

# Texas A&M Department of Chemistry Bylaws

## Contents

Introduction.....	1
I. Faculty Organization	
A. Membership of the Faculty of the Department of Chemistry .....	1
B. Meetings of the Department Faculty .....	1
C. Administrative Positions in the Department .....	2
1. Department Head .....	2
a. Term of Office .....	2
b. Selection of Department Head .....	2
c. Duties of the Department Head.....	3
d. Authority of the Department Head .....	4
2. Associate Department Head.....	5
3. Assistant Department Head.....	5
4. Other Administrative Positions and Units .....	5
a. Graduate Advisor .....	6
b. Coordinator of Graduate Recruiting, Admissions, and Review .....	6
c. Undergraduate Advisor .....	6
d. Divisions .....	7
e. First-Year Chemistry Program.....	8
f. Research Interest Groups .....	8
II. Faculty	
A. New Faculty .....	8
B. Renewal of Term Appointments .....	9
C. Joint Faculty .....	9
1. Criteria for Consideration .....	9
2. Full Joint Faculty Appointments.....	10

3. Associate Joint Faculty Appointments.....	10
4. Application for a Joint Appointment .....	10
5. Responsibilities of Faculty with Joint Appointments .....	11
6. Renewal of Joint Appointments.....	11
7. Visiting Faculty Appointments.....	11
D. Faculty Leaves of Absence .....	12
E. Lecturers .....	12
1. Contract Terms.....	12
2. Status, Expectations, and Professional Development .....	12
3. Annual Review.....	13
III. Teaching	
A. Academic Year Teaching Assignment.....	13
B. Departmental Summer Appointments .....	14
IV. Research	
A. Selection of Graduate Advisors .....	14
1. Process .....	14
2. Change of Advisor .....	16
B. Postdoctoral Appointments .....	16
C. Assignment of Faculty Research Facilities .....	16
V. Committees	
A. General Procedures .....	17
B. Operational Committees.....	17
C. User Groups.....	19
D. Executive Committee (EC) .....	19
1. Structure and Membership.....	19
2. Meetings and Agendas .....	20
3. Responsibilities .....	20
E. Academic Operations Council (AOC).....	21
1. Structure and Membership.....	21
2. Meetings and Agendas .....	22
3. Responsibilities .....	22

F. Promotion and Tenure Committee.....	23
1. Structure and Membership.....	23
2. Responsibilities.....	23
3. Mode of Operation.....	23
4. Operating Procedures.....	23
a. Annual Review of Non-tenured Faculty.....	23
b. Generating Recommendations.....	24
G. Undergraduate Curriculum Committee.....	27
1. Composition.....	27
2. Meetings and Agendas.....	27
3. Function.....	27
4. Responsibilities.....	28
H. Faculty/Graduate Student Working Group.....	28
1. Charge.....	28
2. Composition.....	28
a. Term of Membership.....	29
b. Meetings.....	29
I. Ad hoc Review Committees.....	29
J. Appointments to Committees.....	29
VI. Amendment of the Bylaws.....	30
VII. Conflict between the Chemistry Department Bylaws and other Regulations.....	30

**POLICIES AND PROCEDURES FOR  
THE DEPARTMENT OF CHEMISTRY  
TEXAS A&M UNIVERSITY**

*Introduction*

This statement sets forth policies and procedures for conducting the affairs of the faculty of the Department of Chemistry, Texas A&M University. It conforms with the superior documents on Policies and Procedures for Texas A&M University.

**I. Faculty Organization**

**A. *Membership of the Faculty of the Department of Chemistry***

1. All persons holding half-time or greater academic appointments wholly or primarily in the Department of Chemistry at the ranks of Distinguished Professor, Professor, Associate Professor, Assistant Professor, Senior Lecturer and Lecturer shall be voting members of the faculty of the Department of Chemistry (hereinafter, Department). A full-time appointment is defined as 100% time during the nine academic months
2. Faculty holding Full Joint appointments within the department and college shall be voting members of the faculty. Associate Joint membership does not include the right to vote, but faculty holding Full Joint appointments may vote on all matters. Visiting and other temporary or part-time faculty are welcome to attend faculty meetings but cannot vote. A vote on tenure and promotion matters is restricted to appointments to be made at an equivalent rank or lower rank than the voting faculty member.

**B. *Meetings of the Department Faculty***

1. There will be at least four regular meetings of the Department faculty during each academic year. Regular meetings shall be held at even intervals. The Department Head shall publish an agenda for each regular meeting at least two days in advance.
2. At each regular meeting of the Department faculty the Department Head shall report on the actions and recommendations of the Executive Committee since the previous regularly scheduled faculty meeting.
3. The Department Head shall provide for reports at meetings of the Department faculty from the Department standing committees and from the Department's representatives to the Faculty Senate, Faculty Advisory Council and the Executive Committee of the Faculty of Science as needed.

4. Special meetings of the Department faculty for stated purposes may be called by the Department Head, and shall be called by the Head upon the request of four members of the Executive Committee or the request of thirty percent of the Department faculty. Seven days notice is required.
5. The Department Head, or designee, shall preside at each meeting of the Department faculty.
6. Privilege of attendance and of the floor at regular meetings of the Department faculty also shall be extended to visiting and part-time faculty members in the Department, and to one representative from each Departmental student organization recognized by the Academic Operations Council.
7. Guests may be invited to meetings of the Department faculty by the Department Head, or by a member of the Department faculty with concurrence of the Department Head. State of Texas Law on open meetings allows the presence of non-participating visitors.

### ***C. Administrative Positions in the Department***

#### ***1. Department Head***

The Department Head is the administrative and executive officer of the department and its spokesperson to the University administration and communities outside the University.

##### ***a. Term of Office***

The term of office of the Department Head shall be four years, and is renewable. The Department Head shall be reviewed in the third year of the term according to the procedures established by the Dean for all College of Science department heads.

##### ***b. Procedures for Selection of the Department Head***

- i. The Dean will establish a search committee following consultation with the faculty of the department and will appoint the chair of the committee. A majority of the committee should be elected by the faculty of the department. The Dean may appoint additional members. Faculty from outside the department may be included on the search committee, but may not chair the committee.

- ii. The search committee will advertise the position, will review all applications and nominations, and will make recommendations to the faculty of the department regarding their preferred candidate(s). Pursuant to the Texas Open Records Act, all non-confidential material pertinent to applications and nominations will be available to the entire faculty for review.
- iii. Following a written ballot vote of the faculty, the candidate(s) receiving a majority affirmative support will be recommended to the Dean, ranked if the faculty or committee so desires. If the vote of the faculty as a whole differs from the opinion of the search committee, that information will also be reported to the Dean. Candidates who do not receive a majority of faculty support by written ballot also will be reported to the dean, along with the vote recorded. The Dean will select and appoint the Department Head.

c. *Duties of the Department Head*

- i. The Department Head, through direct action or delegation,
  - (1) in consultation with the Executive Committee and appropriate department committees, formulates and implements policies of the department;
  - (2) consults regularly with departmental committee chairs, division chairs and research interest groups;
  - (3) presides at departmental faculty meetings and ensures that accurate minutes are kept, and that a summary of the minutes is distributed;
  - (4) formulates and manages the departmental budget;
  - (5) manages office operations;
  - (6) evaluates faculty and staff;
  - (7) encourages faculty development;
  - (8) assigns teaching loads and schedules;
  - (9) carries on departmental correspondence;

- (10) resolves student complaints and other potential conflicts;
- (11) seeks advice from individual faculty members, from committees, and from the faculty as a whole.
- (12) is an *ex officio* member of all duly constituted departmental committees.

d. *Authority of the Department Head*

- i. The Department Head, in consultation with the Executive Committee, appoints the committee chairs. The Department Head makes other appointments to fill unexpired terms on committees and to assist in the daily operation of the department.
- ii. It is expected that the Department Head will usually support the decisions of the committees and the faculty. If the Department Head is unable to support a recommendation made through usual procedures, he or she should, in a timely manner, give a written explanation to the faculty or to the appropriate committee. In cases of disagreement, the Department Head should include relevant votes of committees and the vote of the faculty when reporting to the College and the University.
- iii. The Department Head, serving as principal financial officer of the Department, shall:
  - (1) supervise receipt and expenditure of all monies;
  - (2) prepare an annual operating budget and previous year-end financial report.
- iv. The Department Head, in conjunction with appropriate faculty committees, shall supervise and coordinate the recruiting of new faculty members.
- v. The Department Head shall make recommendations for faculty salary increases to the Dean of the College of Science.
- vi. The Department Head shall be responsible for initiating meetings of the Promotion and Tenure Committee in order to ensure timely recommendations for promotion and tenure

and post-tenure review decisions in the Department and at the College level.

2. *Associate Department Head*

- a. The appointment of the Associate Head is recommended to the Dean by the Department Head, in consultation with the Executive Committee.
- b. The term of office of the Associate Head shall be four years, renewable at the discretion of the Department Head and Dean.
- c. The duties of the Associate Head include:
  - i. Serving in the capacity of the Department Head whenever the Department Head is unavailable.
  - ii. Serving as a member of the Academic Operations Council.
  - iii. Functioning in the capacity of Department Head in all matters delegated by the Department Head.

2. *Assistant Department Head*

- a. The appointment of the Assistant Department Head is recommended to the Dean by the Department Head, in consultation with the Executive Committee.
- b. The term of office of the Assistant Department Head shall be four years, renewable at the discretion of the Department Head and Dean.
- c. The duties of the Assistant Department Head include:
  - i. Serving as an *ex officio* member of the Academic Operations Council.
  - ii. Functioning in the capacity of Department Head in all matters delegated by the Department Head.

4. *Other Administrative Positions and Units*

- a. Graduate Advisor
  - i. Is appointed by the Head for an initial term of three years. The appointment is renewable.

- ii. Serves on the Academic Operations Council.
  - iii. Chairs the Faculty/Graduate Student Working Group and the Graduate Curriculum Committee. Administrates functions involving graduate academic affairs. Some (but not all) of these duties include:
    - (1) Graduate student advising
    - (2) Administration of teaching and research assistantships and fellowships
    - (3) Administration of cumulative examinations and seminar programs of graduate students
    - (4) Coordination of research advisor selection, committee formation and degree completion procedures for graduate students
    - (5) Coordination of industrial recruiting schedules
  - iv. Functions in the capacity of the Department Head in all matters delegated by the Department Head.
  - v. Depending upon departmental needs, an *Associate Graduate Advisor* may be appointed by the Head with duties and terms of office commensurate with those of the Advisor.
- b. *Coordinator of Graduate Recruiting, Admissions, and Review*
- i. Is appointed by the Head for an initial term of three years. The appointment is renewable.
  - ii. Serves as an alternate to the Graduate Advisor on the Academic Operations Council.
  - iii. Chairs the Graduate Admissions and Review Committee.
  - iv. Is responsible for all aspects of the admissions and graduate recruiting process.
- c. *Undergraduate Advisor*
- i. Is appointed by the Department Head for an initial term of three years. The appointment is renewable.
  - ii. Serves on the Academic Operations Council.
  - iii. Administrates functions involving undergraduate academic

affairs. Serves *ex officio* on Undergraduate Affairs Committee.

- iv. Functions in the capacity of the Department Head in all matters delegated by the Department Head.
- v. Depending upon departmental needs, an *Associate Undergraduate Advisor* may be appointed by the Head with duties and terms of office commensurate with those of the Undergraduate Advisor.

d. *Divisions*

The Department of Chemistry is organized into five research and teaching units called Divisions. These five divisions, **Analytical, Biological, Inorganic, Organic, and Physical** represent a coherent specialization in chemistry, including training in that unit leading to a Ph.D. degree in Chemistry. Faculty members may join a division of their choice upon approval from the department head. Those that qualify as voting faculty also qualify as voting faculty in their chosen division. Voting privileges of joint and visiting faculty shall be the same as for regular faculty meetings.

All faculty may affiliate with only one division for purposes of election of departmental committee representatives but may affiliate as associate members with more than one division or research interest group for other purposes.

A **Division** is:

an educational unit responsible for organizing and delivering specialized research and teaching programs in the unit of specialization. Chemistry degrees may be completed using the guidelines developed by a division. Some departmental guidelines apply as well.

A **Chair** of each division is elected by the Division for an initial term of two years. Division Chairs will not serve more than four consecutive terms. The Division Chair

- i. Chairs the meetings of the division, and sets the meeting agenda.
- ii. Serves on the Academic Operations Council.
- iii. Is responsible for the administrative and educational functions of the division such as seminar, colloquium and

Frontiers schedules.

- iv. Works with the faculty in the division to suggest teaching duties of division faculty to the Department Head and to committees responsible for student affairs.

e. *First-Year Chemistry Program*

The First-Year Program is an education unit comprised of a Director and Associate Director, both appointed by the Head, and those faculty involved in teaching 100-level chemistry courses. The directors and associated faculty, which vary from semester to semester, are responsible for coordinating the lecture and laboratory content in, primarily, CHEM 101 and 102. They work with the instructors of CHEM 103/113, 104/114, 106/116 and 107, although the latter are more autonomous classes since they usually involve a smaller number of instructors and sections.

f. *Research Interest Groups*

Faculty with common interests in an area of research not represented in the five divisions are encouraged to form coalitions to foster efforts in the area.

*Examples of Designated Research Interest Groups include:*

Environmental Chemistry  
Materials Chemistry  
Nuclear Chemistry  
Surface Science and Catalysis  
Undergraduate Chemical Education

## II. **Faculty**

### A. *New Faculty*

1. Priorities for new faculty recruitment shall be discussed by the Executive Committee with input from the major divisions and research interest groups within the department.
2. Prospective tenure-track faculty positions shall be advertised nationally. Applicants shall be requested to supply a professional vita, along with a statement of research interests, proposals, and at least three letters of recommendation. All applications received shall be considered by the Department Head and shall be made available for consideration by the

Department faculty. The Department Head shall consult with Department faculty members especially competent to evaluate the qualifications of the applicants, shall then select, with the concurrence of the Executive Committee, those applicants to be invited to visit the Department.

3. Divisions may recommend new faculty appointments of any rank to the Department Head. The Executive Committee will discuss all offers at ranks above the assistant professor level before they are extended. The Promotion and Tenure Committee must make recommendations on appointments above the rank of lecturer and assistant professor. A faculty vote follows.
4. Appointments at the rank of Lecturer may be made by the Department Head with the concurrence of the Executive Committee. Such appointments shall be subject to annual renewal, and shall not lead to tenure consideration.

**B. *Renewal of Term Appointments***

1. Departmental recommendation for renewed term appointment shall require the approval of the Department Head and a favorable recommendation from the division or first-year program director.
2. In the event of non-renewal of a term appointment, the affected faculty member shall receive from the Department Head, upon request, a verbal explanation of the decision not to renew.

**C. *Joint Faculty***

The goal of joint appointments in the Department of Chemistry is to promote outreach and teaching collaborations between members of the Department and others with strong research and/or teaching interests in Chemistry. Such collaborations will strengthen both primary and joint appointments by encouraging interactions between faculty members with similar interests across departmental boundaries.

1. *Criteria for Consideration*

In general, the qualifications required for an appointment with Full Joint Membership will be the same as those required of candidates for primary appointment at the equivalent rank in addition to a demonstrated commitment to involvement in the Department. In essence, appointments with Full Joint Membership will be offered only to individuals with well established reputations in an area generally recognized as Chemistry. Specific criteria which must be met are:

- a. A nationally recognized research program in chemistry;
- b. On going interactions with members of the Department: Examples of such interactions are collaboration in research or teaching, service on graduate student advisory committees, and involvement in recruitment of students.
- c. A tenured appointment in another department at Texas A&M University.

2. *Full Joint Faculty Appointments*

Rights and Privileges of Joint Appointments: Faculty with Full Joint Membership in the Department may serve as Chair of graduate student committees in Chemistry and vote in faculty meetings on all issues except those specifically dealing with joint membership. Full Joint Faculty will be included in Departmental recruiting materials and will have full access to Chemistry graduate students.

3. *Associate Joint Faculty Appointments*

Associate Joint Membership may be offered to faculty who meet some, but not all, of the criteria for Full Joint Membership in the Department. Associate membership does not include the right to vote in faculty meetings, nor to serve as Chair of chemistry graduate student committees.

4. *Application for a Joint Appointment*

Applications for joint appointments should be made to the Head of the Department. The application will include a statement indicating how such an appointment would benefit both the Department and the individual, and stating his or her qualifications as a chemist. The Department Head will solicit a recommendation from the primary division with which the applicant would be associated. The credentials of the individual will be reviewed by the Promotion and Tenure Committee. Upon a favorable vote from the Promotion and Tenure Committee, the recommendation for a joint appointment will be brought forward for consideration at a faculty meeting. After discussion at a faculty meeting, a vote will be taken by written ballot as specified in the department of Chemistry Bylaws. If the nomination receives a majority favorable vote of votes cast, joint membership will be recommended to the Department Head.

5. *Responsibilities of Faculty with Joint Appointments*

- a. Attendance at faculty meetings and seminars in the Department.

- b. Service on Departmental committees.
- c. Participation in teaching Chemistry graduate students.
- d. Participation in recruiting and “outreach” activities.
- e. Continuing collaboration with other members of the Department.

6. *Renewal of Joint Appointments*

Joint Appointments must be renewed every five years by the Department Head, after review by the Promotion and Tenure Committee. Before the review begins, the individual involved will be asked if any change in status is desired and will be asked to supply any documentation the Promotion and Tenure Committee deems necessary. The Promotion and Tenure Committee will then make a recommendation to the Department Head.

7. *Visiting Faculty Appointments*

- a. The Department may recommend the appointment of visiting faculty members in Chemistry at the rank of Visiting Professor, Visiting Associate Professor, or Visiting Assistant Professor. The purpose of such appointments shall be to bring within the Department for a limited period chemical scientists whose interactions with the faculty, students, and programs of the Department can be expected to benefit the Department substantially.
- b. Visiting faculty appointments in Chemistry shall be for a period of no more than one year.
- c. Visiting faculty appointments in Chemistry shall not lead to tenure consideration.
- d. The terms of visiting faculty appointments in Chemistry shall be determined by the Department Head with the concurrence of the Executive Committee.

**D. *Faculty Leaves of Absence***

- 1. Applications for sabbatical leaves shall ordinarily be submitted to the Department Head not later than nine months before the proposed leave.
- 2. Faculty will be granted leave in accordance with the Family and Medical Leave Act of 1993 or any currently applicable federal law.

## **E. *Lecturers***

A lecturer is a non-tenure track faculty member whose primary function is classroom teaching. Appointment as a lecturer is generally restricted to persons who possess a Ph.D. in chemistry or its equivalent. The term of initial appointment is one year; subsequent one-year appointments may be offered. Lecturers will be recruited, to the extent possible, by an open announcement of position. An Ad Hoc committee will review the applications and recommend candidates for employment.

### **1. *Contract Terms***

- a. The title Senior Lecturer is to be used for faculty who meet the criteria of Lecturer, and who have at least five years experience as a full-time Lecturer or its equivalent. Initial appointment to the rank of Senior Lecturer requires a recommendation of the Promotion and Tenure Committee, the division or teaching unit, the Department Head, and approval by the Dean.
- b. The term of appointment of a faculty member with the rank of Lecturer or Senior Lecturer, who has held any faculty position other than Assistant Lecturer for five or more academic years of full-time service, will be three years. Such faculty shall receive one year notice if it is the intention of the Department not to renew the appointment.
- c. A Lecturer with one to four academic years of full-time service will be notified by March 15 if it is the intention of the Department not to renew the appointment for the following academic year.
- d. One year unpaid leave may be granted to Senior Lecturers upon application to the Department Head.

### **2. *Status, Expectations, and Professional Development***

- a. Lecturers are members of the Department faculty and will be afforded respect and status comparable to that of tenured and tenure track faculty.
- b. Lecturers will be included in all Departmental academic affairs including faculty meetings, division meetings, committee service, and curriculum development.
- c. Lecturers will be provided office space and the computer facilities necessary to fulfill their teaching responsibilities.

- d. Lecturers will be encouraged to initiate and/or participate in scholarly activities associated with all aspects of chemical education.
  - e. Lecturers will be encouraged to participate in the research activities of established research groups in the department. Such participation, however, must be compatible with the Lecturer's primary teaching function.
  - f. Lecturers may apply for associate membership on the graduate faculty in accordance with University Office of Graduate Studies guidelines. When a Lecturer serves on a chemistry graduate student's advisory committee, it must be as an additional member of the committee and not as a replacement for one of the tenure-track Department members.
3. *Annual Review*
    - a. The performance of all Lecturers will be reviewed by the Department Head annually.
    - b. Performance criteria will be based primarily on teaching and related activities, with additional recognition given to research participation, publications, and service.

### **III. Teaching**

#### **A. *Academic Year Teaching Assignments***

1. The Department Head shall solicit recommendations for teaching assignments from the divisions, and the first-year program director and associate director. Teaching assignments shall be made by the Department Head in consultation with the Division Chairs and with the individual faculty members concerned.
2. Teaching assignments should be made so as to provide an equitable distribution of teaching loads, with the possibility for periods of special relief in individual cases.
3. To facilitate the transfer of teaching responsibilities between faculty members teaching assignments shall normally be determined one year in advance.

#### **B. *Departmental Summer Appointments***

1. Prospective summer teaching positions shall be advertised to the

Department faculty by the Department Head.

2. Department faculty members shall apply for summer teaching appointments in writing to the Department Head, in accordance with a time schedule announced by the Department Head.
3. Summer teaching appointments shall be made by the Department Head. Priority in summer teaching opportunities will be given first to Department faculty.
4. Certain activities which normally take place during the academic year, such as graduate examinations, may occasionally require faculty participation during the summer. Faculty members who can comply without serious inconvenience may be called upon to perform such minor duties without additional compensation.

#### **IV. Research**

##### **A. *Selection of Graduate Research Advisors***

1. *Process*
  - a. A departmental research poster session will be held before the beginning of the fall semester, typically during the week before classes start, for the purpose of introducing new graduate students to departmental research opportunities. The poster session will be organized by the Graduate Advisor.
  - b. Divisions are encouraged to develop informal seminars or other activities designed to expose interested students to the research being done in the division. All faculty must be invited to participate in any designated divisional activity. The format of such activities should be distributed by the division chair to the graduate faculty with sufficient lead time to insure maximum faculty participation. Division chairs will be responsible for disseminating scheduling information to graduate students.
  - c. Students are encouraged to attend the group meetings of faculty in their areas of possible interest and to interact with the group members.
  - d. All graduate students entering in the fall semester must interview a minimum of five faculty members as potential research advisors by October 15. Students who enter during the summer to start research in the summer, international students supported by Graduate Assistant Research appointments, and students who came to Texas

A&M to work with a specific faculty member are included in this group. Students who enter in the spring semester should complete interviews prior to March 15.

- e. Prior to the formal advisor selection process, a student may start work in a research group upon approval of a committee consisting of the four division chairs or their designates.
- f. The department will adopt an advisor selection process based on students' rank-ordered lists.
  - i. When a student has completed five faculty interviews, signatures of those faculty members are provided to the GSO. The GSO provides the student with a form requesting a rank-ordered list of choices for research advisor. Students must submit this list to the GSO by October 15.
  - ii. Upon receiving the rank-ordered lists, the Graduate Advisor notifies each faculty member named as a first choice. If a faculty member declines to accept a student, the Graduate Advisor notifies the next choice faculty member. This process continues until all students have been accommodated.
  - iii. A student selection committee consisting of the division chairs or their designates will resolve problems and conflicts which may arise during the advisor selection process. Pairing will remain the product of mutual consent of the student and the faculty member, and under no circumstances will a student be placed in a group without the student's or faculty member's consent.
  - iv. The Department Head will adjudicate disagreements which may arise between the faculty and/or students with the action of the student selection committee.

## 2. *Change of Advisor*

- a. The selection of a research advisor is a serious matter and usually it is expected that a student will remain with his/her chosen advisor for the duration of the degree program. However, provision is made for the rare case in which a student may wish to change to another advisor. After consultation with the advisor and upon petition in writing by the student to the Graduate Advisor, a student may receive approval for such a change.

- b. Faculty no longer willing to serve as the advisor for a student who is in good standing with the graduate school shall inform the student and request in writing to the Graduate Advisor that the student seek a new advisor within a specified period of time. The student is expected to select a new advisor, with approval from the Graduate Advisor, prior to the start of the following semester. If the student is supported as a Graduate Assistant Research at the time of the request, the current faculty advisor will continue to support the student for a minimum of 30 days or until the student has been accepted by another advisor. In return, the student is expected to make a smooth and orderly transition.

**B. *Postdoctoral Appointments***

All appointments to staff positions at the postdoctoral level must be approved by the Department Head, regardless of the source of salary funds. This requirement is normally satisfied via the employment documents which bear the Department Head's signature. Appointment periods must be stated clearly on the appropriate employment documents.

**C. *Assignment of Faculty Research Facilities***

1. Allocation of research space shall be the responsibility of the Department Head in consultation with the Space committee.
2. Negotiations concerning facilities and space will be the explicit responsibility of the Department Head, who shall confer with the Space committee regarding details.

**V. *Committees***

**A. *General Procedures***

1. Service on departmental committees is considered to be a normal part of each faculty member's duties. All faculty members are welcome, indeed are encouraged, to raise issues to be considered by any committee. Meetings of committees will be held only when a majority of the voting members of the committee are present. Unless otherwise specified, all committee members serve in a voting capacity. Any committee may elect to hold a closed meeting by a majority vote of the members present. However, all decisions made and all votes taken by any committee will be communicated through appropriate channels to the faculty as a whole.
2. The agenda for each meeting will be determined by the committee chair in consultation with committee members.

3. Except as otherwise noted, all committees will establish their own procedures, provided that the following conditions are met:
  - a. Members of the department concerned with a given matter should be afforded an opportunity to present their views.
  - b. Any faculty and staff member of the Department may make proposals to the committee in writing. Such proposals will normally be given consideration within 45 days.
  - c. Each committee will establish procedures for receiving and considering proposals from undergraduate and graduate students as appropriate.
  - d. Some committees include student representation. During discussion involving the evaluation of particular students or faculty members, the student representatives will be excused.

**B. *Operational Committees***

Unless explicitly stated below, departmental committees will be selected by the Head, with the proviso that at least one member shall serve a two-year term to provide continuity.

*Active Departmental Committees:*

***Executive Committee*** - The purpose of the Executive Committee is to review major departmental actions and make recommendations to the Department Head, and to serve as a resource for long-range planning and policy issues related to research activities within the department.

***Academic Operations Council*** - The purpose of the Academic Operations Council is to advise the head and serve as his or her resource for long range planning and policy issues relevant to the academic operations of the Department.

***Advisor to the American Chemical Society Student Affiliate Chapter*** - Advises and encourages development of professional interests of undergraduate chemistry majors.

***Colloquium and Seminar*** - Organizes and coordinates departmental colloquium and seminar program; coordinates and supervises Department's participation in Southwest Speakers Exchange program.

***External Faculty Awards*** - Solicits and reviews nominations of department faculty members for external professional society awards.

***Internal Faculty Awards*** - Solicits and reviews nominations of department faculty members for internal and University-administered awards.

***Faculty/Graduate Student Working Group*** - Student faculty group concerned with graduate student affairs (see details below).

***Graduate Admissions and Review*** - This committee is chaired by the Coordinator of Recruiting, Admission, and Review. It establishes and periodically reviews departmental standards for admission of prospective graduate students; reviews academic records and qualifications of marginal applicants; reviews progress of probationary graduate students and makes recommendations to the Graduate College.

***Graduate Awards*** - Reviews applications and nominations for awards to Department graduate students.

***Graduate Brochure*** - Plans and annually prepares departmental brochure materials used for graduate student recruitment.

***Graduate Curriculum*** - Establishes and reviews departmental standards related to graduate instructional programs; periodically reviews departmental policies regarding preliminary examinations, degree programs, student research proposals, and course requirements; reviews faculty proposals for new graduate courses.

***Graduate Recruiting and Visitation*** - Establishes divisional contacts with prospective graduate students; arranges student visits to the department, arranges faculty visits to various campuses for recruiting of graduate students.

***IUCCP Advisory Board*** - Serve as departmental representatives on the Advisory Board for the Department's Industry-University Chemistry Cooperative Program

***Library***-Reviews and expedites acquisitions by the University Library.

***Promotion and Tenure*** - (elected) Reviews instructional/research performances and professional activities of departmental lecturers and tenure track faculty members; advises Department Head on promotion, tenure, and appointment recommendations (see details below).

***Staff Advisory Committee*** – Serves the Head in an advisory capacity on a regular basis; represents the staff in the governance of the department. This committee serves as a communication link between the staff, faculty, and department administration. Member elections and appointments are self-governed.

***Space*** - Advises Head concerning use of departmental space.

***Undergraduate Curriculum*** - Reviews curricula and requirements of

undergraduate B.A. and B.S. chemistry majors; plans program modifications and improvements (see details below).

***Undergraduate Student Awards*** - Reviews and identifies nominees, from among undergraduate chemistry majors, for various awards, scholarships, and honors.

**C. *User Groups***

Faculty organized to develop policy and procedures regarding specialized equipment. Recommendations are presented to Department Head.

Computer User Group  
ESR User Group  
Electronics and Machine Shop User Group  
Glassblowing Shop User Group  
Information and Communications Technology  
Mass Spectroscopy User Group  
NMR User Group  
Stockroom User Group  
Trace Element Analysis User Group  
X-ray Diffraction User Group  
XPS User Group;

**D. *Executive Committee (EC)***

1. *Structure and Membership*

The committee shall be chaired by the Department Head and include seven tenured faculty members administratively located in the department. The committee members will be elected by majority vote by ballot of the tenure-track faculty administratively located in the Chemistry Department, with one representative elected from each division (analytical, biological, inorganic, organic, physical-nuclear), and two representatives elected "at-large." No more than two members from any division may serve on the committee. Three-year terms begin January 1 and are staggered to avoid complete replacement of the committee in a single year. No one can be re-elected to the committee without a break of one year between terms of service. As soon as possible following the resignation of a committee member, a special election will be held. The newly elected member will serve only the remaining portion of the term. A quorum of any five members can act on all matters.

2. *Meetings and Agendas*

The Executive Committee will meet at the pleasure of the Department Head but at least four times per year. The Agenda for these meetings will

be determined by the Department Head, with input by the members. Minutes will also be distributed to the faculty after each meeting, giving members the opportunity to correct minutes by email but aiming for faculty distribution within two weeks. The agreement of any two members shall be sufficient to put a topic on the agenda or bring a proposition to a vote. Votes shall be recorded in the minutes, as shall any recommendations overruled by the Department Head. If necessary, minutes distributed to the faculty may contain sections that are redacted because sensitive information was discussed. The presence of such redacted material will be noted in the minutes with a general heading indicating the nature of the redacted text (e.g., "start-up offer to Dr. X", "plans for retention of Dr. Y").

3. *Responsibilities*

The purpose of the Executive Committee is to review major departmental actions and make recommendations to the Department Head, and to serve as a resource for long range planning and policy issues related to research activities within the Department. The Executive Committee will represent the department as a whole in facilitating meeting the missions of the department, including its teaching mission. As part of these responsibilities, the Executive Committee shall:

- a. review recommendations by the department head concerning annual tenure-track faculty salary raises.
- b. review the departmental budget recommended by the department head
- c. make recommendations regarding areas for faculty recruiting. If the Executive Committee does not approve a particular recruitment effort, a faculty group proposing the effort may petition the faculty as a whole to get approval for the hiring plan in question. Faculty recruitment proposals that fail to get the approval of either the Executive Committee or the faculty as a whole will not proceed.
- d. formulate a vision for the department that leads toward excellence in both research and teaching, and communicate this vision to the department. This vision should include the overall hiring, space, and infrastructure priorities that are guiding the committee and Department Head in making decisions.
- e. make recommendations regarding faculty start-up and retention packages. It is understood that the Department Head may act unilaterally when rapid action is required.
- f. make recommendations regarding graduate student recruitment and remuneration policies

- g. review controversial recommendations by the space committee and suggest issues to be addressed by the space committee
- h. review recommendations by the department head for major administrative assignments
- i. make recommendations on new initiatives such as centers
- j. review and assess programs and infrastructure issues
- k. take over the current duties of the post-tenure review committee
- l. make recommendations on research-related departmental committees and membership
- m. review matching funds and support requests at the discretion of the Department Head

**E. *Academic Operations Council (AOC)***

1. *Structure and Membership*

The AOC shall be composed of the division chairs plus the Director of First-Year Programs, the Graduate Advisor, the Undergraduate Advisor, the Associate Head, a Senior Lecturer elected to a three-year term by the non-tenure track faculty, and the Department Head. (Senior Lecturers may not serve consecutive terms on the committee.) The Assistant Head, the president of GSAC, and the president of the undergraduate AOC student affiliates shall participate as *ex officio* non-voting members. The Department Head shall chair the meetings of the AOC.

2. *Meetings and Agendas*

The AOC will establish a regular time for its meetings but at least once every two months. The Agenda for these meetings will be determined by the Department Head, with input by the members, and will be distributed prior to the meeting to all departmental faculty. The agreement of any two members shall be sufficient to put a topic on the agenda or bring a proposition to a vote. Votes shall be recorded in the minutes, as shall any recommendations overruled by the Department Head. Minutes will also be distributed to the faculty after each meeting, giving members the opportunity to correct minutes by email but aiming for faculty distribution within two weeks. It is expected that special AOC meetings may be called by the Head. For voting purposes, 6 or more members shall constitute a quorum.

### 3. *Responsibilities*

The purpose of the AOC is to advise the head and serve as his or her resource for long range planning and policy issues relevant to the academic operations of the Department. As part of these responsibilities, the AOC shall offer advice or make recommendations regarding:

- a. the undergraduate and graduate curricula. The AOC would not displace the undergraduate or graduate curricula committees, but it could suggest issues for study by those committees and review recommendations by those committees.
- b. funding for academic operations and teaching
- c. controversial or disputed teaching assignments
- d. improving instruction
- e. all committee actions that have major academic implications for the faculty and Department
- f. staff and personnel issues
- g. building security/resources
- h. short-term issues regarding research support services
- i. make recommendations on teaching-related departmental committees and membership

### **F. *Promotion and Tenure Committee***

#### 1. *Structure and Membership*

The committee consists of seven (7) members from the ranks of tenured, full-time, full professors administratively located (ADLOC) in the department. Committee members are elected by ballot by majority vote of the tenure-track assistant, associate, and full professors administratively located in the Chemistry Department, with one representative elected from each division (analytical, biological, inorganic, organic, physical-nuclear), and two representatives elected "at-large." No more than two members from any division may serve on the committee. Elections are held during the first week of November. Three-year terms begin January 1 and are staggered to avoid complete replacement of the committee in a single year. No one can be re-elected to the committee until one full year has expired

since a previous term of service. As soon as possible following the resignation of a committee member, a special election will be held. The newly elected member will serve only the remaining portion of the term. Committee members elect the chair, vice-chair, and secretary. No member may serve more than one year as chairman in any three-year term on the committee. A quorum of any five members can act on all matters, except promotion and tenure, at any meeting of the committee. A vote of all seven members is required for promotion and tenure decisions.

2. *Responsibilities*

The Chemistry P&T Committee gives the Department Head its advice and recommendations on the granting of tenure, promotions, and appropriate rank for chemistry faculty. The committee also makes recommendations on chairs, joint appointments, visiting faculty, emeritus status, Honorary degrees, and appointments to the rank of Distinguished Professor.

3. *Mode of Operation*

The P&T Committee meets as required throughout the year. It reviews the files of all proposed tenure-track appointments and advises the Department Head on the solicitation of evaluations by off-campus professionals and other needed documentation of teaching, research, and university and public service. Records are kept of the final disposition of committee recommendations.

4. *Operating Procedures*

a. *Procedures for Annual Review of Non-tenured Faculty*

- i. Each spring the P&T Committee prepares a written evaluation of the progress of each of the non-tenured faculty members in tenure-track positions. These evaluations are based primarily upon updated vitae solicited from the faculty members and written appraisals by the appropriate division chair. The Department Head meets with each of the untenured faculty members and reviews the P&T Committee's evaluation. This review should occur in the spring semester of each year.

The Department Head does not participate in making the written evaluation. The committee does not discuss the written evaluation with the faculty.

b. *Generating Recommendations*

i. Tenure

- (a) The timing of a candidate's tenure evaluation will be determined by the candidate's initial offer letter. In general, the tenure review will begin at the end of the candidate's fifth year for candidates whose initial appointment is at an assistant professor level. Candidates can, however, request a one-time delay of one year in their consideration based on personal considerations. This request must be made to the Department Head before the time when an evaluation is scheduled to begin. Requests may be approved by a simple majority vote of the P&T Committee. If the candidate has missed eight or more workweeks due to reasons enumerated in the Family and Medical Leave Act, the department specifically encourages the request for a one-year extension and will automatically support this request. To be considered for tenure, a candidate is required to supply all information relevant to the tenure decision before the tenure evaluation begins. This information should consist of the following and should follow the same suggested format as used for his/her departmental file:

(1) Ten copies of his/her curriculum vitae which should include a record of publications, research, presentations, seminars, research grants, graduate students, postdoctorals, visiting scholars, teaching and service.

(2) Ten complete sets of his/her most recent and important publications (up to six reprints/preprints of original contributions to the refereed literature).

(3) A list of six outside referees who are qualified to evaluate the candidate's research; these referees should be distinguished, active research leaders in the candidate's field, but not previous mentors or supervisors.

(4) A narrative statement of up to three pages in length, which describes the candidate's major accomplishments in teaching, research, and service.

- (a) Letters are solicited from at least three of the suggested referees, plus others selected by the committee. The letters of recommendation will be held in confidence as permitted under a ruling by the

Attorney General of the State of Texas.

(b) One committee member is selected to be responsible for assembling a complete file that contains all relevant information about a candidate's research, teaching, and service performance. Relevant information may vary with the individual, but can include the candidate's (i) departmental vitae, (ii) past annual reviews by the P&T Committee, (iii) solicited and unsolicited evaluations from internal and external referees, (iv) evaluation of teaching and performance from student surveys and faculty comments, including ones derived from classroom observation, (v) material published or submitted for publication by the candidate, and (vi) other material considered relevant and reliable by the committee. If desired, the candidate may submit other materials to the committee or discuss procedures with the Department Head. The candidate is also required to give a departmental seminar. The committee does not meet with faculty members under evaluation.

(c) The complete file is circulated to the committee for their individual review prior to consideration by the committee. A recommendation is prepared, discussed, and modified until a general consensus on wording is reached. A vote is then taken by secret ballot and the resulting recommendation is transmitted to the Department Head by the committee chairman. The Department Head does not participate in the committee's evaluation of faculty.

ii. Promotion to Associate Professor

Promotion to associate professor normally is considered concurrently with the tenure decision, and one will not normally be awarded without the other.

iii. Recognition of AAUP Tenure Probation Period

The timing of the recommendations of the committee is set so that the Department Head receives them before October 1 of the sixth year of the candidate's probationary period. After final action is taken by the Administration (spring of

the sixth year), the candidate is notified so that the decision is known before the beginning of the seventh year. Thus, an evaluation must begin in the Spring of a candidate's fifth year of service.

iv. Promotion to Full Professor

Eligible associate professors are reviewed annually. Recommendations for promotion to Professor are made on the basis of criteria set forth in the Department of Chemistry P&T guidelines. The first complete evaluation for promotion to full professor will be made no later than the year after a faculty member has served in the associate professor rank for four years. Each year the associate professors are sent a memorandum that requests that their files be updated. When a candidate is to be considered for promotion, the file is reviewed and outside letters are solicited to evaluate the quality of the candidate's research. The details for the review procedures, evaluation, and vote are the same as for the tenure recommendation procedure. The deadline for a recommendation for a regularized promotion usually occurs in mid-October in any given year.

v. Promotion to Distinguished Professor

Upon recommendation of the P&T committee, a faculty member may be considered for promotion to the rank of Distinguished Professor. Upon consultation with each Distinguished Professor in the Department, a document will be prepared which demonstrates that the candidate is in the upper 5% of his or her sub-discipline of chemistry and that the candidate has made at least one seminal contribution which has redirected the thought of his or her field of investigation. Letters will be solicited from prominent individuals world-wide for inclusion in the nomination package. Support by the departmental Distinguished Professors is required to submit the nomination through the College Dean to the Dean of Faculties.

vi. Tenure Recommendation for New Faculty Hired at the Associate and Full Professor Level

The committee advises the Department Head on all appointments which involve the granting of tenure. The committee participates in an evaluation and recommendation procedure that is equivalent to that outlined

for granting of tenure.

**G. *Undergraduate Curriculum Committee***

1. *Composition*

The Undergraduate Curriculum Committee shall be composed of three to five members appointed by the Head from among those faculty who are actively involved in teaching the major undergraduate course offerings of the department.

2. *Meetings and Agendas*

The Undergraduate Curriculum Committee shall meet as often as necessary to carry out its functions and responsibilities, but at least once each semester. The agenda for these meetings will be set by the chair, appointed by the Head, partly in response to requests by the committee members and any other faculty members of the department. For voting purposes, four or more members shall constitute a quorum.

3. *Function*

The purpose of the Undergraduate Curriculum Committee is to oversee matters relating to the conduct of the Department's undergraduate teaching program. This committee will periodically review the chemistry undergraduate curricula and recommend to the Department Head and faculty ways of making the program better serve the needs of the students. It will continuously monitor new developments in innovative teaching methods, techniques, and equipment and act as an information resource for the faculty.

4. *Responsibilities*

a. Reviewing all proposed changes to the undergraduate curricula, including major modifications of current courses and additions of new courses.

b. Formulating and recommending new initiatives relating to the undergraduate teaching program.

c. Advising the Department Head on ways to motivate, evaluate, and reward excellence in teaching.

d. Providing liaison with the College of Science Undergraduate Curriculum Committee and with the Undergraduate Advisors in other departments within the university through the Undergraduate Advisor.

## **H. *Faculty/Graduate Student Working Group***

It is in the best interest of the Chemistry Department to promote open lines of communication between Graduate Students and Faculty Members. Therefore, the Faculty/Graduate Student Working Group (henceforth, the Working Group) has been established.

### 1. *Charge*

The Working Group has two principal missions:

- a. To provide a forum for all Graduate Students, via their elected GSAC representatives, to voice their concerns and opinions regarding issues of interest to Graduate Students;
- b. To provide a direct conduit for information flow from the Chemistry Department Administration to the Graduate Students.

### 2. *Composition*

The working Group shall be comprised of all duly elected officers of the Graduate Student Association Chemistry (GSAC), the Department Head, the Graduate Advisor, the Associate Graduate Advisor (optional), and four additional members of the Chemistry Graduate Faculty. These four faculty members, each representing a different sub-discipline within the Chemistry Department, will be nominated by GSAC and approved by the Department Head. The Graduate Advisor will serve as the chair of the Working Group. In the absence of the Graduate Advisor, the Associate Advisor will assume the duties of chair.

#### a. *Term of Membership*

The terms of all appointments shall be one year, commencing on 1 October.

#### b. *Meetings*

At least two meetings of the Working Group will be held per year; one each during the Fall and Spring semesters.

## **I. *Ad hoc Review Committees***

1. From time to time the Department Head, upon consultation with the Academic Operations Council, may appoint small committees to review

various aspects of departmental activity. These performance reviews may evaluate academic programs as well as operational efforts involving shops, facilities, and support groups. Written reports shall be reviewed by the Head prior to distribution to the faculty.

2. Individual administrative performance will be reviewed periodically as required, consistent with re-appointment schedules for faculty and with periods no longer than four years for staff. The committee reviewing the performance of the department Head will be appointed by the Dean and contain a majority of persons elected to represent the department.

**J. *Appointments to Committees***

1. The Department Head, with the concurrence of the Academic Operations Council, shall appoint the members of the Undergraduate Affairs, the Faculty/Graduate Student Working Group, and the Departmental Services Committees to one year terms commencing in May. The Department Head shall solicit from Departmental student organizations recognized by the Academic Operations Council nominations for student appointments to these committees.
2. No faculty member shall serve simultaneously as chair of more than one standing committee. No faculty member shall serve as chair of a standing committee for more than three years consecutively.

**VI. *Amendment of the Bylaws***

Amendments to the Department of Chemistry Bylaws shall require a favorable recommendation by the Executive Committee and a majority affirmative vote of the faculty.

**VII. *Conflict between the Department of Chemistry Bylaws and other Regulations.***

Should any part of these Bylaws be in conflict with regulations of the College of Science, Texas A&M University or the State of Texas, those regulations take precedence over the Chemistry Department Bylaws.

**BYLAWS ACCEPTED AT FACULTY MEETING NOVEMBER 26, 2002**  
**Revised 7/8/08**

## **Family and Medical Leave Guidelines for Graduate Students of the Department of Chemistry, TAMU**

**Preamble:** In recognition of the fact that situations arise where students will, because of childbirth, adoption, or illness, be necessarily unable to meet their obligations to the Department and University, guidelines for the acceptable procedures to be followed are outlined below. The fundamental principle behind these guidelines is that the Department of Chemistry is committed to maintaining the student's viability as a contributing member to the research and educational mission of the Department. It is hoped that these procedures will assure a secure environment which will minimize disruption by and the impact of such momentous personal events. No set of guidelines will cover all exigencies. In all cases, communication between student, research mentor, instructors, and the Department officials will be necessary for flexible responses to unique situations.

**Childbirth Policy.** The following applies to a full-time female graduate student. It is expected that a typical leave period following childbirth will be on the order of six weeks. Salary and benefit payment during this time will continue irrespective of the source unless strictly forbidden by a granting agency. In the latter case, the Department, through the Graduate Student Office will provide the salary and benefits at the level of a Departmental RA or TA.

The graduate student is strongly encouraged to inform her mentor of her pregnancy status as early as possible, and no later than five months prior to anticipated childbirth. Such a planning period is necessary for careful joint consideration, by the student, her mentor and the Department, of adjustments to be made in research, timing of research reports and seminars, preliminary examinations, and advisability of TA/RA assignments. During the months preceding childbirth, it is to be expected that the pregnant student will be transferred from any laboratory position where potential exists for exposure to hazardous chemicals or solvents. Whether the student should be completely removed from the lab should be a decision to be made between the student and her mentor in consultation with her physician. Faculty are expected to modify research programs to provide an work environment appropriate to the capabilities of the student.

**Family Leave:** The following applies to a full-time graduate student who is the parent of a newborn child or adopted child. Under normal circumstances it is expected that the father will be granted a short term leave as typically associated with vacation leave days. Longer terms and salary continuances may be requested on a case by case basis and negotiated between the student, their mentor, and an official of the Department as designated by the Head of the Department.

**Medical Leave:** The following applies to all full-time graduate students and applies to both childbirth and medical emergencies. Normally, such events will halt the academic and research clocks with regard to coursework assignments, reports due, and program hurdles such as cumulative examinations, seminars, and oral examinations. Faculty are expected and encouraged to make individual arrangements with students for completion of requirements, and the removal of any grades of "I" when the student returns.

For comparison see: <http://web.mit.edu/gsc/www/studentlife/family/maternity.shtml> and <http://rgs.rice.edu/Grad/Policies/med-mat-leave.cfm>

**GUIDELINES ADOPTED BY CHEMISTRY FACULTY: OCTOBER 7, 2004.**