

BY-LAWS
THE DEPARTMENT OF NATURAL SCIENCES
THE UNIVERSITY OF MICHIGAN-DEARBORN

(Revised November 10, 1999)

The Chair, assisted by the Natural Sciences Department Executive Committee, shall act as the executive officer of the Department. The Chair, assisted by the Discipline Chairs, shall act as the administrative officer of the Department. Plenary power shall rest with the voting members of the Department.

ARTICLE I. ACADEMIC AFFAIRS

I.1 Membership in the Department

The voting members of the Department are those voting members of the College of Arts, Sciences, and Letters (CASL) who possess full-time appointments at the University of Michigan, at least half of which is at the University of Michigan-Dearborn (full-time appointment normally includes at least two terms in any one fiscal year), and hold academic-instructional appointments in the Department of Natural Sciences. Faculty members on sabbatical leave or leave of absence may request that they be excluded from the count of voting members of the Department for all matters requiring a two-thirds' vote except for the purpose of selecting a Department Chair. Such request shall be made in writing to the Department Chair and may be retracted in writing at any time.

I.2 Disciplines and Programs

The Department of Natural Sciences shall be composed of disciplines and programs. The Disciplines of the Department shall be Biological Sciences, Chemistry, Physics, and other such disciplines as may be added from time to time. The Programs of the Department are Biochemistry, Earth Science, Environmental Science, Environmental Studies, Microbiology, and such other programs as may be added from time to time.

I.3 Assignment of Faculty Members to Disciplines and Programs

Faculty members shall normally be assigned to a discipline appropriate to their teaching assignment and field of study. A faculty member may, under appropriate circumstances, be appointed to more than one discipline, to a program, or to the Department as a whole. A faculty member who is

appointed to more than one discipline is to be represented through one officially recognized discipline, with the consent of that discipline. A faculty member who is appointed to a program is to be represented through the Program Representative on the Department Executive Committee. A faculty member who is appointed to the Department as a whole is to be represented through the Member-at-Large to the Department Executive Committee.

I.4 Administration of a Program

A program shall be administered by a committee composed of (a) all full-time Department of Natural Sciences faculty members who regularly teach courses in the program and (b) any additional members that the Executive Committee may appoint (subject to the condition that a substantial majority of the full committee shall consist of full-time or part-time University of Michigan-Dearborn faculty members who actively participate in teaching, research, or service functions of the program). The Executive Committee shall designate the Program Chair from nominees submitted by the Committee. The Chair shall not serve more than six consecutive years.

I.5 Appointment of New Full-Time Faculty

The following procedure is required in order for the Dean of CASL to extend an offer of employment as a full-time faculty member of the Department. Following an appropriate search, the search committee shall recommend a candidate to the appropriate discipline or program, or to the Department Executive Committee if the candidate is to be appointed to the Department. Upon approval by the appropriate body, the discipline, program, or Department Chair shall present the recommendation to the voting members of the Department at a Faculty Meeting. A two-thirds' affirmative vote on the motion to extend an offer is required to authorize the Department Chair, acting on behalf of the Department, to recommend to the Dean of CASL that an offer be extended to the candidate. The motion to extend an offer must include the proposed rank and tenure status of the candidate, and assignment according to Article I, Section I.3.

ARTICLE II. THE DEPARTMENT CHAIR

II.1 Department Chair

The Department shall have a Chair who shall be appointed by the Board of Regents on the recommendation of the Chancellor, the Provost and Vice Chancellor for Academic Affairs, and the

Dean of the College of Arts, Sciences and Letters (CASL), who, in turn, shall be guided by the recommendation of the voting members of the Department. When a Department Chair is to be chosen, voting members of the Department shall submit a list of at least two, but not more than three names, to the Dean of CASL. Nominations need not be confined to persons currently holding appointments in the University. No nomination, however, shall be passed on to the Chancellor and the Board of Regents without the concurrence of both the Dean of CASL and a two-thirds' vote. The Department Chair must hold a full-time, tenured, academic appointment at the University of Michigan-Dearborn when appointed. The Chair shall be privileged to vote at any and all meetings except where specifically excluded by these By-Laws.

II.2 Term of the Department Chair

The term of the Department Chair shall be three years, beginning July 1. The Chair shall not serve more than two terms consecutively.

II.3 Duties of the Department Chair

The Department Chair shall exercise leadership and hold administrative responsibility for matters relating to the curriculum, the scheduling, the budget, and the appointment and promotion of faculty members within the Department. In the event of his or her absence from campus for a period of more than two weeks, he or she shall designate, with the consent of the Department Executive Committee and the Dean of CASL, a voting member of the Department as Acting Chair of the Department.

ARTICLE III. THE DEPARTMENT EXECUTIVE COMMITTEE

III.1 Department Executive Committee

The Department shall have an Executive Committee chaired by the Department Chair and consisting of (a) the Department Chair, *ex officio*; (b) three Discipline Chairs, one from each of the Disciplines of Chemistry, Biological Sciences, and Physics; (c) a Representative of the Departmental Programs, (d) a Member-at-Large; (e) the Department Representative to the CASL Executive Committee, *ex officio*; and (f) the Departmental Administrative Assistant, *ex officio*. Voting shall be confined to the three Discipline Chairs, the Program Representative, and the Member-at-Large, except that the Department Chair shall be permitted to vote in order to make or break a tie. The Administrative

Assistant shall serve as secretary to the Executive Committee. If the Administrative Assistant is absent, the Executive Committee shall appoint one of its members as secretary.

III.2 Duties of the Department Executive Committee

The Executive Committee shall constitute the policy-making body of the Department. It shall make periodic reviews of all academic and administrative policies of the Department, shall formulate new policies, and shall modify existing policies as needed. The Executive Committee shall act for the Department in matters of budgets, appointments and similar matters. The Executive Committee shall report all of its decisions to the voting members of the Department promptly after approval of the minutes. The voting members of the Department may, at a faculty meeting, call for a review of an Executive Committee decision after presentation of a petition signed by one-quarter of the voting members of the Department. An Executive Committee decision may then be overridden by a two-thirds' vote.

III.3 Meetings of the Department Executive Committee

The Chair shall convene a Meeting of the Executive Committee not less than once every two weeks while classes are in session during the Fall and Winter Terms and at the discretion of the Chair during the Spring/Summer Term. An agenda of the Executive Committee Meeting shall be made available to the voting members of the Department not less than twenty-four hours before such a Meeting.

III.4 Program Representation

Whenever the Executive Committee discusses a proposal that has been submitted by a program committee (or by the MEL Advisory Committee), a member of the appropriate program committee shall be invited to participate in the discussion.

III.5 Absenteeism from Executive Committee Meeting

Should a Discipline Chair be unable to attend an Executive Committee Meeting, the Discipline may designate one of its voting members as an alternate Discipline Chair. The alternate will have full voting rights at the Executive Committee Meeting. Should the Member-at-Large or Program Representative be unable to attend a Meeting of the Executive Committee, the Member-at-Large or Program Representative may choose an alternate who will have full voting rights at the Executive

Committee Meeting. Should the Member-at-Large, the Program Representative, or a Discipline Chair be unable to attend Executive Committee Meetings for a period of more than one academic term, or should any of these positions become vacant through resignation, recall, or other means, an election shall be held at the next regularly scheduled Faculty Meeting to fill the period of vacancy. Except for the provisions concerning term of office, the election shall be carried out under the usual procedures concerning the election for the particular office.

III.6 The Discipline Chair

Each Discipline shall be represented on the Executive Committee by a Discipline Chair who shall perform administrative duties for his or her Discipline. The Discipline Chairs shall be voting members of the Department and shall not be either an *ex officio* member of the Executive Committee or the Member-at-Large. The terms of office of the various Discipline Chairs shall be staggered and the normal term of office shall be three years, beginning on September 1. A faculty member may not serve more than two consecutive full terms as a Discipline Chair. The election of a Discipline Chair shall normally occur at a Faculty Meeting during the Winter term. At the time of election, the Discipline shall nominate two of its voting members and further nominations may be made from the floor. Election shall be by secret ballot, with a majority vote being necessary for election. In the event that a majority vote does not emerge on the first ballot, a run-off election shall be held between the candidates having the two greatest numbers of votes. Voting members of the Department who are absent at the time of the election may cast an absentee ballot; however, their ballots must be cast within 48 hours of notification of the election. A recall of a Discipline Chair may be initiated by a petition signed by a majority of the voting members of the Discipline. A two-thirds' vote of the Department shall be required to recall the Discipline Chair. The recall vote must not occur sooner than 72 hours nor later than 10 days after presentation of the petition to the Department Chair.

III.7 The Member-at-Large

The Member-at-Large, who shall represent the overall interests of the Department shall be a voting member of the Department who (a) is not a Discipline Chair, (b) is not an *ex officio* member of the Executive Committee, and (c) is a member of the tenure group (there are two tenure groups; namely, tenured and non-tenured) which is not represented by any of the Discipline Chairs if, in fact,

there are not members of both tenure groups among the Discipline Chairs. The normal term of office of the Member-at-Large shall be one year and shall begin on September 1. The election of the Member-at-Large normally shall occur at a Faculty Meeting during the Winter term. Candidates for the position shall be nominated from the floor by the voting members of the Department. Election shall be by secret ballot, with a majority of the votes cast being necessary for election. In the event that a majority does not emerge on the first ballot, a run-off election shall be held between the candidates having the two greatest numbers of votes. Voting members of the Department who are absent at the time of the election may cast an absentee ballot; however, their ballots must be cast within 48 hours of notification of the election. A recall of the Member-at-Large may be initiated by a petition signed by a majority of the members of the voting faculty and passed by a two-thirds' vote. The recall vote must not occur sooner than 72 hours nor later than 10 days after presentation of the petition to the Department Chair.

III.8 The Program Representative

The Program Representative, who shall represent the Departmental Programs on the Executive Committee, shall be a voting member of the Department who is neither a Discipline Chair, an *ex officio* member of the Executive Committee, nor the Member-at-Large. The term of office for the Program Representative shall be for one year, beginning on September 1. The election of the Program Representative normally shall occur at a Faculty Meeting during the Winter term. The Departmental Program Committees shall jointly nominate a slate of two candidates, and further nominations may be made from the floor. Election shall be by secret ballot, with a majority of the votes cast being necessary for election. In the event that a majority does not emerge on the first ballot, a run-off election shall be held between the candidates having the two greatest numbers of votes. Voting members of the Department who are absent at the time of election may cast absentee ballots; however, the ballots must be submitted within 48 hours of notification of the election. A recall of the Program Representative may be initiated by a petition signed by a majority of the members of the voting faculty and passed by a two-thirds' vote. The recall vote must not occur sooner than 72 hours nor later than ten days after presentation of the petition to the Department Chair.

III.9 Student Representation

One student for every four faculty members, with a minimum of one student, may sit as non-voting members on each Discipline and Program Committee of the Department. These student

representatives shall choose from among themselves one representative who shall sit as a non-voting member of the Department Executive Committee. All student representatives on the Discipline and Program Committees shall be invited to sit and participate as non-voting members at all Faculty Meetings. Student representatives may be asked to leave Discipline, Program, Faculty, and Executive Committee Meetings when such Meetings go into Executive Session. The procedure for electing student representatives to Discipline and Program Committees shall be determined by the Student Government Council and approved by the Department Executive Committee. Terms of office for all student representatives shall be one year.

ARTICLE IV. FACULTY EVALUATION

IV.1 **Annual Review of Faculty Performance**

The performance of non-tenured and non-tenure track faculty members with teaching assignments in the Department shall be reviewed annually. Tenured faculty, except tenured full professors, shall be reviewed every third year on a rotating basis unless more frequent review is requested by the faculty member or the appropriate review committee. (The procedure for evaluation of the performance of tenured full professors is established by the College). Faculty members not holding tenure-track appointments (tenure-track appointees hold the rank of Instructor, Assistant Professor, Associate Professor, or Professor) shall be evaluated by the appropriate Discipline or Program Committee and by the Department Executive Committee. During evaluations of non-tenure-track faculty, the membership of the Disciplines, Program Committees, and Department Executive Committee shall be reconstituted to include only tenure-track faculty.

IV.2 **Committee on Faculty Evaluation, Promotion, and Tenure**

The Committee on Faculty Evaluation, Promotion, and Tenure shall consist solely of voting members of the Department holding tenure at the University of Michigan. The composition of the Committee shall be further defined according to the rank and tenure status of the faculty members being evaluated as follows: (a) instructors, assistant professors and non-tenured associate professors shall be evaluated by a committee of all the tenured associate and full professors; (b) tenured associate professors and non-tenured full professors shall be evaluated by a committee of all the tenured full professors. The Department Chair shall not ordinarily vote on this Committee, except in the case of a tie, since the Chair forwards to the Dean an independent evaluation. In the case where the Chair is not a

full professor, he or she shall appoint a full professor to serve as Committee Chair, with vote, in case (b) above.

ARTICLE V. FACULTY MEETINGS

V.1 **Faculty Meetings**

The Department Chair shall call at least one Faculty Meeting each term during the Fall and Winter Terms. Faculty Meetings shall be defined as meetings of the voting and non-voting members of the Department and the non-voting student representatives. Meetings shall be called with not less than three days' notice. A Special Meeting must also be convened within not more than ten days after receipt of a petition bearing the signatures of not less than one-fourth of the voting members of the Department.

V.2 **Voting Procedure**

Where noted in these By-Laws, majority vote shall mean a simple majority vote of the voting members of the Department present at the Faculty Meeting. A tie vote shall result in defeat of a motion. Except where noted in these By-Laws, a motion shall carry by majority vote. Where noted in these By-Laws, a two-thirds' vote shall mean a vote that simultaneously meets two conditions: (a) a two-thirds' vote of those voting on the question, and (b) a simple majority of the voting members of the Department. A motion that fails on either or both conditions shall be defeated.

V.3 **Quorum**

A quorum for a Faculty Meeting shall consist of not less than a simple majority of the voting members of the Department.

V.4 **Secretary to the Department**

One member of the voting faculty of the Department shall be elected as Secretary to the Department. The responsibilities of the Secretary shall include recording and distributing the Minutes of the Faculty Meetings, and coordinating (with the Department Chair) revisions to the By-Laws. Election of the Secretary is to be by a majority vote. Election is to be held at the first Faculty Meeting of the year with the term of office to be one year commencing with the second Faculty Meeting of the year. No faculty member shall be eligible to serve as Secretary for two years in succession.

ARTICLE VI. REVISION AND AMENDMENT OF BY-LAWS

VI.1 **Amendment**

These By-Laws may be amended at any Faculty Meeting by two-thirds' vote, provided that the proposed amendment(s) is (are) submitted in writing to the Secretary to the Department not later than one week (168 hours) prior to the scheduled start of the Meeting at which it (they) is (are) to be proposed. The Secretary, with the assistance of the Department Chair, shall assemble the proposed revision(s) and transmit it (them) in writing to the voting members of the Department at least seventy-two hours prior to the scheduled start of the Meeting at which it (they) is (are) to be considered.

ARTICLE VII. ADOPTION OF BY-LAWS

VII.1 **Adoption**

These By-Laws shall become effective upon ratification by an affirmative two-thirds' vote and shall remain in effect until explicitly rejected by a two-thirds' vote.