. Committee/council members shall be appointed by the department Chair. Chairs of appointed committees will be selected by the committee members if the department Chair has not designated a committee Chair. These councils and committees are to meet to discuss relevant issues and to make recommendations to the Chair and the faculty. Written minutes of the committee meetings shall be recorded and distributed to the faculty. A quorum of a simple majority of the committee shall be required to conduct the business of councils and standing committees. The Chair may assemble other standing or *ad hoc* committees to conduct the business of the department.

Instructor Evaluation Committee

The Instructor Evaluation Committee is to provide advisement/evaluation to the non-tenured/tenure-track instructors on issues relating to undergraduate teaching. These include providing input on annual reviews of non-tenured/tenure-track instructor performance to the Faculty Advisory Committee. This committee is to be composed of seven faculty members elected for non-consecutive two-year terms by faculty members. Of the seven members, five are non-tenured/tenure-track

instructors and two will be tenured/tenure-track faculty members and at least one faculty member must be from the Chemistry Department at each geographical location including Tampa, St. Petersburg, Sarasota-Manatee campuses.

Undergraduate Council

The Undergraduate Council shall develop and monitor undergraduate curricula and courses. The council shall solicit recommendations from appropriate faculty and divisions in carrying out their function. This committee shall make recommendations on curricula, courses, and programs to the tenured/tenure track faculty. Membership of the Undergraduate Committee shall be for two-year terms, and include at least one tenured/tenure track faculty member, at least one Instructor, a Chemistry department undergraduate adviser, one undergraduate student (senior chemistry major), the Undergraduate Council Chair and other faculty members appointed by the Chair. The Undergraduate Coordinator will serve as the chair of the committee.

Graduate Council

The Graduate Council shall oversee and coordinate the overall operations of the graduate program. These duties include making recommendations on graduate policy and requirements, graduate curricular items (review of new course proposals, content, etc.), assisting in resolving student-PI conflicts, and monitoring student progress and program compliance. This committee shall be composed of a minimum of five tenured/tenure track faculty members, and one graduate student, who is the president of the Council of Graduate Students. The Graduate Coordinator will serve as chair of the council. Terms shall be for two years.

Graduate Recruitment and Admissions Committee

The Graduate Recruitment Committee shall be responsible for recruiting and evaluation the application materials of potential students for our graduate program. Duties include compiling information about past recruiting activities, reviewing graduate student applications, designing brochures or other materials for graduate recruiting, organizing schedules for faculty recruiting trips, and coordinating any on-campus events, which include a graduate recruiting component.

Instrumentation Committee

The Instrumentation Committee shall oversee and make recommendations to the department Chair for management of instrumentation which has been acquired by the department for shared use in research and instruction. This shall include matters such as appropriateness of specific activities that might involve this instrumentation, scheduling of use by different groups or individuals, and priorities for use. Membership of the Instrument Committee shall consist of any individual directly responsible for maintenance and performance of the instrument, and major users of the instrumentation. A tenured/tenure track faculty member shall serve as committee Chair. Sub-committees may be appointed to oversee operation of any specific instrument or group of instruments as appropriate.

NMR Advisory Committee

The NMR Advisory Committee shall oversee operations of the NMR facilities/instrumentation and make recommendations to the Chair concerning maintenance needs, facility operations and facility development/growth. Membership of the committee shall consist of any individual directly responsible for maintenance and performance of the NMR instruments, and major users of the

NMR core facility. A tenured/tenure track faculty member shall serve as committee Chair.

Chemical Purification/Analysis Advisory Committee

The Chemical Purification/Analysis Advisory Committee shall oversee operations of the Chemical Purification/Analysis facilities/instrumentation and make recommendations to the department Chair concerning maintenance needs, facility operations and facility development/growth. Membership of the committee shall consist of any individual directly responsible for maintenance and performance of the core facility instruments, and major users of the core facility. A tenured/tenure track faculty member shall serve as committee Chair.

Safety Committee

The Safety Committee shall be responsible for identifying unsafe conditions in department space, making recommendations for remedying hazardous situations, coordinating these efforts with the university office of Environmental Health and Safety, and organizing appropriate training/information activities for faculty and students. Membership shall include the departmental Safety Coordinator who shall serve as committee chair.

Liaison and Development Committee

The Development and Liaison Committee shall recommend policies for liaison and development activities with academic institutions at all levels, chemical industries and other private organizations, individuals, and government agencies with the aim of assisting in the professional development of the department through funding for special projects, scholarship funds, and other causes not funded by the State. The committee shall coordinate the department's interactions with the American Chemical Society and the Tampa Bay Chemistry Teachers Association on educational out-reach activities. The committee shall receive suggestions from interested faculty and advise the faculty and the Chair on priorities and projects. Fund-raising activities this committee oversees shall be coordinated with the College of Arts and Sciences Development Committee as mandated by USF Foundation policies.

Computer/Web Committee

The Computer Committee shall evaluate the computing needs of faculty and students in the department on a regular basis and make recommendations for incorporation of computing and web-based resources into courses and research and for routes by which these recommendations can be implemented. This committee works closely with the departmental webmaster for webpage/social media design and updating.

Endowed Lectureship and Awards Committee

The Endowed Lectureship and Awards Committee shall recommend endowed lectures to the Seminar Committee and aide in the recruitment and hosting of such lecturers. This committee shall also make recommendation for the various awards given by the department.

Library Committee

The Library Committee shall identify faculty and departmental information needs and concerns for the purpose of making recommendations to the faculty and Chair about information resources and providing such information to those agencies in the university that are responsible for these resources. The membership shall consist of at least one faculty from each division including the

departmental representative to the Library who will serve as Chair of the committee.

Ad Hoc Search Committee

When authorized to conduct a search for a new faculty member, the Chair shall create and Ad Hoc Search Committee that will conduct the search in accordance with all rules and laws in place for hiring. Regional Chancellors or their designee will serve as a voting member on all search committees for faculty hiring on the relevant branch campuses,

3.3 Faculty Meetings

Meetings of the faculty shall be held at least three times during each academic semester (excluding the summer session) at approximately equal intervals. Additional meetings shall be called by the Chair as necessary or at the written request of one-fourth of the permanent faculty. The department Chair shall prepare the agenda for meetings and have it distributed to faculty the day prior to the meeting. Issues not on the original agenda may be added to the agenda at the beginning of the meeting at the approval of the majority of the faculty present. Any faculty member can discuss business of an informational nature during the new business/old business part of the agenda. Affiliated faculty may attend the faculty meetings but may not vote or add agenda items.

Faculty members are expected to attend faculty meetings either in person or virtually. The Chair or Chair-designee shall preside at the meetings. A simple majority of the eligible voting faculty shall constitute a quorum. Votes shall be decided by the majority of those eligible voting faculty who are present (not including proxy votes), in absentia or by proxy. At the request of any faculty member, a vote shall be conducted by secret ballot. Proxies shall be accepted if the question is available in writing prior to the faculty meeting.

The department will hold elections whenever the Faculty Senate seat for the department is vacant; the result will be forwarded to the Faculty Senate Office.

Minutes shall be taken of the meetings and distributed to the faculty. *Robert's Rules of Order* shall be the basis for conducting the meetings.

4. Institutes and Centers

Institutes and centers that are composed wholly or in part of faculty and that involve a substantial proportion of the faculty's efforts or departmental resources shall require approval of and report to the department Chair. The faculty shall be advised of the establishment and the annual operation of these centers and institutes. Such institutes and centers must conform to university policies and procedures.

5. Faculty Concerns

Nothing in this document shall be construed as preventing a tenured/tenure track faculty, non-tenure earning or adjunct faculty member or group of faculty members from approaching the Department Chair or the committee chair with concerns or matters requiring consideration.

6. Procedure for Amending the Governance Document

This governance document can only be amended by the tenured/tenure track faculty. Proposed amendments shall be submitted in writing to the chair of the Faculty Advisory Council, who will discuss the proposal and determine if it is to be further discussed at a meeting with the tenured/tenure track faculty. Passage of any amendment shall require a two-thirds majority of the voting tenured/tenure track faculty present at the meeting, by proxy, or by absentee ballot.