

Department of Chemistry and Biochemistry Bylaws

Approved by the unanimous vote of the Chemistry and Biochemistry Faculty: 1/24/2023

Approved by the Office of the Provost December 10, 2022—James Bennighof (PENDING)

Preface

The purpose of these Bylaws is to clarify organizational procedures and decision-making processes for the Department of Chemistry and Biochemistry at Baylor University. In cases in which these Bylaws address matters that are also addressed by College and/or University policies and/or procedures, it is understood that the latter are the governing principles, and apply in cases in which any discrepancy might exist between them and these Bylaws.

1.0 Mission

The mission of the Department of Chemistry and Biochemistry at Baylor University is to educate graduate and undergraduate students in the broad disciplines of chemistry and biochemistry through traditional classroom and teaching laboratory methods as well as the pursuit of novel laboratory research. Through these efforts we intend to not only equip the next generation with a fundamental understanding of chemistry but also with the skills to continue advancing knowledge in the field.

2.0 Departmental organization

The Department of Chemistry and Biochemistry recognizes the fundamental and central role that chemistry and chemical principles play across a range of disciplines. Thus, from a research and scholarly perspective the expectation is that faculty within the department will have a broad range of interests. Nevertheless, for the purposes of the maintaining traditional strengths associated with Departments of Chemistry and Biochemistry and to maintain some consistency in our teaching pedagogy the organizational structure of the department will consist of five divisions, including:

The Division of Analytical Chemistry

The Division of Biochemistry and Chemical Biology*

The Division of Inorganic and Materials Chemistry*

The Division of Organic Chemistry

The Division of Physical and Computational Chemistry*

*These expanded divisions are highly interdisciplinary and thus likely comprised of regular as well as secondary faculty. The latter will be subject to the policies delineated in the “CBC Guide for Joint, Secondary and Affiliate appointments”.

The department is headed by a Department Chair and each division is headed by a tenured tenure-track faculty member who is appointed annually by the Department Chair to the role of division director. Additional leadership is provided by up to four additional faculty that include:

1. A tenure- or nontenure-track faculty member who is appointed by the Chair to a three-year term as the departmental Undergraduate Program Director.
2. One or two tenure track faculty members who is(are) appointed by the Department Chair and approved by the Dean of Graduate the Graduate School to serve a three-year term as Departmental Graduate Program Director. When shared, responsibilities are divided into “Recruiting” and “Graduate Affairs” and compensation in whatever form offered by the University is split as equitably as possible.
3. A tenure-track faculty member is appointed by the Chair and approved by the Dean of Arts and Sciences to serve up to a three-year term (not to exceed the tenure of the Chair) as Associate Chair.

The latter four constitute a Departmental “Executive Committee” that serves in an advisory capacity to the Department Chair with whom they meet at the beginning of each month.

3.0 Departmental faculty membership

The faculty membership of the Department of Chemistry and Biochemistry includes all faculty who are employed within the Department on a full-time continuing basis. This includes only (a) tenured and tenure-track faculty (i.e., Assistant Professors, Associate Professors and Professors); and (b) Regular and Senior Lecturers. Faculty with primary appointments in other departments and secondary appointments in this Department may attend and participate in Department meetings but are not voting members of the Department. (The expectations of secondary appointments are outlined in greater detail in the Appendix: “Guidelines for Joint, Secondary, Affiliate, and Adjunct Appointments”).

4.0 Departmental faculty meetings

At least two regular departmental faculty meetings will be held in each semester of the academic year: in August or September, November or December, January or February, and April or May. The times and locations of these meetings will be set and provided to the faculty membership, when possible, at least one month in advance.

Additional meetings may be called by the Department Chair and/or a majority of the departmental faculty membership, by notifying the full departmental faculty membership via email of the time and location of the meeting at least two business days (48 hours) in advance of the meeting time.

The chair (or her or his designate in the event of her or his inability to preside) will preside over faculty meetings, and minutes will be taken by a meeting secretary whom the chair will appoint from among the departmental faculty members. Meetings will follow Robert’s Rules of Order to the degree that they apply to the needs of the department and are not in conflict with other policies. The secretary will distribute the minutes to all departmental faculty within a week following each meeting, and the minutes will be approved as received or amended at the following meeting.

All departmental faculty members, as defined in section 3.0, are eligible to discuss and vote on all matters in departmental faculty meetings. (This does not include decisions regarding hiring, tenure, and promotion of faculty at various ranks, which would not be made during departmental faculty

meetings.) In order for a vote to be taken at a meeting, a majority of the departmental faculty who are in residence must be present. (However, departmental voting may also take place through other means, such as email, if adequate opportunity has been provided for discussion and consideration of the matter on which the vote is taken.)

5.0 Standing Committees

The standing committees in the Department of Chemistry and Biochemistry include:

- Graduate Admission and Recruiting
- Undergraduate Admissions and Recruiting
- Postdoctoral Affairs
- Graduate Affairs
- Undergraduate Affairs
- Colloquium (TORs for CHE 5050)
- Special Events
- Space and Finance
- Safety
- Department Services & Instrumentation
- Promotion and Tenure
- Strategic Planning and Bylaws
- Awards and Scholarship
- Diversity Equity and Inclusion

The members and chairs of these committees are appointed by the department chair, who does so in consultation with appropriate others (such as the Undergraduate and Graduate Program Directors) and in such a way as to distribute the workload among the faculty members and to provide representation of a variety of perspectives (with respect, for example, to rank, division, faculty classification, etc.) where appropriate and to the degree possible on each committee. The term of each such appointment is one year, but appointments may be renewed. The chair should attempt to provide faculty members with varied committee experiences to the degree that this is feasible and desired by each faculty member.

Discussions within committee meetings are not governed by a formal set of rules, but, managed by the chairs, observe principles of courtesy and a desire to receive and consider all perspectives from committee members. Individuals who are not members of a committee may attend committee meetings at the invitation of the chair. The chair keeps a record of matters discussed and conclusions reached in committee meetings and communicates decisions and conclusions to others within and outside the department as appropriate to the charge of the committee.

Additional information about duties of each committee can be found in the pertinent appendix to this document.

6.0 Faculty Search Processes

All departmental faculty should be welcomed to participate in discussions and provide input about candidates who are interviewing for faculty positions. Tenured and tenure-track faculty will serve on search committees and formally vote on hiring recommendations to the chair and dean regarding candidates for tenure-track or tenured positions. Tenured, tenure-track, Senior Lecturer and Regular Lecturer faculty will serve on committees and formally vote on hiring recommendations to the chair and dean regarding candidates for the non-tenure track faculty positions.

7.0 Bylaw Content, Approval, and Revision

- A. Departmental Bylaws are approved by the Office of the Provost. Revisions to the Bylaws must be approved by a 2/3 vote of the departmental faculty prior to submission to the Office of the Dean of the College of Arts and Sciences and to the Office of the Provost. In accord with the guidelines provided for departmental by-laws sections there are number of topics were intentionally omitted from the by-laws but in some instances may be clarified in other departmental policy documents. These include but are not limited to: tenure and promotion guidelines for various faculty classifications and ranks, prepromotion review processes (in some cases determined at college or school level; in others might be addressed in tenure and promotion guidelines), process of selecting external reviewers for tenure and promotion processes (might be addressed within guidelines), departmental rubrics for annual faculty performance evaluations, endowed position appointments, graduate faculty appointments, teaching assignment processes, budget decisions, travel allocations, research resource processes (funding, grad assistants, postdocs), teaching assistant assignments, curriculum approval processes and coordination, admissions and recruitment processes (undergraduate and/or graduate, as applicable).

Appendices:

- a. Departmental Organizational Chart
- b. Current Committee Assignments
- c. Guidelines for Joint, Secondary, Affiliate, and Adjunct Appointments
- d. Standing Committee Responsibility Descriptions

Department of Chemistry and Biochemistry
Committee Responsibility Descriptions

Faculty Chairs:

Elected faculty member representative from each division. Propose changes/improvements/advances to the Chair and Planning/By-Laws Committee. Coordinate divisional teaching assignments.

Space and Finance Committee:

Although space is largely controlled by the Dean and VPR, this committee will help the Chair to identify and justify space needs. In terms of finance, this committee will work with the chair in determining the equitable distribution of the departmental finances whether they be for routine supplies or ad hoc requests of departmental funds.

Graduate Operations and Curriculum Committee:

Chaired by the Graduate Program Director (GPD). Hear petitions, consider new courses, and propose changes in graduate curriculum/requirements, assist with graduate program improvement and assessment. Work with Graduate Recruiting Committee to improve recruiting of new students. Select recipients of graduate scholarships/fellowships (Franklin/McAtee). Handle nominations/applications for graduate awards. Coordinate TA assignments across the department.

Undergraduate Operations and Curriculum Committee:

Chaired by the Undergraduate Program Director (UPD). Promote organize and support undergraduate research. Coordinate URSA and departmental undergraduate research presentations. Hear special petitions, consider new courses and changes in undergraduate curriculum/requirements, assist with undergraduate program assessment. **Responsible for undergraduate portion of Departmental SACS Accreditation.**

Graduate Admissions and Recruiting Committee:

Chaired by Graduate Program Directors (GPDs). Consider and screen applications for graduate student admissions. Coordinate graduate recruiting efforts, weekend recruiting events and contacting local schools. Communicate efforts with the rest of the department during critical periods of recruitment. Work with GPDs to advise incoming graduate students on course selection and requirements including scheduling of benchmark exams.

Undergraduate Admissions and Recruiting Committee:

Promote organize and support undergraduate outreach and activities designed for the recruitment of new undergraduate students. Provide leadership and organization for the student affiliates. Coordinate with UPD, Chemistry Ambassadors and the ACS affiliates to promote recruitment and social engagement.

Seminar and Colloquium Committee:

Coordinate and invite speakers for regular Fri colloquium on a yearly basis. This committee assignment derives from assignment as a TOR to CHE 5050. The committee should consist of tenure-track and at least one member from the teaching faculty. This committee will interface with the Special Events Committee to coordinate the Gooch-Stephens, Stone, and Dial-Black lecturers. The latter named lectures

are under the purview of individuals who need not be members of the Seminar and Colloquium Committee.

Instrumentation, Safety, and Facilities Committee:

Work with faculty, BSB Facilities Manager, and Office of Environmental Health and Safety to comply with safety issues and training, and university, local, state and national regulations.

Department Services and Instrumentation Committee:

Oversee shared research instrument maintenance and usage, set usage policies, and resolve issues. Recommend new teaching equipment for the undergraduate laboratories. Coordinate with BSB Facilities in arranging for repair, upkeep, and service contracts for departmental research and teaching laboratory instruments. Recommend new large instrument purchases; initiate grant proposals to the NSF or other agency for new instrumentation as needed.

Postdoctoral Affairs Committee:

This committee will work with the VPRs office to ensure that web resources are in place at Baylor to facilitate the transition of incoming postdoctoral students. The committee should prepare if needed, boiler-plate-type documents that can be employed by faculty and postdoctoral students when applying for external funding. In addition, the committee should develop a checklist for the incoming students to proceed through prior to and upon arrival at Baylor.

Planning and By-Laws Committee:

As a result of the recent COACHE survey department are being asked to prepare By-Laws. This committee will be responsible for drafting the Chemistry and Biochemistry By-Laws and also updating the strategic plan document.

Tenure and Promotion Committee:

Implement peer reviewed teaching policy and procedures; appoint mentors and maintain records of evaluations for pre-tenure faculty and junior lecturers. Mentors to be assigned by no later than the second week of each fall semester. Advise and aid the Chair in promotion and tenure considerations and timing. Teaching reports to be made available to the Department Chair and tenured faculty in the annual review/pre-tenure or lecturer review notebooks. All tenure-track faculty and lecturers will be reviewed by the department as described by university policy.

Special Events Committee:

Responsible for helping to plan and coordinate any event that falls outside of a normal departmental event. Also includes organizing the Gooche-Stephens, Stone, and Dial-Black Lecture series.

Diversity Equity and Inclusion Committee:

The Department of Chemistry and Biochemistry recognizes that our student and staff populations derive from diverse backgrounds and we strive to not only maintain this diverse population but also ensure that the full range of perspectives deriving from socio-economic, ethnic, racial, sexual, religious and gender

diversity are embraced. As such the charge of this advisory committee is to ensure that departmental policies, procedures, events, curriculum, and hiring are all reflective of a community that places everyone in position to reach their full potential in our field of study.

Award and Scholarship Committee:

This is a passive committee that will at the request of the Chair or a faculty member act to nominate individuals for awards. Nominations for awards should be organized by the potential awardee who will be responsible for: a) identifying nominators/supporters as needed; b) Preparing all materials needed for the award nomination, and; c) preparing sample nomination and support letters. These materials will be provided to the award committee which, in-turn, will act on behalf of the faculty member being nominated. In terms of scholarships, this committee will determine distributions of endowed scholarship funds that fall under the purview of the department.

Faculty Search Committee:

Screen applications for faculty positions. Invite and coordinate candidate's interview visit. Present opinion to the faculty at large.

Guidelines for Joint, Secondary, Affiliate, and Adjunct Appointments

Department of Chemistry and Biochemistry

Baylor University

Approved by Faculty Vote in March 2022 updated January 2023

Overview: The appointment of joint, secondary, affiliated, and adjunct faculty between departments and external to the university can provide an excellent means for fostering collaborative research. Given that Chemistry and Biochemistry often serve as linchpins between a variety of disciplines, it is certainly in the best interest of our department to engage in the appointment of faculty to these positions. However, we also recognize that for pedagogical reasons as well as perceived national and international reputation, we have an obligation to maintain an identity traditionally associated with Chemistry and Biochemistry. Thus, the appointment of joint, secondary, affiliate, or adjunct faculty must not impact the pedagogically driven hiring plans for the Department of Chemistry and Biochemistry. In addition, appointment as an Affiliate, Secondary, or Joint Appointment in CBC must be supported by a favorable vote from 90% of the research active faculty and is subject to renewal every four years.

Terminology: In accord with University Guidelines, the Department of Chemistry and Biochemistry (CBC) at Baylor recognizes four types of appointments for Baylor faculty external to our department. These include “Joint”, “Secondary”, “Adjunct”, and “Affiliate” appointments. Joint appointments can be viewed as half-time appointments to Baylor faculty who are employed full-time and accorded the same status, voting rights, and expectations, with regard to research, teaching and service, as tenure track Chemistry and Biochemistry faculty, but scaled by no more than a 60% commitment to their home department. Secondary appointments can be of two types “Regular” and “In-Name-Only” and are made to faculty who are employed full-time by Baylor. Faculty holding In-Name-Only Secondary Appointments in CBC have neither voting rights nor expectations for teaching or service and maintain a 100% commitment to their home department. Regular Secondary Appointments in CBC are the same as “In-Name-Only” except these faculty are expected to participate in the research enterprise, graduate recruiting, and may accept CBC Graduate Students into their research group, provided no more than one of these students is supported on a CBC TA line. In addition, CBC and Baylor University recognize the occasional need for collaborations both internal and external to Baylor with individuals who may or may not participate in the educational aspects of the research enterprise and may or may not be Baylor Employees. These collaborations can often facilitate the development of broader research programs and proposal preparation. Appointments fitting this latter description are considered either “Affiliate” or “Adjunct” and can be viewed similarly to the In-Name-Only Secondary appointment but reserved for faculty who are either not employed by Baylor or employed on a part time basis, respectively (see, BU-PP-XXX* “Affiliate Faculty”). The appointment as an “Affiliate” or “Adjunct” faculty member is not accompanied with expectations of teaching, service or research and does not provide access to Chemistry and Biochemistry graduate students, or university facilities. Appointments of faculty external to the Department of Chemistry and Biochemistry are subject to renewal every four years by vote of the research-active Chemistry and Biochemistry tenure-track faculty.

Specifics and Expectations:

Affiliate Appointments:

- Not employed by Baylor.
- Must have an established collaboration with a regular Chemistry and Biochemistry research active faculty member.
- Access to Baylor Facilities limited to those negotiated via external contracts and in accord with BU-PP XXX “Affiliate Faculty”.
- May be listed as “Adjunct/Affiliate Faculty” on the Departmental Web Page.

Adjunct Appointments:

- May be employed on a temporary basis by Baylor.
- Must have an established Collaboration with a regular Chemistry and Biochemistry research active faculty member.
- Access to Baylor Facilities limited to those negotiated via external contracts and in accord with BU-PP XXX “Affiliate Faculty”.
- May be listed as “Adjunct/Affiliate Faculty” on the Departmental Web Page.

In-Name-Only Secondary Appointments:

- Department.
- Must be a tenure-track faculty member in a Baylor University Academic Department.
 - Maintains 100% commitment to home department.
 - Will be listed under “Secondary Faculty” on the Department Web Page.
 - No Teaching, service, or research responsibilities.
 - No access to CBC graduate student resources.
 - Appointment status is subject to renewal by biennial vote of Chemistry and Biochemistry tenure-track research-active faculty.
 - Can mentor Chemistry and Biochemistry undergraduate research and be assigned as a teacher of record for the appropriate CHE section.

Regular Secondary Appointments:

- Must be a regular tenure-track faculty member in a Baylor University Department.
- Maintains 100% commitment to home department.
- Will be listed as “Secondary Faculty” on the Department Web Page.
- Invited to faculty meetings but may not vote.
- No teaching or service responsibilities.
- Expected to participate in faculty and graduate student recruiting.
- Expected to interact with relevant invited colloquium speakers.
- May accept Chemistry and Biochemistry Graduate students but may not support students by using more than one TA line from Chemistry and Biochemistry. Acceptance of more than one student is thus contingent upon the secondary faculty member’s ability to support additional Chemistry and Biochemistry students as RAs.
- Expected to serve as committee member on thesis committees and may be considered an out of area member.

- Can mentor Chemistry and Biochemistry undergraduate research and be assigned as a teacher of record for the appropriate CHE section.

Joint Appointments:

- Must be a tenured faculty member in a Baylor University Department (a.k.a. Home Department).
- Maintains 40-50% commitment to CBC in teaching, service, and research.
- Will be listed as “Joint Appointment” on the Departmental Web Page.
- Invited to faculty meetings and may vote.
- Must teach one graduate or undergraduate course per year that fulfills a respective CBC degree requirement. This may be a cross-listed course in the home department.
- Expected to participate in faculty and graduate recruiting.
- Expected to serve on departmental committees at a level equal to 50% of regular CBC faculty.
- Expected to interact with relevant invited colloquium speakers and may invite one outside speaker per academic year.
- May accept CBC Graduate Students but may not support students by using more than two TA lines from Chemistry and Biochemistry. Acceptance of more than two students is thus contingent upon the Joint Faculty member’s ability to support the additional Chemistry and Biochemistry students as RAs.
- May access Chemistry and Biochemistry stockroom resources but limited to the supplies needed to support only CBC graduate students.
- Can mentor Chemistry and Biochemistry undergraduate research and be assigned as a teacher of record for the appropriate CHE section.
- Expected to serve as a committee member on thesis committees but may not be considered an out of area member.
- If occupying space in the BSB and/or accessing CBC Stockroom resources, the home department must contribute 50% of any F&A revenue to be distributed in accord with University Guidelines to the School of Arts and Sciences (if Home Department not in SAS) and the Department of Chemistry and Biochemistry.

*At the time of preparation, this BU-PP was still in draft form and not yet designated by a formal number. Thus, it is represented herein as XXX.