

# BY-LAWS

Department of Chemistry  
University of Missouri-Columbia

## Article I - Membership

### Section 1 Definition of Academic Personnel

- A. The Regular Faculty shall consist of all faculty members whose academic home department on the University Personnel Action Form is the Department of Chemistry, or who holds a 50% or more appointment in the Department of Chemistry, and who hold a rank of professor, associate professor, assistant professor, or instructor. These faculty members shall be those on regular, tenure-track appointments and having voting privileges consistent with established Arts and Science College By-Laws. The Chemistry Council shall consist of all tenured regular faculty as defined by University tenure regulations.
- B. Joint Faculty Appointments. Faculty members having less than a 50% appointment in the Department of Chemistry are considered *joint appointments*. The Chair will inform the faculty when a nomination or request for a joint appointment in the Department is made. Documents for review shall consist of a nominating letter, complete *Curriculum Vitae*, and any other pertinent materials. These documents will be placed on file for review by the faculty in the Department office. The Personnel Committee will review the qualifications of the candidate and make a recommendation to the faculty prior to a vote on the appointment. Approval of the joint appointment requires a two-thirds (2/3) majority vote of the regular faculty. A 2/3 majority vote of the regular faculty will be required to terminate the joint appointment. Joint faculty members will also need to be approved as members of the doctoral faculty in Chemistry under the same guidelines and procedures as regular faculty members.
1. *Departmental Credit*. Joint faculty members will state their Department of Chemistry affiliation on all grants and publications.
  2. *Student Financial Support*. As per Graduate School guidelines, the joint faculty member must receive approval of the Director of Graduate Studies in Chemistry in order to act as primary research advisor for a graduate student in chemistry. Joint faculty members serving as dissertation supervisors for graduate students in the Department of Chemistry are responsible for all financial support of the student from

the time the student joins the research group. Students under the supervision of joint faculty members will not be guaranteed financial support from the Department of Chemistry.

3. *Student Committee Service.* As per Graduate School policies, a joint faculty member with less than a 50% appointment in the Department of Chemistry can serve as either an internal or external member of the committee.
4. *Participation.* Jointly appointed faculty members are welcome to participate fully in departmental activities. Joint faculty members have the option of serving on departmental committees. Joint faculty members shall have no voting rights in the Department of Chemistry.
5. *Teaching.* The Department of Chemistry realizes that joint faculty members will likely have teaching assignments in their respective home departments. Therefore, although joint appointees are welcome to teach a Department of Chemistry course, such action will be on a voluntary basis.

C. Adjunct Faculty appointments are made in the Department of Chemistry for the purpose of strengthening the overall program of the Department. The Department views a limited number of adjunct appointments as a desirable means of increasing its strength and diversity. All such appointments shall be made in accordance with applicable University guidelines.

1. The Chair will inform the faculty when a nomination or request for a adjunct appointment in the Department is made. Documents for review shall consist of a nominating letter, complete *Curriculum Vitae*, and any other pertinent materials. These documents will be placed on file for review by the faculty in the Department office. The Personnel Committee will review the qualifications of the candidate and report to the faculty prior to a vote to authorize the appointment. The appointment must be approved by a two-thirds (2/3) majority vote of all departmental regular faculty. Appointments will be for a renewable three-year term. All adjunct appointments shall carry the title "Adjunct Professor of Chemistry."
2. Every third year following the initial appointment, a recommendation concerning the value of continuing the appointment will be made to the regular faculty by the Personnel Committee. Continuation of the

appointment shall be subject to consent of the department by a majority vote.

3. Adjunct faculty in the Department of Chemistry may serve as a committee member for graduate students in the Department of Chemistry, but they may not serve as the dissertation supervisor. Service on graduate committees in the Department of Chemistry requires a recommendation by the Director of Graduate Studies in Chemistry, and approval of the Vice Provost for Advanced Studies and the Dean of the Graduate School.
4. Adjunct faculty members shall have no voting rights in the Department of Chemistry.

- D. The Non-Regular Faculty shall consist of emeritus and non-tenure track faculty and all department members who receive a direct research or teaching assignment authorized by the Department of Chemistry.

## **Section 2    Non-Academic Personnel**

Refer to Personnel Office rules and regulations.

## **Article II - Administrative Officers**

### **Section 1**

The administrative officers of the Department of Chemistry shall be the Chair and one or more Associate Chairs.

### **Section 2 Duties and Responsibilities**

- A. The Chair is the chief executive officer of the Department of Chemistry.
- B. The Chair is responsible, within the rules and regulations of the University, the rules of the campus, and the rules of the Arts and Science College, for the effective and efficient administration of the Department of Chemistry.
- C. The Chair shall:
  1. Provide leadership toward the achievement of excellence in teaching, research, and service activities of the Department of Chemistry.
  2. Present the needs and aspirations of the Department of Chemistry to the rest of the University.
  3. Act as an advocate for the Department of Chemistry.
  4. Conduct the fiscal, academic, and personnel affairs of the Department of Chemistry in accord with the Department of Chemistry faculty and the Arts and Science Dean.
  5. Make efficient and beneficial use of the financial, physical, and human resources of the Department of Chemistry.
  6. Develop, improve, and execute Department of Chemistry policies and procedures in harmony with campus, college, and university policies.

### **Section 3 Appointment**

The Chair of the Department of Chemistry shall be appointed by the Chancellor in accord with current University regulations. The guidelines call for the

appointment of a chair, upon the recommendation of the Dean of the College of Arts and Science, after the Dean has consulted with the faculty of the department.

### **Article III - Powers and Responsibilities of the Regular Faculty**

#### **Promotion and Tenure Guidelines**

To be recommended for promotion and/or tenure in the Department of Chemistry, the candidate should have made a significant impact on the scientific community and shown clear evidence of leadership in their field. Evidence will normally include, but not be limited to, publications in internationally peer reviewed, ISI-indexed journals, major external grants and/or contracts, honors, awards, and invited lectures. We also insist that the candidate demonstrate competence in instructional delivery and an interest in curricular matters. Because the Department of Chemistry is an academic department with a significant research mission, we typically weigh these contributions more heavily than those of a service nature.

#### **Section 1 Annual Review of Untenured Faculty**

The Personnel Committee will annually report to the Chemistry Council the progress of every untenured faculty member. The results of these discussions will be shared with the untenured faculty member in a meeting with the Personnel Committee and the Chair.

For the review of the third and later years, a committee of no less than three tenured faculty, at least one of whom is outside the candidate's division, will be appointed by the Chair to review the candidate. Membership of individual committees should be changed each year with the objective that a reasonable cross section of the faculty will have closely examined an individual's record prior to a tenure recommendation.

The review committee will prepare a written report, in accordance with current departmental policies, which will be presented to a meeting of the Chemistry Council in late May. The report and comments in the faculty meeting will be communicated to the candidate by the Chair. The third year report will be submitted to the Dean's office.

#### **Section 2 Promotion to Associate Professor with Tenure**

Near the end of an assistant professor's 5th academic year, a tenure review committee will be appointed by the chair. Unless unusual circumstances prevail,

the committee will consist of 2 members from the candidate's division and 1 from another division. The candidate will be asked to assure that their resume is up to date and complete and also to submit the names of potential external reviewers. Other faculty knowledgeable in the area also will be asked to submit reviewer names, and a list of at least 8 people from whom letters are to be requested will be selected by the chair and the review committee members. A packet consisting of the resume, reprints, and other appropriate materials will be assembled by the candidate. The packet will be sent to reviewers along with a letter requesting their evaluation in early July with expectation that their letters will be returned by about August 15.

The faculty review committee shall evaluate all aspects of the candidate's record, including the external letters, and make a recommendation to the tenured faculty at a meeting held soon after the opening of the fall semester. The report will be discussed but no vote taken at that meeting. The candidate's complete dossier will be made available to the tenured faculty for no less than 3 working days prior to a second meeting at which a vote will be taken by secret ballot with a 2/3 majority of the voting tenured faculty being required for a positive recommendation. If the vote is negative, the candidate will be informed and given the opportunity to request a hearing before the tenured faculty with a final vote after the hearing.

The department Chair will submit a separate evaluation. The candidate will be kept informed in writing concerning the status of the recommendation.

### **Section 3 Tenuring of Associate and Full Professors**

The same procedures used for the promotion and tenure of assistant professors will be followed for untenured associate and full professors except that the recommendation normally will be for tenure only and the years of service may differ.

### **Section 4 Promotion to Full Professor**

The candidate may request a review of progress towards promotion in any given academic year. A committee of full professors will be appointed by the Chair to evaluate the candidate's progress and to present a report to the full professors of the department. The candidate will be given a copy of the report. The report should evaluate progress toward promotion and inform the candidate of any additional actions that may be expected.

If the evaluation committee and the chair feel that the candidate should be considered for promotion to full professor, outside reference letters will be

solicited and a formal dossier prepared using procedures similar to those outlined above for tenure decisions. The tenured full professors will receive the report, be given at least three working days to evaluate it, and vote by secret ballot at a second meeting. A 2/3 majority is required and the Chair is entitled to a separate evaluation as with tenure decisions.

## **Section 5     Doctoral Faculty**

The Department of Chemistry doctoral faculty shall recommend qualified chemistry faculty through its Director of Graduate Studies for consideration. Applications and renewals will be initiated by the individual and processed and evaluated by the Personnel Committee, according to rules and procedures of the Graduate Faculty Senate.

## **Article IV - Meetings**

### **Section 1     General Meetings**

- A. General meetings of the Department of Chemistry faculty may be held throughout the calendar year, but in no case less than once per semester.
- B. General faculty meetings may be called at any time by the chair, or upon request of any five regular faculty members.
- C. All meetings shall be conducted according to the Roberts Rules of Order.
- D. The chair shall serve as the presiding officer. In the absence of the chair, an associate chair shall preside.

### **Section 2     Quorum**

A simple majority of regular faculty in residence constitutes a quorum in any faculty meeting.

### **Section 3**

Minutes shall be taken of all general faculty meetings and will be made available for faculty review. The minutes are to be maintained as part of the permanent Department of Chemistry record.

## **Article V - Operational Committees**

### **Section 1     Personnel Committee**

## **A. Membership and Election**

1. The Personnel Committee shall consist of three elected members of the Chemistry Council with the exclusion of the Department Chair and Associate Chair(s).
2. The term of service on the committee shall be for three years.
3. A new committee member shall be elected each spring for service beginning at the start of the following academic year so as to insure staggered terms.
4. A committee member is not eligible for reelection immediately following the completion of the three year term.
5. All members of the regular faculty shall be eligible to vote for the Personnel Committee.
6. Election to the committee shall take place by means of two ballots. The first balloting will occur at a departmental faculty meeting during the spring. The first written ballot will be constructed from the names of all eligible Chemistry Council members. The second ballot will be generated from the those faculty receiving the three highest numbers of votes from the first balloting. Voting will be by secret ballot and absentee ballots will be solicited by the Chair of the Personnel Committee for a period of five working-days prior to and after the faculty meeting. Ballots will be counted by two faculty members. Any absentee ballots, and all of the second ballots, will be sealed in a signed envelope and will be submitted to the Chair of the Personnel Committee for counting as specified above. The second balloting shall occur within 10 working days of the final day for the receipt of the first ballot. The ballots for the second balloting must be returned within five days of initiation. The individual receiving the largest number of votes shall be elected. In the case of ties, a standard run-off balloting will occur from the highest vote-getters according to the procedures described above.
7. If a committee member is unable to serve a period of time, a substitute will be elected for that period, from the eligible faculty by the above procedures.

## **B. Duties**

1. The Personnel Committee shall conduct an annual review of individual faculty performance in the areas of teaching, research and service using procedures in accordance with departmental policy. The review will be

- based on: 1) The annual update to the Cumulative Faculty Record; 2) A Teaching Portfolio and student Teacher Evaluation Questionnaires; and 3) Other relevant materials submitted by the faculty member. Results of the annual review will be transmitted and discussed with the Department Chair for use in salary adjustment and other personnel matters.
2. The Personnel Committee shall review teaching assignments with the Chair and provide appropriate advise.
  3. The Personnel Committee shall handle additional matters as designated in the By-Laws and other matters on an ad hoc basis as requested by the faculty or the Chair.
  4. A faculty member has the right to meet with the Personnel Committee to discuss the evaluation or other concerns.

## **Section 2 Undergraduate Program Committee**

### **A. Duties and Responsibilities**

The Undergraduate Program Committee shall consider and recommend to the faculty policies concerning the undergraduate teaching and advising activities of the Department. In performing these duties, the committee shall:

1. Review suggested modifications of the undergraduate chemistry curriculum and oversee the implementation of those changes approved by the faculty.
2. Review suggested modifications of the existing chemistry baccalaureate degree requirements and oversee the implementation of those changes approved by the faculty.
3. Consider proposals for the establishment of new baccalaureate degree programs or for the elimination of existing baccalaureate degree programs.
4. Review the advising of undergraduates in the Department and recommend improvements of the advising process.
5. Review applications for undergraduate scholarships and select scholarship awardees.

### **B. Membership**

Members of this committee shall be appointed by the Chair, who shall ensure that the traditional divisions of chemistry are all represented. The Director of Undergraduate Studies shall serve as the chair of the committee.

### **Section 3 Graduate Committee**

#### **A. Duties and Responsibilities**

The Graduate Committee, chaired by the Director of Graduate Studies, shall serve as the major vehicle for formulating and operating the graduate program of the Department of Chemistry. The committee shall:

1. Regularly report to the faculty.
2. Supervise the screening and selection of all graduate students and establish appropriate standards.
3. Nominate qualified graduate students for awards, fellowships, scholarships and assistantships.
4. Be responsible for assembling and maintaining the dossiers on graduate student candidates and current graduate students.
5. Review suggested modifications of the graduate chemistry curriculum and oversee the implementation of those changes approved by the faculty.
6. Review suggested modifications of the existing chemistry graduate degree requirements and oversee the implementation of those changes approved by the faculty.
7. Oversee the administration of qualifying and cumulative examinations.

#### **B. Membership**

The composition of the Graduate Committee will be determined by the Chair. Its membership should be representative of the interests and programs within the Department of Chemistry. The Director of Graduate Studies shall serve as chair of the committee and as the liaison person between the Department of Chemistry and the Graduate School.

## **Section 4 Committee on Faculty Responsibility**

### **A. Procedures Governing the Disposition of Charges of Faculty Responsibility**

Section 300.010 of the Faculty By-Laws of the University of Missouri-Columbia describing the procedures to deal with formal charges of faculty irresponsibility and/or unethical behavior will be followed.

### **B. Departmental Committee on Faculty Responsibility**

The Department of Chemistry will elect two members from the Chemistry Council, excluding the Department Chair, to co-chair the Committee on Faculty Responsibility each year. The role of the co-chairs will primarily be to assemble a full committee in the event that a formal accusation is made. The full committee will only be assembled in the event of a formal written accusation of faculty irresponsibility and/or unethical behavior against a faculty member of the Department of Chemistry. The full committee may or may not include one or both of the co-chairs, consistent with the guidelines below. This Committee shall investigate the charge against the faculty member, and shall offer the accused and the accuser an opportunity to state their positions and to present testimony and other evidence relevant to the case. The accused shall have access to all information considered by the committee and the names of all persons giving evidence against him/her. The hearing shall be informal and the accused and accuser(s) have the right to be present during the hearing. Other persons shall not be present except while giving testimony or other evidence. The burden of proof in formal charges of faculty irresponsibility and/or unethical behavior lies with the accuser(s), not the accused.

### **C. Composition of the Committee**

The Committee on Faculty Responsibility will consist of no fewer than 5 faculty members derived from the pool of regular faculty, and including the two co-chairs, consistent with the Faculty By-Laws for rank and eligibility. Neither the accused, the accuser(s), nor the Chair shall serve as a member of the Committee, as described below. If the accused is a member of the Non-regular faculty, the Department Committee must be adjusted to include peers of the same academic rank, in proportion to the department roster. The committee will be assembled by one of the two co-chairs of the Committee on Faculty Responsibility according to the following guidelines.

1. Accusations against full or associate professors: A committee drawn from the Chemistry Council shall be assembled after the accused and the Chair each strike the names of two members of the Chemistry Council from the pool.
2. Accusations against assistant professors: A committee of full, associate and/or assistant professors of the Department of Chemistry shall be assembled after the accused and the Chair each strike the names of four full, associate and/or assistant professors from the pool.
3. Accusations against the Department Chair: In the event that the Department of Chemistry Chair is accused of faculty irresponsibility and/or unethical behavior, the guidelines for full or associate professors will be followed except that a.) the Department chair will strike two names from the Chemistry Council pool and one of the two co-chairs of the Committee on Faculty Responsibility will strike two names from the Chemistry Council pool, and b.) the other co-chair will then assemble the committee.

#### **D. Report of the Committee**

After completion of the hearing, the Committee shall meet in closed session and after deliberation prepare a written report. This report (including a minority report, if any) shall be transmitted to the divisional dean and a copy transmitted promptly to the accused. This report shall be limited to one of the following:

1. The charge is unfounded or there is insufficient reason to believe the accused has violated professional ethics or acted irresponsibly, and the matter should be dropped without prejudice to the accused. The justification for this conclusion must be included.
2. There is sufficient reason to believe the accused has acted unethically or irresponsibly, and
  - a. If the accused is a faculty member, the matter should be referred for a formal hearing. No recommendation as to sanction should be made but an assessment of the seriousness of the alleged violation, including whether it is serious enough that termination of appointment should be considered, shall be made.
  - b. If the accused is a non-regular faculty member, a recommendation as to the appropriate sanction shall be made. The justification for this conclusion must be included.

## **Section 5 Other Departmental Committees**

### **A. Advisory Committee**

This standing committee shall advise the chair at his/her discretion.

### **B. Other Committees**

Other committees shall be appointed as needed.

## **Article VI-Research Incentive Guidelines**

### **Section 1**

As adopted by the faculty on December 6, 1990, the Department of Chemistry shall continue the previous policy of returning 35% of the funds to the principal investigator(s) on a given generating grant. The remaining 65% of the funds shall be used to support the research enterprise of the department.

## **Article VII-Enactment and Amendment of the By-Laws**

### **Section 1**

These By-Laws shall be distributed to the regular faculty for examination prior to a meeting called for their discussion, change, and acceptance.

### **Section 2**

The By-Laws shall be enacted when approved by a majority of the regular faculty.

### **Section 3**

Amendment of these By-Laws, following enactment, will require a simple majority of the regular faculty.

### **Section 4**

Proposed amendments to the By-Laws must be in writing, and copies must be distributed to all regular faculty, at least 7 days prior to any meeting at which the amendments are to be considered.

## **Section 5**

Proposed amendments may not be substantively amended during a faculty meeting.

**Addendum: History of Amendments**

<b>Date</b>	<b>Topic</b>	<b>Lead Authors</b>
May 2006	Overhaul sections 1.B. and 1.C on Joint and Adjunct faculty	Keller, Robertson, Tanner
June 2006	Voting rights of Joint and Adjunct faculty	Tanner
August 2014	Promotion/Tenure Guidelines	Atwood