

BYLAWS OF THE DEPARTMENT OF CHEMISTRY

University of Tennessee, Knoxville

PREAMBLE

The bylaws are instituted by the Department of Chemistry Faculty as a commitment of full participation in departmental governance. These bylaws are supplemental to the College Bylaws and to the regulations of the University; in the event of conflict the latter shall prevail.

I. Conduct of Department Business

- A. The Faculty of the Department shall consist of all persons, tenured or with tenure track appointments, holding the rank of Instructor of Chemistry, Assistant Professor of Chemistry, Associate Professor of Chemistry and Professor of Chemistry. All such persons shall have voting privileges at meetings of the Faculty.
- B. Faculty meetings shall take place at least once per term and no more often than once per week unless special meetings are called. The agenda for regular Faculty meetings shall be distributed at least three days before the meeting.
- C. A Faculty meeting will be called by the Department Head within one (1) week of receipt of a petition for a meeting signed by at least thirty percent (30%) of the Faculty.
- D. All meetings shall be chaired by the Department Head or designate and will be conducted in accordance with the procedures of Roberts's Rules of Order, most recent edition.
- E. A quorum for Faculty meetings will consist of a simple majority of eligible Faculty. A majority approval of those present and not abstaining is required for the passage of motions.

II. Department Head

The Department Head, appointed by the Dean after consultation with the Faculty, is a member of the Faculty who has been assigned the responsibility of caring for and coordinating the departmental programs of teaching, research, and public service. To assist with these duties, the Head shall appoint a member of the Faculty as Associate Head. These responsibilities include the promotion of the department's academic program in relation to the comprehensive academic programs of the College and University through (a) the guidance of the recruitment, appointment, promotion, and development of the Faculty; (b) the encouragement and support of the Faculty research programs and of Faculty activities in public service; (c) communication with students concerning their professional goals and programs; and (d) representing the department professionally to the university Faculty, to the political constituencies supporting the university, and to the national and international chemical profession. The Department Head's responsibilities, of necessity, must also include the care of budgetary matters such as (a) the preparation and defense of the departmental budget; (b) the authorization of all expenditures in support of departmental programs; (c) the management of requisite physical facilities; and (d) the employment and direction of supporting personnel.

III. Curriculum Revision

- A. The Faculty of the Department shall control the addition, alteration and deletion of departmental courses and the establishment and modification of degree programs.
- B. Upon a majority vote by the Faculty to undertake a curriculum study, the Department Head will instruct the Curriculum Committee to study and to recommend action to the Faculty on possible changes in courses, curriculum and degree requirements.
- C. The committee will solicit staff opinions, study the needs for possible changes and propose possible changes to the Faculty.
- D. The Faculty will make final decisions on all curriculum and degree changes and the Department Head or designate will forward these recommendations to the appropriate curriculum review groups within the College of Arts & Sciences, normally the Natural Science Curriculum Committee.
- E. The Department Head or designate shall have the responsibility of guiding proposals through the curriculum change processes by providing information, stating objectives and defending the need for change before such groups as the Arts & Sciences Natural Science Curriculum Committee, the Faculty of the College of Arts & Sciences, the University Senate, the Undergraduate Council and the Graduate Council.
- F. The Department Head will refer to the Faculty for further study any items for which any of the above committees have recommended substantive change.
- G. Curriculum change involving a single course or a small group of courses falling within one of the departmental sub-areas will normally be discussed and changes recommended by the Faculty of the group in place of the Curriculum Committee. Any changes recommended by such a sub-group must still pass the entire Faculty as indicated above.

IV. Faculty and Staff Appointments

- A. The Department Head shall work with the Advisory Committee to initiate and guide action concerning the decisions of hiring of new Faculty. The Advisory Committee will meet with the Department Head for decisions concerning proper fields of interest possessed by candidates. During the discussion due consideration will be given to the strategic planning documents of the Department and to the opinions of other faculty members and the Faculty at large.
- B. The Department Head will appoint an ad hoc Search Committee composed of faculty appropriate to the field(s) of interest for the search. The Search Committee will be responsible for the mechanics of advertising the opening(s), collecting applications, documenting proper University protocol for the search, etc.
- C. The Search Committee will collect dossiers from applicants ensuring that Affirmative Action guidelines are implemented and will make an initial screening to select potential suitable candidates.
- D. The Search Committee will guide an evaluation by the Faculty of those applicants passing the initial screen. The evaluation will involve rank ordering of applicants and decisions on whom to invite for interview.

- E. The Search Committee will continue to monitor the interview process and provide subsequent input to the Faculty on the status of developing applications.
- F. The Faculty is charged with the rank ordering of such candidates and the final decision of the making of offers to selected candidates.
- G. The Department Head shall have responsibility for subsequent events such as negotiation with the administration on numbers of offers to make and salary levels contained in the offer(s). The Department Head shall make contacts with the selected applicants concerning salary offers and other commitments to the candidates.
- H. Appointments of non-tenure track staff, including supporting, temporary teaching, and temporary research staff, shall be made by the Department Head after consultation with appropriate faculty members.

V. Retention, Tenure and Promotion

- A. All actions of the Department concerning retention, tenure and promotion of the Faculty shall conform to the procedures and standards set forth in the Faculty Handbook.
- B. The Department Head will assign a senior faculty colleague as mentor for each junior faculty member at the time of hiring. The mentor and Department Head will have the primary responsibility of guiding the development of the junior individual and advising him/her with regard to the Department's Criteria for Promotion and Tenure (see appendix) and Annual Reviews (see Section VI). A retention meeting of tenured faculty to discuss the progress of junior faculty will be conducted each year. The mentor is primarily responsible for gathering information on the research, teaching, and service of the junior faculty member for this meeting.
- C. The Department Head shall invite from each person desiring to be considered for tenure and/or promotion a dossier relevant to his/her professional performance in such areas as teaching, solicitation of research funds, research and scholarly achievements, and service to the College, University, and public.
- D. The Department Head shall make these dossiers along with other pertinent information available for review by the appropriate Faculty groupings as defined in the Faculty Handbook. An ad hoc Tenure/Promotion Committee, generally composed of no fewer than three tenured faculty members, will be appointed by the Department Head to assist in the deliberations for each case. Dossiers for those persons to be considered for tenure shall be available to all tenured Faculty and untenured full professors; dossiers of those persons to be considered for promotion to the rank of Associate Professor shall be available for those Faculty members holding the rank of Associate or Full Professor of Chemistry; dossiers of those persons to be considered for promotion to the rank of Professor of Chemistry shall be made available for those faculty holding rank of Full Professor.
- E. At separate meetings of the appropriate Faculty groupings as indicated in section V. D., the status of each person eligible for tenure and/or promotion shall be considered. In tenure decisions, a formal vote of the eligible faculty will be conducted. Upon request of any participating faculty member the vote will be performed by secret ballot. A positive

recommendation for awarding tenure and/or promotion requires a vote of *yes* by a simple majority of all eligible voting faculty members in attendance. The recommendations arising from these meetings shall be forwarded to the administration.

- F. All discussions in the meetings specified in section V. E shall be considered privileged.

VI. Annual Performance and Planning Reviews and Cumulative Reviews

- A. All actions of the Department concerning annual and cumulative reviews of the Faculty shall conform to the procedures, standards, and rating categories set forth in the Faculty Handbook.
- B. Each year the Department Head will request or otherwise gather information on the teaching, research, and service record of each faculty member for the reporting year. Additionally, the Department Head will request plans for the next reporting year from each faculty member in each of these mission areas.
- C. Annual Performance and Planning Reviews will be conducted by the Department Head and each faculty member each Spring Term using documentation described in VI. B. The Department Head will discuss the contributions and performance of the faculty member in each of the mission areas, provide a brief narrative statement, and assign a rating in accordance with the guidelines specified in the Faculty Handbook. The statement and rating will be signed by both the Department Head and the faculty member. The faculty member may provide a rebuttal to the review if he/she so chooses.
- D. The following general statements will help guide the Annual Performance and Planning Reviews.
1. It is recognized that the Faculty of the Department are diverse in their areas of research and creative activity. Further, the significance, quality, and distribution of effort among the three mission areas vary among the Faculty and often vary over the professional careers of individuals.
 2. The distinction between different aspects of the professional activities of Chemistry Faculty cannot be sharply defined within the three mission areas. For example, guidance of graduate research is clearly both a research and a teaching activity and research expertise is often a key component in service activities.
 3. The following are normal standards of performance in the mission areas for *meeting expectations* as specified in the Faculty Handbook. These normal standards apply to all ranks of Chemistry faculty members.
Research - Faculty are expected to conduct on-going scholarly work with the aim of discovering new knowledge that is of value to the discipline. This activity should be of the type which is legitimized by recognition of one's scientific peers and/or support (in many cases including financial support) of extra-university scientific institutions and/or agencies, is disseminated through the usual fora for the discipline, and which contributes to the experiential training of students and research associates.
Teaching - Faculty are expected to be conscientious and effective teachers. This applies to any or all of the traditional classroom, laboratory, and research settings.
Service - Faculty are expected to serve an active professional service role. This applies to

any or all of the traditional discipline, university, and public professional service components.

4. The metrics used to measure performance in each mission area appear in the Department's Statement of Criteria for Promotion and Tenure (see appendix). Because of the diversity of faculty interests and contributions, care must be taken in applying these metrics. In particular it is to be noted that both qualitative and quantitative judgments concerning faculty performance **vis-a-vis** metrical expectations will be necessary. The construction and articulation of these judgments is one of the important duties of the Department Head.
 5. All three mission areas will contribute to the overall rating of a faculty member. The aforementioned standards and metrics will be used in deliberations by the Department Head. Each faculty member will be rated using one of the four categories specified in the Faculty Handbook; i.e., *exceeds expectations for rank*, *meets expectations for rank*, *needs improvement for rank*, *unsatisfactory for rank*. A faculty member whose performance is rated *needs improvement for rank* shall consult with the Department Head to develop a written plan for resolving deficiencies. A faculty member whose performance is deemed *unsatisfactory for rank* must follow the procedures outlined in the Faculty Handbook.
- E. Cumulative Reviews will be conducted on a five year cycle for all tenured faculty. Normally, consideration for promotion will substitute for a Cumulative Review. The Department Head will review the Annual Performance and Planning Reviews since the previous Cumulative Review. This information will be the basis for a Cumulative Review Report and rating using the format developed for the campus and as specified in the Faculty Handbook. The relevant documentation also will be reviewed by a Peer Evaluation Committee, as provided in the Faculty Handbook. The faculty member under review will provide a list of chemistry colleagues of similar rank from which at least one Committee member will be selected. The Committee will prepare a report which is advisory to the Department Head. At its discretion, the Committee may request additional information from the faculty member being evaluated and/or the Department Head for preparation of their Report.
 - F. As with respect to the Annual Performance and Planning Reviews, the faculty member may provide a rebuttal to the Cumulative Review, and should provide a written plan for improvement in areas deemed deficient in the report. Courses of action for faculty who are rated *unsatisfactory for rank* are specified in the Faculty Handbook.
 - G. Committees involved in periodic Departmental Academic Program Reviews will be specifically asked to review and address the policies concerning Annual and Cumulative Reviews of the Faculty as outlined herein, and to evaluate the standards which have been applied, to assure that these continue to accurately reflect the Department's mission and facilitate progress toward its long-term goals.

VII. Standing Committees

A. Advisory Committee

The Advisory Committee shall advise and counsel the Department Head on various academic and budgetary priorities. The committee shall consist of the Department Head,

two (2) Faculty members appointed by the head and three (3) elected members, one from each of the following subject area interests within the department: analytical-inorganic; organic-polymer; physical-theoretical. The elected members shall serve three (3) year staggered terms.

B. Seminar Committee

The Seminar Committee shall plan and execute the seminar program of the department. The Seminar Committee shall consist of the Department Head (ex-officio), three (3) Faculty members with staggered three (3) year terms, one senior Faculty member with an indefinite term and one (1) graduate student member with a one (1) year term. Faculty appointments to the committee shall be made by the Department Head with the approval of the Advisory Committee. The student member shall be appointed by the Department Head.

C. Graduate Student Advising Committee

The Graduate Student Advising Committee shall be concerned with the academic program and progress of individual graduate students prior to their selecting a major professor. The committee shall also be responsible for monitoring and administering the entrance and cumulative examinations. The committee shall consist of the Department Head or Associate Head and the three elected representatives of the Advisory Committee.

D. Curriculum Committee

The Curriculum Committee shall be concerned with the course offerings of the Department and with the requirements for the undergraduate and graduate degree programs. It shall discuss curricular and course revisions and bring these to the Faculty for approval. The Committee shall consist of faculty representing the main subject areas of the Department plus two students: one graduate and one undergraduate. The Faculty members shall be appointed for an indefinite term by the Department Head with the approval of the Advisory Committee.

E. Safety Committee

The Safety Committee shall promote good safety practices in the laboratories, shops, and chemical stores, through the training of students and personnel, periodic inspections, suggestions for the purchase and installation of safety equipment and recommendations on the handling and disposal of hazardous materials. The committee shall include the Department Head (ex-officio), three (3) Faculty members and two (2) graduate students. Members shall be appointed for an indefinite term by the Department Head with the approval of the Advisory Committee.

F. Graduate Student-Faculty Interaction Committee

The Graduate Student-Faculty Interaction Committee shall promote graduate student-Faculty professional relationships by providing a path of communication between the graduate student body, the Faculty, and the Department Head. The committee shall consist of the Department Head (ex-officio), two (2) Faculty members and two (2) graduate students. The Faculty members shall be appointed for an indefinite term by the Department Head with the approval of the Advisory Committee. The graduate student members are elected by the chemistry graduate student body.

G. Other committees will be established by the Department Head as deemed necessary for efficient operation of the department.

VIII. Amendments

These Bylaws may be amended by a two-thirds vote of the Faculty present at a Faculty meeting provided that the item has been placed on the agenda and the text of the change has been given in writing to the Faculty with the announcement of the agenda.

IX. Ratification

These Bylaws shall be ratified by a majority vote of the Faculty.

Ratified, April 2, 1999

BYLAWS APPENDIX

STATEMENT OF CRITERIA FOR PROMOTION AND TENURE DEPARTMENT OF CHEMISTRY, UNIVERSITY OF TENNESSEE, KNOXVILLE

Recommendations for promotion and tenure by the Department of Chemistry will be made in full accordance with the policies and procedures of the University of Tennessee, Knoxville as outlined in the most recent Edition of the Faculty Handbook. Advancement in academic rank and awarding of tenure will be based on the faculty member's demonstrated proficiency of significant University and extra-University Progress. This is normally judged by his/her contributions to the mission of the Department as articulated below.

MISSION STATEMENT

The fundamental nature of Chemistry makes some knowledge of its principles essential to anyone who will be physically or intellectually manipulating and studying matter. The broad impact of chemistry on society can be found in the discipline's contributions toward improving health and conquering disease, monitoring and protecting the environment, providing renewable substitutes for scarce materials, tapping new sources of energy, improving the competitiveness of our nation's industries, etc. The centrality and importance of Chemistry among the sciences and related disciplines is amply demonstrated by our extensive teaching service on the campus, our placement of graduates in industry, academe, and government laboratories, and the diversity and prominence of our externally funded research.

The Department of Chemistry has a responsibility to contribute to the overall University missions of teaching, scholarship, and public service. In this context our principal purposes are:

- ▶ to **teach** the fundamentals of chemistry, providing a broad range of University undergraduate students the chemistry foundation necessary for their chosen careers and to act as active responsible citizens. Further, to provide specialized instruction in chemistry to undergraduate chemistry majors and graduate and post-graduate (postdoctoral) students preparing them for careers as chemistry professionals.
- ▶ to foster **scholarship** by promoting quality, nationally-recognized, research programs in the subdisciplines of chemistry and in cross-discipline areas, maintaining modern research facilities, and advancing the pedagogy of chemistry and related areas of scientific inquiry.
- ▶ to provide **service** through participation in university governance, professional public outreach enterprises, support of regional industry, and contributions to the discipline.

In achieving these general goals we must strive to identify important new problem areas for which chemistry can provide solutions, establish further relationships with faculty and students in other disciplines on campus and in government and industry, maintain our professional outreach activities, and work diligently to strengthen our pursuit of quality education and research.

The Department expects that all faculty members contribute to the three areas presented in our Mission Statement. A clear record of continuing accomplishment and potential in these areas is absolutely necessary for positive promotion and tenure actions. It is recognized that the level of contribution and achievement in each of these mission areas may not be equal. Accordingly, limited achievement in one area may be offset by excellence in other areas. The following metrics of professional ability and accomplishment, not presented in rank order, will be among the key factors included in deliberations regarding promotion to the rank of Professor, tenure and promotion to the rank of Associate Professor, annual retention at the rank of Assistant Professor, and for annual and cumulative reviews.

- ▶ Teaching ability and effectiveness:
 - compilations of student evaluations
 - reports from peer teaching review committees
 - comments by colleagues (including external reviewers) who have first hand knowledge of the faculty member's teaching performance and/or communication skills
 - written comments by students
 - curricular or pedagogical activities and accomplishments
 - national and/or local teaching awards

- ▶ Research and scholarly activities:
 - level of external support (relative to peers in equivalent or similar scientific area)
 - significance of comments by professional peer reviewers
 - national/international awards and recognition
 - significance and number of articles in refereed journals, as well as contributions to scientific monographs and textbooks
 - invited presentations at scientific meetings
 - contributed presentations and involvement in contributed presentations
 - invitations to organize symposia, prepare monographs, etc..
 - editorships and memberships on editorial boards
 - local awards

- ▶ Service:
 - participation in Department, College, and University committee activities
 - participation in professional public outreach, including involvement with schools, regional industry, and community organizations
 - membership and participation in professional organizations
 - participation in meetings and symposia as organizer or chairperson
 - reviewing and editorship efforts

More specific criteria by academic rank may be summarized as follows:

PROFESSOR

- Should hold the doctorate degree in the discipline;
- should normally have served as an Associate Professor for at least five years;
- should have acquired a national professional reputation demonstrated through a record of research and scholarly activity involving the factors listed above that is indicative of continuous and progressive professional development since faculty appointment in the University;
- should have achieved a demonstrated record as an conscientious and effective teacher in his/her field; and
- should have contributed significantly and substantially in some combination to meeting the service needs of the University, the discipline, and the community.

ASSOCIATE PROFESSOR

- Should hold the doctorate in the discipline;
- should normally have served as an Assistant Professor for at least four years;
- should have a strong record of research and scholarly activity with clear promise that promotion to Professor is likely at some point in the future. Appropriate evidence includes those factors listed above;
- should show clear evidence of competent teaching according to the criteria listed above; and
- should have a reasonable and balanced record of contributions to meeting the service needs of the University, the discipline, and the community.

ASSISTANT PROFESSOR

- Should hold the doctorate degree in the discipline;
- should have an active research/creative achievement program with the goal of establishing a strong record of accomplishment involving the factors listed above by the time of consideration for promotion and tenure;
- should demonstrate strong commitment to teaching and clear promise of excellence in classroom performance; and
- should participate significantly in professional activities in the discipline beyond formal teaching and research.