

To: Faculty Senators

From: Caroline L. Ayers
Chair, Chemistry Department

Date: November 7, 1984

(84-36)

Re: Code Revisions for Chemistry Department Code

On September 11, 1984, the Chemistry Department adopted the following revisions to the Chemistry Department Code. The changes were approved by the Governance Committee on October 22, 1984. The Chemistry Department Code Revisions will be on the agenda for consideration at the Faculty Senate Meeting on November 20, 1984.

Revisions are indicated below. Changes and additions are underlined. A copy of the pages where changes occur is attached.

p. 4 Section III.C.7.e.

A faculty member not recommended for promotion, reappointment or permanent tenure by the Executive Committee will be granted a hearing for the purpose of appeal before the committee upon request.

The Executive Committee shall report to the tenured faculty its recommendations in respect to promotions, permanent tenure, and reappointment in a meeting chaired by the Chairperson of the Executive Committee. The Executive Committee shall forward to the Departmental Chairperson both the committee recommendation and the vote of the tenured faculty. (The Departmental Chairperson shall not participate in the faculty vote on recommendations from the Executive Committee concerning promotion, reappointment or permanent tenure.)

p.5 Section III.D. Add a new section 4.

4. The tenured faculty shall receive and vote by secret ballot on the Executive Committee reports with respect to promotion, reappointment and permanent tenure. A faculty member not recommended for promotion, reappointment or permanent tenure by the tenured faculty will be granted a hearing for the purpose of appeal before the tenured faculty upon request.

1. Faculty Meetings. In the preparation of the teaching schedules, the department will attempt to make it possible for a one-hour faculty meeting to be scheduled during a working day with no conflicts in teaching schedules.
 - a. The faculty will meet once a month during the academic year. The meetings will be limited to 50 minutes. Additional meetings can be called by the Chairperson or by a petition of 1/3 of the faculty. Additional meetings will be announced at least one week in advance.
 - b. The faculty meeting will be conducted according to the most recent edition of Robert's Rules of Order.
 - c. Agenda. The agenda of the meeting will be distributed at least 24 hours before the meeting. Any faculty member can place items on the agenda by giving the item to the departmental secretary. If no business has been suggested, the faculty meeting will be cancelled. Staff items may be placed on the agenda by the Assistant to the Chairperson or Chairperson. Committees will report the actions of the committee at the faculty meetings for the approval of the faculty. If no motion is made to reject the actions or part of the actions, the report stands approved.
 - d. Conduct of Business. All faculty meetings must follow the usual order of business described in section 40 of the most recent edition of Robert's Rules of Order. The maximum length of time for each member's speech on an issue will be three minutes, with a limit of two speeches per question. The presiding officer of the faculty meeting will be the Departmental Chairperson, and in case of his absence, the Chairperson of the Executive Committee.
2. Elections for all elected officials, representatives, or committee members except for the evaluation committee will be held every two years. Any of the above may be recalled at any time by 2/3 vote of the general faculty after a recall hearing. A recall hearing may be held two weeks after being requested by petition of a majority of the general faculty. All votes concerning elections and recall will be by ballot.
3. Appointment for all appointed officials shall be made by the Chairperson with the consultation of the Executive Committee except for the Assistant to the Chairperson who must be approved by the Faculty every two years.
4. The tenured faculty shall receive and vote by secret ballot on the Executive Committee reports with respect to promotion, reappointment and permanent tenure. A faculty member not recommended for promotion, reappointment or permanent tenure by the tenured faculty will be granted a hearing for the purpose of appeal before the tenured faculty upon request.

- e. The Executive Committee in carrying out its responsibilities for making recommendation to the Departmental Chairperson in respect to promotions, permanent tenure, and reappointment shall:

Advise a candidate that he is under consideration.

Advise a candidate to submit to the Committee any material to support his candidacy. If the candidate wishes to present his case personally, he shall have this privilege.

Obtain additional information relative to the candidate by taking such actions as talking informally with members of the chemistry faculty and with other possible sources.

Examine available evidence on the candidate and vote by secret ballot. A majority vote shall be considered a recommendation.

Notify in writing the candidate involved of their recommendation.

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The Executive Committee shall report to the tenured faculty its recommendations in respect to promotions, permanent tenure, and reappointment in a meeting chaired by the Chairperson of the Executive Committee. The Executive Committee shall forward to the Departmental Chairperson both the committee recommendation and the vote of the tenured faculty. (The Departmental Chairperson shall not participate in the faculty vote on recommendations from the Executive Committee concerning promotion, reappointment or permanent tenure.)

- f. All personnel actions of the Executive Committee will conform to the provisions of Appendix C of the University Code.

- g. The committee will make recommendations to the Departmental Chairperson for the expenditure of the supply, equipment, travel and student wages budgets.

8. Executive Committee Reports

- a. All formal action of the Executive Committee will be reported to the faculty at the next scheduled faculty meeting.
- b. As specified in the most recent edition of Robert's Rules of Order, no action of the Executive Committee can conflict with actions of the faculty, and the faculty can instruct and countermand actions of the committee if it is not too late.

- D. Faculty. The faculty consists of all persons with an academic title and less than half a normal teaching or research program as practiced in his unit.