

BYLAWS  
Department of Biology  
Valdosta State University

**ARTICLE I.** Meetings of the faculty

Section 1. Regularly scheduled meetings of the department shall be held at least twice each semester.

Section 2. The head of the department shall call additional meetings as deemed necessary.

**ARTICLE II.** Voting on matters of departmental policy and procedures, curriculum, academic standards and integrity, academic honors, committee membership, departmental representation, nominations for college and univ 1 uni Absent

- 1) Decisions regarding promotion shall be restricted to faculty holding rank equal to or higher than that for which the applicant for promotion is applying.
  - 2) Decisions regarding post-tenure review shall be restricted to faculty holding rank equal to or higher than that held by the applicant for post-tenure review.
  - 3) Peer evaluation of faculty being considered for tenure shall be restricted to tenured faculty only.
  - 4) The committee shall elect a chair for the academic year from among the members holding the rank of Professor; the chair shall compose all of the letters for faculty applying during the year, with input and approval from members eligible to make decisions as defined in numbers 1 and 2.
- b) Biology Curriculum Committee shall consist of four tenured or tenure-track departmental faculty elected to staggered four-year terms. This committee shall periodically review the departmental curriculum and make recommendations about all proposals for new courses and course revisions and modifications of the curriculum. Recommendations that receive majority support of the committee shall be sent to the department for approval.
- c) Course Syllabus and Coordination Committees shall consist of the departmental faculty members involved in teaching each of the following courses:
- i. Non-majors introductory biology courses (BIOL 1010; 1020; 1030 and 1040).
  - ii. Majors introductory biology courses (BIOL 1100; 1107 and 1108).
  - iii. Human Anatomy and Physiology (BIOL 2651 and 2652),
  - iv. Genetics, Ecology and Evolution, and Senior Seminar (BIOL 3200, 3250, 4900).

- create and review graduate policies; evaluate students for admission and stipends; and oversee the general operation of the graduate program
- h) Pre-Health Professions Student Evaluation Committee shall consist of four of the departmental faculty designated as advisors for students seeking careers in medicine and allied health professions, dentistry and veterinary medicine, who shall be elected to staggered four-year terms. The committee will meet at least twice annually to provide evaluation letters for students applying to graduate programs in the health professions.
  - i) Student Awards Committee shall consist of three departmental faculty elected to staggered three-year terms. Duties of the awards committee are to identify outstanding biology major students for department awards and scholarships, as described in Appendix C. In addition, the committee should encourage faculty to nominate eligible students for various college and university-wide awards
  - j) Peer review of teaching committees shall consist of 3 members of the P&T Committee agreed upon by the candidate and the Head of the Biology Department. Peer review of teaching procedures will proceed as outlined in Appendix B.
- Section 2. *Ad Hoc* Committees shall be appointed by the Head of the Biology Department for a specific term of office. The Department Head shall notify the departmental faculty of the existence of any *ad hoc* committees.

### Section 3. Operation of Committees

- a) Unless otherwise specified, each standing and *ad hoc* committee shall elect a chair and operate under a set of goals given them at the time of appointment.
- b) Requirements for committee vote shall conform to ARTICLE II, Sections 2 and 3.
- c) Each standing and *ad hoc* committee shall make a report to the department of its activities at least once a year.

## ARTICLE IV. Changes in the Curriculum

Section 1. New course offerings, course deletions, changes in requirements for the A.A., B.A., B.S. and M.S. degrees with a major in Biology.

- a) The department head or any tenured or tenure-track departmental faculty may propose such changes using the current University-approved form for REQUEST FOR NEW OR REVISED COURSE plus written justification.
- b) Written proposals to modify courses or curricula shall be reviewed by the Curriculum Committee, which shall then make recommendations to the departmental faculty.
- c) After review and recommendation by the Curriculum Committee, a copy of the REQUEST FOR NEW OR REVISED COURSE plus written justification must be distributed to all departmental faculty at least one week prior to discussion and vote.
- d) A majority of the eligible voting departmental faculty is required to approve and to adopt proposals for new course, course deletions, course revisions and changes in the curriculum and in degree requirements.

- e) Unless there are extenuating circumstances, new elective courses in the curriculum should be offered at least

earned at Valdosta State University will be used in computing GPA. A student who has earned 45 semester hours at VSU and is anticipated to complete at least 60 hours by the time of graduation may be considered for the award, provided he or she meets the other criteria stipulated in this Section and in the introduction to Article V. In case of a tie, the faculty in making its decision may consider factors such as the number of math and science courses completed.

Section 3. Other awards and scholarships currently administered by the Biology Department are described in Appendix C.

## **ARTICLE VI. Guidelines for Tenure-track Faculty Searches**

### Section 1. Search Committee Designation

- a) After discussion and vote by the departmental faculty about which discipline to stipulate in the advertisement for a given faculty position, a search committee consisting of at least three tenured or tenure-track faculty shall be appointed by the Department Head.
- b) The committee's first task will be to draft an advertisement for the position, subject to approval by the faculty. This advertisement will be placed in *Science*, and possibly in other publications.
- c) The appointed search committee shall elect its own Chair, who will work with the Department Head in gathering applicants' files, reviewing their completeness, and making them accessible to committee members and other faculty, and in completing paperwork related to EEO and other required documentation.

### Section 2. Application Materials, Requirements and Deadlines

- a) In order to be considered for the position, each applicant must submit, at a minimum, a letter of application (including such statements as indicated in the job ad), a C(,)2(c,)2e)-6()6(c)6(t to)2( a)6(p)2(p Tc 0 Tw 0.78 0 Td)4(c)(c)4(a)4(nt)-2( )4(o(, a,)4(nt)-2(

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- i) Immediately upon receipt of the ranked list of finalists from the committee (g), the Department Head shall file the required paperwork with the University Office of Social Equity. Upon notification that the search meets required guidelines, the Department Head shall request permission from the administration to invite the top two or three candidates to campus for interviews, and to go further down the list for invitations, should one or more of the top candidates decline an interview.
- j) Should two candidates from the ranked list of finalists not be found for interview, the committee should reconvene immediately to recommend to the Department Head such additional names as it deems may be qualified for interview; this may necessitate additional telephone interviews.

#### Section 5. Termination of an Unsuccessful Search.

Should the committee be unable to recommend two finalists from the pool of candidates whom they have interviewed by phone, the search shall be terminated without an interview being conducted.

#### Section 6. Interview Process

- a) It is recommended that each candidate be scheduled for at least one full day (normal business day) on campus; a longer stay would be desirable.
- b) The committee chair and Department Head will be responsible for arranging the visit and determining the schedule; they will attempt to accommodate faculty needs and desires to meet with each candidate as much as is practicable, including office meetings as well as on- and off-campus meals.
- c) A research seminar will be required and will be scheduled at a convenient time for a majority of faculty to attend.
- d) It is recommended that a one-hour "open meeting" time for all interested faculty to meet together with the candidate be scheduled.





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APPENDIX B  
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committee agreed upon by the candidate and the Head of the Biology Department. In addition, during the post-tenure peer review any member of the P&T Committee may make an informal classroom vi

