

Bylaws of the Department of Biological Sciences

Contents

1. Introduction	2
2. Department Mission	2
3. Departmental Membership	2
3.1 Appointment of T/TS faculty	2
3.2 Appointment of faculty with Adjunct/Secondary status.....	3
3.3 Appointment of Research Professors	3
3.4 Other faculty appointments	3
3.5 Staff appointments	3
4. Departmental Governance	3
4.1 The Chair - Responsibilities.....	3
4.2 The Chair – Appointment	4
4.3 Assistant or Associate Chair.....	4
4.4 The Advisory Committee	5
4.5 Annual Evaluations	5
4.6 The planning and budget committee (PBC).....	5
4.7 Faculty meetings.....	5
4.8 Administration of Undergraduate and Graduate Programs.....	6
4.8.1 Graduate Program Administration.....	6
4.8.2 Undergraduate Program Administration	6
4.8.3 Undergraduate Course Proposals.....	6
4.9 Voting procedures	7
4.10 Pymatuning Laboratory of Ecology.....	8
5. Changes to the Departmental Bylaws.....	8
APPENDIX A – Policy for Adjunct/Secondary Appointments	9
A.1. APPOINTMENT AND REAPPOINTMENT	9
A.2. DUTIES AND PRIVILEGES	9
A.3. ANNUAL REPORTS AND EVALUATION	10
APPENDIX B – Appointment of Research Assistant Professors	11
B.1. Working Procedure (information in bold to be handled by candidate and/or sponsor)	11
B.2. Opportunities as Research Assistant Professor:.....	11
APPENDIX C – Guidelines for Selecting the Chair	12
C.1. Objective.....	12
C.2. SCOTCH	12
C.3. Selection of an Internal Chair of the Department of Biological Sciences.....	12
C.3.1. Open Nomination	12
C.3.2. Selection of Candidates	13
C.3.3. Open Discussion	13
C.3.4. Voting Procedures	13
C.3.5. Recommendation to the Dean	14

1. Introduction

These bylaws represent a set of guidelines for governance and operation of the Department of Biological Sciences and are to be employed in accord with the bylaws of the Kenneth P. Dietrich School of Arts and Sciences.

2. Department Mission

The mission of the Department of Biological Sciences is to advance our understanding of the natural world, to educate students at the undergraduate and graduate levels in biological processes, and to enhance the knowledge of local K-12 students in the biological world. We strive to implement this mission through integrated research and education programs within a community of faculty, students, and staff that are committed to excellence in research, education, and outreach.

3. Departmental Membership

The membership of the Department of Biological Sciences includes faculty that are tenured and in the tenure stream (T/TS), Appointment Stream faculty outside of the tenure stream (AS), staff, students, and postdoctoral associates. The expectations and responsibilities of faculty are as described in the University of Pittsburgh faculty handbook. Appointment and re-appointment of all regular faculty within the Department requires a supportive written or electronic ballot by the faculty above that rank. Specific policies relating to faculty appointment within certain categories are as follows:

3.1 Appointment of T/TS faculty

Requests to hire T/TS faculty members are made by the Chair to the Dean of the Dietrich School of Arts and Sciences with faculty consultation to identify specific areas of programmatic and instructional needs. If approved, the Chair appoints a search committee that oversees the search process and presents a short list of candidates to the Chair, whom they recommend for interviews on campus. Following approval of the interview list by the Dean of the Dietrich School of Arts and Sciences and subsequent completion of the campus interviews, a faculty meeting is held to discuss the relative merits of the candidates, and a written ballot is conducted to determine the acceptability and relative ranking of each candidate. In consultation with the Dean of the Dietrich School of Arts and Sciences, the Chair negotiates with the acceptable candidates in an order determined by faculty preference, space, and teaching considerations. This process will be conducted in accordance with the appropriate procedures developed by the Dietrich School of Arts and Sciences and in regard to the proposed rank of the prospective faculty member.

Within one year after a new faculty member joins the Department at the Assistant Professor level, the Chair will appoint a promotion steering committee that will consist of a Chair, an Advocate, and one additional faculty member. This committee will meet at least once each year with the junior faculty member, provide guidance on the establishment and growth of their research and teaching, and offer input on the preparation of materials to support tenure and promotion.

3.2 Appointment of faculty with Adjunct/Secondary status

The Department of Biological Sciences has established a detailed procedure for the appointment of faculty with adjunct or secondary appointments, and this is described in Appendix A.

3.3 Appointment of Research Professors

Appointments may be made outside of the tenure stream for research professors at the assistant, associate and full professor rank. Guidelines for these appointments are described in Appendix B.

3.4 Other faculty appointments

Other faculty level appointments and re-appointments, including but not limited to Lecturers, Visiting Lecturers, Lab Instructors, and Visiting Lab Instructors, will be made in accordance with University and Dietrich School procedures.

Within one year of a Laboratory Instructor or Lecturer joining the department, the Chair will appoint a steering committee that will consist of the Director of Undergraduate Studies and two other faculty members; for committees for faculty at the rank of Lecturers and Lecturer II, one of those two members must be a T/TS faculty member. For Laboratory Instructors, Lecturers, and Lecturer IIs, the steering committee will exist for three, six, and three years, respectively, from the time that the faculty member joins the Department. This committee will meet at least once a year with the new faculty member, provide peer evaluation of teaching, provide guidance on professional development, offer input into the preparation of material for annual evaluations, and provide a written report to the Advisory Committee to be considered during the third-year review, and the sixth-year reviews for Lecturers. Full-time AS faculty members at the rank of Laboratory Instructor, Lecturer or Lecturer II who are supported by Dietrich School funds will have major reviews performed in years three – and year six for Lecturers – by the Advisory Committee. After its final year, and the Steering Committee has been disbanded, the AS faculty member contract will be reviewed by the Chair with input from the Advisory Committee every 1, 3, or 5 years based on their contract end date. All voting faculty at higher rank will vote on these renewals.

3.5 Staff appointments

Identification and appointment of staff members is managed according to the guidelines established by the University and the Dietrich School of Arts and Sciences.

4. Departmental Governance

The Department of Biological Sciences is governed by its constituent members with the Chair being responsible for daily operations and organization of an administrative structure that involves faculty, students, postdoctoral associates, and staff, as described below.

4.1 The Chair - Responsibilities

The Chair is responsible for day-to-day department functions and represents the key point of contact between the department and the Dietrich School administration. A key role of the Chair is to represent

the needs and desires of the department to the Dietrich School administration, and to communicate to the department the positions and policies of the Dietrich School administration.

The responsibilities of the Chair include:

- Allocation of laboratory research space
- Assignment of teaching responsibilities
- Conducting annual evaluations of faculty performances and recommendation of annual salary adjustments to the Dean of the Dietrich School of Arts and Sciences
- Oversight and approval of the Departmental budget and its administration
- Preparation of an annual report for the Dean of the Dietrich School of Arts and Sciences
- Oversight of all faculty hiring, promotions, and other faculty appointments
- Implementation of undergraduate and graduate educational programs
- Approval of sabbatical and other leaves
- Representing the needs of the department and individual faculty to the Dietrich School of Arts and Sciences
- Guiding cooperative interactions with other units within the institution
- Oversight of the Pymatuning Laboratory of Ecology (PLE)
- Supervision of Departmental administrative staff

The Chair will execute these responsibilities with the support and advice of faculty and staff throughout the Department, utilizing committees and subcommittees as appropriate.

4.2 The Chair – Appointment

Only full-time faculty members with primary appointments in Biological Sciences at the rank of Full Professor with tenure are eligible for the position of department chair. The normal term is three to five years. Specific policies have been approved by the faculty for recommendation of Chair appointments to the Dean of the Dietrich School of Arts and Sciences and are described in Appendix C.

In the event of unexpected loss of the Chair (owing for example to illness, a leave, or resignation), an Acting Chair will be appointed by the Dean of the Dietrich School of Arts and Sciences following consultation with the Chair (if possible) and the Full Professors of the Department.

4.3 Assistant or Associate Chair

The Dean may appoint either an Assistant or an Associate Chair to facilitate the work of the Chair in Departmental administration. The duties of the Assistant or the Associate Chair include but are not restricted to the operational oversight of departmental facilities, use of departmental research space, and teaching assignments.

4.4 The Advisory Committee

The Advisory Committee will be composed of seven elected members that shall include four T/TS faculty members, two full-time faculty members at the rank of Lecturer, Lecturer II, or Senior Lecturer, and one full-time faculty member at the rank of Lab Instructor, Lab Instructor II or Senior Lab Instructor. The Director of Undergraduate Studies and the Assistant/Associate Chair are appointed as additional regular members. Nominations for open positions will be solicited from the regular, full-time faculty and elections held yearly. The term of service for elected members is two years.

The Advisory Committee is responsible for assisting the Chair in making key proposals to the faculty for Departmental consideration and provides advice to the Chair in the evaluation of annual faculty performances, based on the activity report submitted by each faculty member. Only those members who hold the rank of T/TS faculty will participate in the evaluation of T/TS faculty. Only faculty at rank of Lecturer or above will participate in the evaluation of faculty at all ranks of Lecturer.

4.5 Annual Evaluations

At the end of each academic year (April), each faculty member will submit an annual activity report using the designated form (Appendix D). The Advisory Committee will evaluate these reports according to the “rank above” rule, in which only faculty members in a higher rank participate in the review of faculty members in a lower rank. The Chair will coordinate annual performance reviews, which includes seeking input and recommendations from members of the Advisory Committee. T/TS faculty will be evaluated with the relative weightings of 50% research, 30% teaching and 20% service with an option for choosing 80% teaching and 20% service. AS faculty with primary responsibility in instruction will be evaluated with a weighting of 80% teaching and 20% service; other AS faculty will be evaluated with a weighting appropriate to their specific positions and responsibilities.

4.6 The planning and budget committee (PBC)

The Departmental PBC will consist of the Chair, the Advisory Committee, an elected staff member, a graduate student (Departmental Graduate Student Organization representative), and the departmental Administrative Officer responsible for financial affairs. The Chair may appoint additional *ad hoc* members to ensure full representation of the Department. The PBC assists in oversight of departmental planning and budgeting.

4.7 Faculty meetings

Faculty meetings will be held at least once a term during the Spring and Fall terms but will typically be held either once a month or every two months. Faculty meetings are open to all Department T/TS and AS faculty and represent a forum for consideration of Department policies and their implementation. Full participation of faculty in these meetings is an important component to Department governance. Minutes will be recorded and distributed by email to the faculty. Faculty may recommend to the Chair items to be included in the next scheduled faculty meeting at any time. Any vote taken at a faculty meeting requires a quorum of two thirds of all of the faculty members to be in attendance.

4.8 Administration of Undergraduate and Graduate Programs

The Chair will propose a committee structure for administration of both the undergraduate and graduate programs. A description of the current committee structure is included in Appendix E, and can be revised at the discretion of the Chair, although major restructuring requires discussion at a full faculty meeting and a majority vote of the faculty as a whole in support of any substantial restructuring.

4.8.1 Graduate Program Administration

The graduate programs will be the general responsibility of the Director of Graduate Studies (DGS) who is appointed by the Chair. The DGS will also serve as the chair of the Graduate Program Oversight Committee that operates with the assistance of subcommittees that oversee the operations of separate components of the program. The co-chair of GPOC will represent departmental graduate programs other than that represented by the DGS. Rules and regulations governing the Departmental graduate programs are described in the Graduate Guide (see Appendix F). The DGS is responsible for maintaining a current version of the Graduate Guide. The DGS is also responsible for coordinating the Departmental contributions to graduate programs that are operating jointly with other Departments, Schools or Institutions.

4.8.2 Undergraduate Program Administration

The Undergraduate Program Oversight Committee (UPOC) and the Director of Undergraduate Studies (DUS) will administer the undergraduate programs. The primary responsibility of UPOC and its subcommittees is the oversight of the undergraduate curriculum. The primary responsibilities of the DUS is to assist UPOC and the Department Chair in the administrative aspects of the undergraduate program, including the hiring of Lecturers and Lab Instructors, running the TA Program and Teaching Minor, coordination of the freshman biology foundations course, development of budgets for part-time and replacement instructors, supervision of the Departmental advising office, and liaison with the Dietrich School of Arts and Sciences administration in regard to undergraduate education, admissions, the Honors College, Study Abroad and other relevant programs. The DUS also assists with issues of academic integrity and other judicial issues regarding undergraduate programs. The DUS will be appointed by the Chair following discussions with the Advisory Committee.

4.8.3 Undergraduate Course Proposals

Proposals for new undergraduate courses that would not fulfill a Dietrich School of Arts and Sciences General Education Requirement may be solicited by the Undergraduate Curriculum Committee or proposed by a faculty member to the Undergraduate Curriculum Committee. Faculty proposing new courses should submit a rationale for the new course, a course description, a syllabus, and an abstract. Details of the information that should be present in the course description and syllabus are available at <http://www.as.pitt.edu/faculty/teaching/course-proposal.html>. The Undergraduate Curriculum Committee will review these proposals and request additions or clarification as necessary. The proposals will then be submitted to UPOC. UPOC will evaluate the rationale for the new course within the curriculum, the academic rigor, and the grading policies. Courses must provide evaluation of the students prior to the Monitored Withdrawal deadline, and the syllabus must contain appropriate

sections on academic integrity and accommodations of disabilities. UPOC will discuss and vote on each proposal; a two-thirds majority vote is required for approval. If the course is not approved by UPOC, the proposal will be returned to the faculty member with a written explanation of the decision along with suggestions, if appropriate, for revision. Targeted due dates are November 1 for the subsequent fall term and March 15 for the subsequent spring term or following summer term. Courses that would fulfill a Dietrich School of Arts and Sciences General Education Requirement must proceed through the Dietrich School of Arts and Sciences Undergraduate Council rather than UPOC.

4.9 Voting procedures

The Voting Faculty of the Department of Biological Sciences shall include faculty members holding primary academic appointments in the Department, including tenured and tenure stream faculty members, and appointment stream faculty at the rank of Lecturer, Lecturer 2, and Senior Lecturer. All faculty are expected to share in the responsibilities of the department. Individuals with part-time appointments in the appointment stream and individuals holding the ranks of research, clinical, visiting, emeritus or adjunct faculty may participate in departmental governance as non-voting members of the department.

Faculty at the rank of Lecturer, Lecturer 2, and Senior Lecturer may participate and vote on hiring of new faculty at or below their rank, and reappointment of faculty below their rank. Faculty at the rank of Senior Lab Instructor, Lab Instructor 2, and Lab Instructor may participate and vote on hiring new faculty at or below their rank, and reappointment of faculty below their rank. Faculty at the rank of Research Professor, Research Associate Professor, Research Assistant Professor, and Research Instructor may participate and vote on hiring of new research faculty at or below their rank, and reappointment of research faculty below their rank. Appointment Stream faculty members are not permitted to vote on T/TS hiring, reappointment or promotion. Only members of the Graduate Faculty may vote on matters pertaining to graduate study.

The Department will use three types of ballots for deciding issues of Departmental policy:

1. For many issues (other than those described below), a simple majority vote of faculty at a full faculty meeting is required. A quorum of two-thirds of the faculty must be present; for issues regarding graduate programs, two-thirds of the members of the Graduate Faculty must be present. If a quorum is not present, a vote will be conducted by email.
2. For the hiring of AS faculty or reappointment of AS faculty, a vote will be conducted by e-mail, with responses being sent to the Chair.
3. Nominations for University committees will be solicited from the Voting Faculty and voting will be done by e-mail ballots. Nominations for Tenure Council will be solicited from the tenured faculty and voting will be done by e-mail ballots. Appointment stream faculty shall be included, as appropriate, in the nominations for Dietrich School councils. Individual votes are confidential, but the outcome is reported to the faculty and forwarded to the Dean of the Dietrich School of Arts and Sciences.

4. Written ballots will be conducted for hiring and promotion of T/TS faculty and hiring of faculty with tenure. Individual votes are confidential, but the outcome is reported to the faculty and forwarded to the Dean of the Dietrich School of Arts and Sciences.

For issues where it is unclear whether a written ballot or a show of hands is appropriate, the Chair will make this decision following advice from the faculty.

4.10 Pymatuning Laboratory of Ecology

The Pymatuning Laboratory of Ecology will be operated under the Director of the Pymatuning Laboratory of Ecology, who reports to the Chair. The primary responsibilities of the Director of the Pymatuning Laboratory of Ecology are to maintain and operate research facilities at the Pymatuning Laboratory of Ecology field station, to oversee the Pymatuning Laboratory of Ecology course offerings, and to supervise Pymatuning Laboratory of Ecology staff. The Director of the Pymatuning Laboratory of Ecology is also responsible for budgetary oversight of all Pymatuning Laboratory of Ecology operations.

5. Changes to the Departmental Bylaws

These bylaws may be amended at any time, although changes must be approved by a majority vote of the faculty conducted by e-mail. The faculty may submit proposed changes to the Chair at any time, followed by a timely discussion and vote.

LIST OF APPENDICES

Appendix A, Policy for Adjunct and Secondary Appointments

Appendix B, Research Assistant Professor Appointments

Appendix C, Select Committee on the Chair (SCOTCH) and Guidelines for Selecting a Chair of the Department

Appendix D, Annual Activity Report Format

Appendix E, Department Committee Structure

Appendix F, Current GradGuide

Version 7 August 2006; updated 27 January 2015; updated 14 January 2019; updated 7 April 2021

APPENDIX A – Policy for Adjunct/Secondary Appointments

A.1. APPOINTMENT AND REAPPOINTMENT

1. The criteria for Adjunct/Secondary Appointments will be the same as for tenure/tenure-stream faculty as detailed in the faculty handbook.
2. Adjunct/Secondary Appointments will be for three years, awarded and renewable by a tenure/tenure-stream faculty vote. At least six months before the end of the appointment, the department chair will initiate a reappointment action whereby supporting materials are collected for a reappointment decision. The Advisory Committee will make a recommendation to the full faculty and chair concerning reappointment. Appointments and reappointments will be based upon a current activity report, a curriculum vitae, other relevant supporting documents provided by the appointee, and a letter from the appointee describing his or her interest and reasons for desiring appointment/reappointment. Appointments and reappointments will be conferred by a majority vote of the tenure/tenure stream faculty.
3. A departmental seminar is required for appointment. For reappointment, a seminar is encouraged but only required if requested by the chair.
4. New adjunct and secondary appointments will not be made if the appointment increases the number of adjunct and secondary faculty above 50% of the number of current tenured/tenure stream faculty. This cap, however, will not apply to reappointments.

A.2. DUTIES AND PRIVILEGES

1. No specific duties are necessarily required for the Adjunct/Secondary Appointee. Accordingly, no Departmental (or University) resources are necessarily associated with Adjunct/Secondary Appointees. This includes office supplies, secretarial or computer services, space or salary.
2. Adjunct and secondary appointees will be listed on the departmental web site and on appropriate departmental publications. The location of this listing will be on a page that is directly accessible via a link from the current web page that lists faculty within the department.
3. Adjunct appointees can be nominated and appointed to the graduate faculty through the normal appointment procedure outlined in the faculty handbook. As per university policy, such appointments will designate the recipient as an adjunct member of the graduate faculty.
4. The following privileges are associated with the Adjunct/Secondary Appointment:

Attendance at Departmental faculty meetings as non-voting members.

Library privileges equivalent to those of faculty.

Attendance at the annual Departmental retreat including the invitation to speak whenever the appointee desires but only if there is an open slot. Faculty within the department will have priority over adjunct/secondary appointees for speaking at the retreat.

Listing on Departmental publications and web site as stated in 2 above.

Ability to list the Department on research publications and professional correspondence.

A.3. ANNUAL REPORTS AND EVALUATION

1. Adjunct faculty and secondary appointees who teach within the department must have their teaching evaluated through the office of measurement and evaluation of teaching. The appointee is strongly encouraged to submit the results to the department chair with their annual activity report (see 2 below).
2. Adjunct and secondary appointees must complete an Annual Activity Report and submit this report to the advisory committee. The criteria used to evaluate the adjunct/secondary appointees will be the same as for tenure/tenure-stream faculty.

Last modified January 2015

APPENDIX B – Appointment of Research Assistant Professors

B.1. Working Procedure (information in bold to be handled by candidate and/or sponsor)

- I. Candidate will provide a current vitae electronically (that will be sent to faculty).
- II. Letters of recommendation: either the Chair or the Candidate/Sponsor can contact the recommender(s). This process can take 4-6 weeks depending on responsiveness of the recommenders.
 - A. P.I. – with incorporated written support from at least two other P.I.s in the Department (total of 3 letters) and
 - B. 2 outside letters (chair can request these)
- III. The formal seminar will be announced to the Department.
 - A. Date, time and location of seminar will be coordinated by Chair's office in consultation with the Candidate/Sponsor.
- IV. T/TS vote on Research Assistant Professor after formal seminar
- V. Formal memo to the Dean requesting the appointment, which is subject to affirmative action procedures, requires posting an advertisement, and conducting a search according to normal university procedures
- VI. Dean's response back to the Department
- VII. Formal memo to the Department Announcing the appointment

B.2. Opportunities as Research Assistant Professor:

1. Funding
2. Graduate Faculty Status (as a result of research and teaching efforts)
3. Member of University Committees

Revised January 2015

APPENDIX C – Guidelines for Selecting the Chair

C.1. Objective

The goal of the procedures outlined in this document is for the Voting Faculty, definition of (“Voting Faculty” is established in the Departmental by-laws), in the Department of Biological Sciences to identify a single candidate for Chair. The name of this candidate will be forwarded to the Dean of the Faculty of the Kenneth P. Dietrich School of Arts and Sciences as our recommendation. The procedures outlined in this document may be changed at any time by a majority vote of the Voting Faculty.

C.2. SCOTCH

One year prior to the end of the existing Chair's appointment (or immediately in the event of a Chair's sudden departure), the Advisory Committee in the Department of Biological Sciences will appoint a committee (herein known as the Select Committee On The Chair: SCOTCH) to organize the Department's efforts to either: (1) re-appoint this individual for another term; (2) search for an external Chair; or (3) identify an internal Chair. Once the SCOTCH committee is established, the Advisory Committee will appoint one member of the tenured faculty within SCOTCH as Chair of SCOTCH. If the appointment of an internal Chair is desired, then the Department will also recommend a term length for this appointment to the Dean, typically either 3 or 5 years. SCOTCH will determine the mechanism by which one of these three paths is followed, and any decisions made by this committee must be presented to the full faculty for a vote. If at any time during this process a member of the committee becomes a candidate for Chair, then he/she must resign from SCOTCH; a replacement will be selected by the Advisory Committee.

C.3. Selection of an Internal Chair of the Department of Biological Sciences

The approach for selecting an internal candidate for the position of Chair of the Department of Biological Sciences will be divided into the following stages: (1) Open Nomination; (2) Selection of Candidates; (3) Open Discussion; (4) Voting; and (5) Recommendation to the Dean.

C.3.1. Open Nomination

The Voting Faculty will be asked to submit names of faculty candidates for Department Chair to one member of SCOTCH listed above. Nominees should be from the pool of Full Professors and candidates should not be ranked. It is strongly recommended that the nominator discuss the nomination with the individual prior to submission to determine their level of interest. Solicitations for nominations will be E-mailed and a hard copy will be placed in the department mailboxes of all T/TS and full-time AS faculty. Every effort will be made to mail solicitations to faculty who are unable to access department mailboxes or E-mail accounts. Faculty will be given 2 weeks to respond to this request.

C.3.2. Selection of Candidates

The list of nominees for the position of Chair will be compiled from the above open nomination process and will be distributed to the faculty. After approximately one week, each candidate will be contacted by SCOTCH and asked the following:

"You have been nominated by the faculty for the position of Chair of the Department of Biological Sciences. Are you willing to be a candidate for this position?"

After all of the nominees have been contacted, a final list of faculty members willing to be candidates for Chair will be compiled. The final list of candidates will be shared among all Voting Faculty. Any candidate may remove him/herself from the list of candidates at this time.

C.3.3. Open Discussion

Each candidate for Chair of the Department of Biological Sciences will be asked to write a 1-2 page statement on their vision of the future for the Department of Biological Sciences. This statement will be forwarded to the faculty. A faculty meeting will be held after the faculty have had time to review these statements. At this meeting, each candidate will be asked to present a synopsis of their vision statement; this will be followed by a question and answer period. Questions may also be submitted by members of the faculty in writing if anonymity is desired. Minutes of this meeting will be made available to the faculty.

C.3.4. Voting Procedures

In the event that there is a single candidate for Chair, this individual will become the "leading candidate". The Voting Faculty will be presented with a written, numbered ballot with the name of the candidate and will be asked to vote whether the candidate is "acceptable" or "unacceptable". If there are two or more candidates, a written, numbered ballot containing the names of the candidates for Chair will be distributed. The Voting Faculty will be asked to rank the candidates and indicate "acceptable" or "unacceptable" for each candidate.

If there are two candidates, then the candidate who receives the most votes from the Voting Faculty will be defined as the leading candidate. If there are more than two candidates, then the individual who receives the most votes, assuming that their vote total is greater than 50% of those cast, will be the leading candidate. If no candidate receives greater than 50% of the vote, then the top two candidates will be selected for a run-off election. As above, the individual with greater than 50% of the full faculty vote in the run-off election will be the leading candidate. If no candidate receives greater than 50% of the vote and if there is a tie vote for second place, or if there is a three-way tie for first place, then new ballots will be distributed and a new vote will be taken.

In the event of a tie vote in an election held between two candidates, then two leading candidates will be identified. Assuming that both candidates are acceptable (see below), then the Dean and the Voting Faculty in the Department of Biological Sciences will develop a mechanism through which one of the two candidates will be selected as Chair.

C.3.5. Recommendation to the Dean

If greater than 50% of the voting faculty determine that the leading candidate(s) is acceptable, then the individual(s) will be recommended to the Dean of the Faculty of the Dietrich School of Arts and Sciences to become the Chair of the Department of Biological Sciences. All voting records will also be forwarded to the Dean with the recommendation. The voting records will be broken out by: 1) T/TS votes, 2) AS votes, and 3) total of all votes. If after negotiations with the Dean, the Dean either chooses not to appoint that candidate, or if the leading candidate chooses not to accept the Chair, then SCOTCH will re-initiate the process to either: (1) re-appoint the current Chair for another term; (2) search for an external Chair; or (3) identify a new internal Chair. If a Chair is not appointed by the time the current Chair leaves the position, the Dean may appoint an Interim Chair for a period until a new Chair is identified.

Created 26 June 1998. Revised 22 November 2010, 30 January 2011, 25 November 2013, 27 January 2015, February 2019 and June 2020