

Baylor University
Department of Chemistry and Biochemistry
Committee Responsibility Description 2021

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 begins in January. Thus invitations could be made in the spring for the subsequent fall semester. This committee will interface with the Special Events Committee to and coordinate Gooch-Stephens, Stone, and Dial-Black lecturers

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.

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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.

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.