

CODE OF OPERATIONS OF THE DEPARTMENT OF BIOLOGY

This code allows for faculty participation in unit internal affairs. The code establishes procedures which allow the faculty of the unit to participate by making recommendations to the unit head on appointments, promotions and permanent tenure. Recommendations to the unit head resulting from these procedures are advisory in nature, both to him and to his immediate administrative superior.

Section I. Departmental Functions and Objectives

The Department of Biology advises and instructs undergraduate and graduate students, both major and non-major, and thereby contributes to liberal arts education through study of biological topics and prepares students for advanced work and the professions. The Department promotes research in biological science by students and faculty. The Department supports other natural science departments and other departments or schools by developing courses in biology which meet the needs of various programs offered by these schools. The Department will coordinate its program with those of other disciplines to enable all students to understand the world in which they live.

As it performs these functions, the Department seeks to achieve the following objectives:

1. to develop and maintain excellence in academic programs; to retain a competent and productive faculty;
2. to continually evaluate curricula and instruction to insure that academic excellence is maintained;
3. to attract a range of students from the exceptionally qualified to the disadvantaged with potential for achievement;
4. to enable students to build upon a basic core program and develop as either generalists, or specialists within areas of specialization of the faculty;
5. to make students aware of societal needs and to provide the necessary counsel in the selection of appropriate areas of study;

6. to encourage the participation of students in the professional, societal, and philosophical aspects of the discipline;
7. to assist students in gaining employment, upon graduation or conclusion of their studies, by involving faculty, staff, and alumni;
8. to continually evaluate curricula to insure that they satisfy student and societal needs;
9. to encourage, support, and conduct biological research, publication, consulting services, and other activities consistent with its functions;
10. to encourage cooperation with other departments of this and other institutions in curriculum planning and scientific research, by encouraging interdepartmental and interuniversity communication at all levels;
11. to demonstrate a concern for regional as well as international scientific problems by recruiting faculty members with diverse, broad geographic interests and encouraging graduate research work which relates to regional problems.

Section II. Composition of the Department

The faculty shall consist of all voting persons in the Department of Biology as defined by the East Carolina Code.

The graduate faculty of the Department of Biology shall consist of those members who have been admitted to the graduate faculty of East Carolina University

Section III. Administrative Organization

The administration of the Department shall consist of the Chairperson of the Department, Assistant to the Chairperson and Director of Undergraduate Studies, the Director of Graduate Studies, and the Executive Committee.

The Chairperson of the Department is the chief administrative officer of the Department. The selection of the Chairperson shall be in conformity with the University Code (Section C - new Code).

The Chairperson shall:

1. guide the Department toward accomplishment of its objectives;
2. administer the affairs of the Department, giving due consideration to policies recommended by the department, and making sure that no departmental policy shall conflict with any policy determined by the University;
3. represent the Department in its relations with other units of the University;
4. serve as personnel director for the Department in forwarding evaluations and recommendations concerning personnel matters and salary increments to the appropriate higher administrative official, in accordance with principles and criteria established by the University and Legislature and as prescribed in Appendix D, Section III D of the Faculty Manual of East Carolina University.
5. in cooperation with the Assistant to the Chairperson and Director of Undergraduate Studies and the Director of Graduate Studies, supervise: a) scheduling of classes, b) recruitment and counseling, and registration of qualified students, and c) assignment of graduate fellows to their duties;
6. work with appropriate departmental administrators, committees, and other agencies to ensure a departmental curriculum and program of research and related activities that is of high quality and consistent with societal need, student demand, and departmental and University goals. In matters of curriculum, all changes must be approved by the Executive Committee and by a majority vote of the unit faculty at a regularly scheduled meeting.
7. pursue and encourage other faculty to pursue both intramural and extramural funds and other items supportive of departmental teaching and research;
8. encourage and facilitate efforts by faculty toward accomplishments in teaching, research, and/or other service to the Department and the University;
9. supervise and coordinate activities of departmental support personnel in a manner consistent with departmental goals and objectives;

10. have general responsibility for care and proper utilization of departmental space, equipment, and supplies;
11. in consultation with other members of the Executive Committee, prepare the departmental budget, manage and be responsible for the budget and all other funds assigned to and/or belonging to the Department;
12. conduct negotiations for the hiring of new faculty and staff in cooperation with other members of the Executive Committee and in a manner supportive of departmental goals;
13. preside over departmental meetings and supervise the writing and distribution of departmental minutes;
14. serve as Chairperson of the Executive Committee.

The Assistant to the Chairperson and Director of Undergraduate Studies shall be appointed by the Chairperson and shall serve at the discretion of the Chairperson. In consultation with the Chairperson, the duties of the Assistant to the Chairperson and Director of Undergraduate Studies shall include:

1. serve as counsel to the Chairperson and assist in matters relating to departmental operation and the undergraduate program;
2. when requested by the Chairperson, to represent the Chairperson in an official capacity;
3. to coordinate, supervise and monitor a strong academic program of undergraduate education that is responsive to societal needs and student demand, and supportive of the goals of the Department and the University;
4. conduct a program of recruitment to enroll qualified students in the undergraduate program;
5. coordinate consultation and advisement procedures for undergraduate students, prepare and distribute information describing requirements of the undergraduate programs, fellowship grants, awards and opportunities available to undergraduate students in the Department; serve as the Departmental contact with the East Carolina University Office of Cooperative Education to assist in the development and advertisement of cooperative education opportunities for Biology undergraduates and to recruit applications from Biology students for the positions available;
6. maintain the records, transcripts, letters of recommendation, grade reports, and other data of undergraduates enrolled in the Department, and handle inquiries and requests for assistance that pertain to undergraduate work in the Department;

7. serve as Chairperson of the Undergraduate Committee and represent this committee in recommendations of policy or curriculum change to the Chairperson, to the Executive Committee, and to the faculty;
8. collect and maintain information relating to pre and post graduation professional activities of graduates in Biology;
9. serve as liaison between undergraduate students and the Department, and provide a means whereby student opinion is made known in matters relating to the undergraduate program;
10. serve as an ex officio member of the Graduate Committee and the Executive Committee.

The Director of Graduate Studies shall be appointed by the Chairperson and shall serve at the discretion of the Chairperson. In consultation with the Chairperson, the duties of the Director of Graduate Studies shall include:

1. serve as counsel to the Chairperson in matters relating to the graduate program;
2. when requested by the Chairperson, to represent the Chairperson in matters relating to the graduate program;
3. coordinate, supervise, and monitor a strong academic graduate program that is responsive to societal needs and student demand, and supportive of the goals of the Department and the University.
4. conduct a program of recruitment to enroll qualified students in the graduate program;
5. consult with and advise prospective and current graduate students in biology, and prepare and distribute information describing requirements of the program, fellowship grants, and other available awards and opportunities. Develop cooperative educational opportunities for Biology graduate students with governmental and private agencies and serve as the person responsible for advertising cooperative educational opportunities available for our graduate students through the East Carolina University office of Co-operative Education and to recruit applications from Biology graduate students for the position;
6. maintain the records, transcripts, letters of recommendation, grade reports, and other data of graduates enrolled in the Department, and handle inquiries and requests for assistance pertaining to graduate work in the Department;
7. serve as chairperson of the Graduate Committee and represent this committee to the Chairperson, the Executive Committee and to the faculty in recommendations of policy or curriculum change or selection of graduate fellows;
8. collect and maintain information relating to pre and post graduation professional activities of graduate students in Biology;

9. serve as liaison between graduate students and the Department, and provide a means whereby student opinion is made known in matters relating to the graduate program;
10. serve as ex officio member of the Undergraduate Committee and the Executive Committee;
11. approve, in cooperation with the Dean of the Graduate School and the Graduate Committee, the admission of prospective students to graduate programs in the Department;
12. schedule and administer written comprehensive examinations in Biology, advise students in the selection of thesis directors and thesis committee members, and schedule and participate in final thesis examinations of candidates for master's degree in Biology;
13. plan and implement a program of departmental seminars by guest speakers, faculty, and graduate students that is consistent with interests within the Department or that may be of interest to the general University audience;
14. work with thesis directors and thesis committees in assuring satisfactory progress of students in the graduate program;
15. seek extramural funds in support of the departmental effort in graduate teaching and research.

The Executive Committee shall consist of the Assistant to the Chairperson and Director of Undergraduate Studies, the Director of Graduate Studies, four elected members and one elected alternate member--in addition to the Chairperson of the Department, who shall serve as its chairperson except during consideration of personnel matters when the chairperson shall serve ex officio without vote and an elected member shall serve as chairperson. The term of office for elected members will be for a period of two years, with election of two members, and the alternate being held annually; except that, in the first election following enactment of this Code, two members will be elected for a one-year term and two will be elected for a two-year term. Quorum: Chairman of the Department and five members, three of which must be elected faculty members.

The Executive Committee shall advise the Chairperson in matters relating to the following:

1. definition and publication of criteria by which faculty status (appointments, decisions not to reappoint, promotions, the granting of permanent tenure, and dismissal) is evaluated;

2. acceptance and consideration of recommendations on faculty status and other personnel matters initiated by any member of the faculty;
3. recommendations concerning faculty status, including appointment, re-appointment, non-reappointment, promotion, conferral of permanent tenure, granting of merit salary increases, and salary increases made in recognition of promotion in rank;
4. consideration and forwarding to the faculty of curriculum recommendations from the appropriate committees;
5. the budgeting of funds allocated to the Department, load assignment, course offerings, faculty research space, office space and facilities.

Section IV. Standing Committees

In addition to the Executive Committee, standing committees of the Department shall include: (1) the Graduate Committee, (2) the Undergraduate Committee, and (3) any other committees established by the Department.

The Chairperson of the Department shall serve as ex officio member of all committees.

All meetings of standing committees shall be open to members of the Department eligible for membership on the committee. Standing committee action shall be subject to approval by the Chairperson. Persons shall serve on no more than two standing committees.

The terms of office of elected members of standing committees shall be two years, with election of two members annually; except that in the first election following enactment of this Code, two members will be elected for a one-year term and two will be elected for a two-year term. Elections will be held at the beginning of each academic year. Members of standing committees may be re-elected.

1. The Graduate Committee shall consist of the Chairperson of the Department, the Director of Graduate Studies, who will serve as chairperson of the committee, and four elected members of the graduate faculty and, ex officio, the Assistant to the Chairperson and Director of Undergraduate Studies.

Elected members of the Graduate Committee shall be nominated by the graduate faculty and elected by a majority of the graduate faculty present and voting.

It shall recommend to the Director of Graduate Studies, the Executive Committee, the Chairperson, and to the graduate faculty:

- (1) graduate degree program requirements and policies;
- (2) changes in the graduate curriculum;
- (3) new graduate programs and course proposals (5000 and 6000 level).
- (4) the appointment of teaching fellows.

2. The Undergraduate Committee shall consist of the Chairperson of the Department, the Assistant to the Chairperson and the Director of Undergraduate Studies, who will serve as Chairperson to the Committee, four annually elected members, and ex officio, the Director of Graduate Studies.

It shall recommend to the Assistant to the Chairperson and Director of Undergraduate Studies, the Executive Committee, the Chairperson and to the Department:

- (1) program requirements for undergraduate Biology and Biology-Teacher Education majors and minors;
- (2) changes in the undergraduate curriculum;
- (3) new undergraduate course proposals (1000 through 5000 level).

Section V. Meetings

The Executive Committee shall meet at least once per ^{semester} ~~quarter~~ to review departmental activities. The agenda shall be posted at least one day prior to the meeting. Any faculty member, staff, or student representative may have an item considered by the Executive Committee by presenting the item to any member of the Executive Committee. Actions of the Executive Committee affecting the Department as a whole shall be matter of open record and presented to the faculty in the form of summary or minutes within a week of the meeting. Actions pertaining to an individual faculty member shall be made available to that individual.

Meetings of the Department shall be in conformity with University policy. Ordinarily an announcement of the meeting, containing the agenda, shall be posted in the departmental office at least one day prior to the day of the meeting.

The Chairperson (or his designated representative) shall preside over meetings of the Department. At meetings at which departmental business is transacted, a quorum shall be present. A quorum shall consist of a majority of the departmental members. In the absence of specific rules adopted by the Department, the proceedings shall be conducted according to the most recent edition of Robert's Rules of Order. Minutes of departmental meetings shall be kept by the secretary and distributed to all members of the Department, Dean of the College of Arts and Sciences, Vice Chancellor of Academic Affairs, and Dean of the Graduate School.

The quorum for standing committees, exclusive of the Executive Committee, shall be a majority of elected members. In the absence of the Chairperson of a standing committee, an elected member shall be elected to preside. Minutes of standing committees shall be kept by a person designated by the committee chairperson and shall be available to members of the Department.

Section VI. Amendment

This Code may be amended at any meeting of the Department by the vote of three-fifths majority of all permanently tenured faculty of the Department provided that seven days notice of the proposed action has been given. Amendments shall go into effect when approved by the Department and ratified by the East Carolina University Faculty Senate and the Chancellor.

Section VII. Enabling Clause

This Code shall go into effect upon acceptance by a three-fifths majority of all permanently tenured faculty of the Department and when accepted by the East Carolina University Faculty Senate and the Chancellor.