

BYLAWS

DEPARTMENT OF BIOLOGY
GEORGIA SOUTHERN UNIVERSITY

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Bylaws of the
Department of Biology
Georgia Southern University

MISSION

The Department of Biology is a diverse faculty of teacher-scholars involved in a wide spectrum of activities from molecular to ecological studies on the coastal plain and throughout the world. The Department provides undergraduate and graduate students with a challenging education that is research-based and technology-oriented. We provide a foundation for life-long learning and appreciation of biological processes and biological diversity through teaching, research and outreach.

VISION

We are dedicated to being a leading teaching and research center for the enhancement of the study and understanding of biology.

PREAMBLE

The Department of Biology must be governed in a manner which will ensure that responsibility for its programs shall be defined clearly; that interdependence among the administrative officers, faculty, and students of the Department shall be recognized and encouraged; that the unique freedom of academic exploration and expression, which is essential in a distinguished scientific community, be promoted; and, that the widest possible exchange of information, ideas, and opinions among the members of the Department be assured. We believe that the governance of the Department should be a cooperative endeavor, sustained in an atmosphere of open communication, mutual understanding and respect, and shared goals. To these desired ends, the formal governance of the Department of Biology is described by these By-Laws.

ARTICLE I. ORGANIZATION

The Department of Biology is one of several academic units within the Allen E. Paulson College of Science and Technology.

Section I. Purposes

The purposes of the Department of Biology are to:

- (1) provide undergraduate and graduate academic programs appropriate for the development of skills, understanding, and critical thinking in the biological sciences;
- (2) provide support for its members in the acquisition and dissemination of new knowledge through scholarship and original research in biology; and
- (3) encourage and support the scientific spirit within the community and society it serves.

Section II. Powers

Within the limits prescribed by the Bylaws of the Board of Regents of the University of Georgia System, the Bylaws of the faculty of Georgia Southern University, and the Bylaws of the College of Science and Technology, the Department of Biology shall reserve unto itself all

other rights, privileges, and powers pertaining to the development, maintenance, and revision of academic activities related to teaching, scholarship, and service in the biological sciences.

Areas of responsibility include but are not restricted to:

- 1) promotion and guidance of student interest in the biological sciences;
- 2) determination of Departmental goals and objectives;
- 3) development, administration and execution of curricula;
- 4) delineation and implementation of academic requirements for students in the biological sciences;
- 5) administration of funds appropriated to the Department;
- 6) recommendations for tenure and promotion of its faculty;
- 7) encouragement and support of the creative activities of its faculty; and
- 8) governance of its physical facilities and space.

ARTICLE II. MEMBERSHIP

Section I. General Membership

The membership of the Department of Biology shall include all full-time individuals who function within the Department and are classified as faculty, lecturers, instructors, temporary assistant professors, secretaries, and laboratory and research support staff.

Section II. Faculty Membership

The Faculty shall include (a) all full-time tenured and tenure-track academic members of the University within the Department with the rank of Assistant Professor, Associate Professor, or Professor, (b) all full-time, non-temporary lecturers, and (3) in-residence administrators tenured in the Department.

Section III. Emeritus Membership

A tenured member of the Department may, after retirement, petition the active Faculty for election to emeritus status. Emeritus faculty are not members of the Department or Faculty as defined above.

Section IV. Meetings

Subsection a. Departmental meetings

Departmental meetings shall be convened for and open to the General Membership of the Department (as defined in Article II, Section I, above) plus a graduate student representative who has been elected by peers and who has completed at least 9 hours of graduate credit.

Subsection b. Faculty meetings

Faculty meeting shall be convened for and open to all members of the Faculty of the Department (as defined in Article II, Section II, above).

Section V. Voting Members

Subsection a. Departmental meetings

All individuals who by these bylaws are full members of the Faculty shall have full voting privileges in all matters before the General Membership.

Subsection b. Faculty meetings

All individuals who by these bylaws are full-time, tenured, or tenure-track Faculty shall have full voting privileges in all matters before the Faculty. Faculty meetings will be the venue for voting on (a) personnel recommendations (e.g., the hiring of new faculty members), (b) recommendations of the Chairperson of the Department (henceforth, Department Chair) and committees with respect to other areas of responsibility (as defined in Article I, Section II, above), (c) amendments to the Constitution and Bylaws, (d) changes in academic program requirements, and (e) tenure and promotion, where university regulations permit.

Subsection c. Committees

All individuals, who, by these bylaws, are members of committees, councils and other subunits of the Department of Biology, have full voting privileges on such bodies.

Subsection d. Faculty on educational leave or sabbatical

Any member of the Faculty on leave or sabbatical shall retain the pertinent right to vote during the period of absence on personnel matters, amendments to the Constitution and Bylaws, changes in academic program requirements and, where university, college and departmental regulations permit, on tenure and promotion. Voting in absentia will not be allowed on other matters of business.

ARTICLE III. LEADERSHIP

Section I. Department Chair

Subsection a. Selection and appointment

The Department Chair is appointed by the Dean of the College, in accordance with the Bylaws of the University, and College Governance Document.

In addition to the annual review conducted by the Dean of the College, the members of the Department may initiate an administrative review of the performance of the Chair. This requires that the Dean of the College receive a confidential petition to initiate a formal vote of confidence in the Chair signed by at least 25% of the regular full-time faculty. The Dean of the College will direct the Associate Chair to conduct a vote of confidence by secret ballot. If a simple majority of the entire Faculty registers a vote of no confidence in the Chair, an immediate administrative review will be requested by the Dean regardless of how recently the last review occurred. The goal of this review is to improve the Chair's effectiveness. One year after this administrative review, another vote of confidence will be taken. If two-thirds of the entire Faculty vote no confidence at that time, the Dean will be asked to replace the Chair.

Subsection b. Duties

The primary responsibilities of the Department Chair are to:

- 1) coordinate the various offices and subunits of the Department;

- 2) act as representative and advocate of the interests of the Department as formulated by the Faculty;
- 3) provide appropriate administration for recommendations of the Departmental committees, and be responsible for the execution of administrative tasks not expressly delegated to other members or units of the Department;
- 4) respond to the concerns, suggestions, and actions of individual faculty, staff, and students associated with the Department;
- 5) with the advice of the Advisory Committee, (a) prepare and administer the Departmental budget, (b) supervise the assignments of space, facilities, and supplies, and (c) carry out all administrative regulations and policies as they relate to the Department;
- 6) be responsible for annual evaluation of the performance of the members of the Department and make recommendations for salary and wage adjustments to the appropriate agent;
- 7) provide an annual written evaluation of each individual faculty member that shall be shared with the respective faculty prior to sending the evaluation to the appropriate agent;
- 8) preside over the Departmental Meetings, Faculty Meetings, the Advisory Committee, and the Tenure and Promotion Committee;
- 9) assign, or provide mechanisms for assigning, Faculty members to college and university committees;
- 10) hold a Departmental Meeting within two weeks of the first day of classes of Fall and Spring Semesters, and, if necessary, call a meeting of the Promotion and Tenure Committee within the first two weeks of Fall Semester;
- 11) call Departmental or Faculty Meetings as necessary to address responsibilities as outlined in Article I, Section II;
- 12) call special meetings as requested by petition from one third or more of the members of the Faculty;
- 13) create and eliminate Departmental committees;
- 14) announce, at the last scheduled meeting of the Faculty of the Spring Semester or at the beginning of the Fall Semester, the membership of committees for the new academic year; and
- 15) disseminate a written and oral report on the state of the Department at the first Faculty Meeting of Fall Semester.

Section II. Associate Chairperson

Subsection a. Selection

The Associate Chairperson shall be chosen by the Department Chair from the tenured members of the Department.

Subsection b. Term of office

The Associate Chairperson shall serve a one-year term and may be reappointed by the Department Chair. The Associate Chairperson will not serve more than three terms.

Subsection c. Dismissal

The Department Chair, except when the Associate Chairperson has been asked to conduct a review of the Department Chair, may ask for the resignation of the Associate Chairperson at any time.

Subsection d. Duties delegated to the Associate Chairperson

The Associate Chairperson shall:

- (a) assume the duties of the Department Chair at the request of the Department Chair or in the absence or incapacity of the Department Chair;
- (b) have full signature authority in the absence of the Department Chair;
- (c) conduct an election, at the request of the majority of tenured Faculty, to recommend a new Department Chair to the Dean of the College of Science and Technology in the event of long-term, non-academic absence of the Department Chair;
- (d) prepare course schedules each semester based on teaching loads assigned by the Department Chair, and transmit teaching assignments to the Faculty, to agencies for approval through the proper channels, and to official University publications for recording and distribution;
- (e) make decisions on the acceptability of the transfer of credits, waiver of requirements, and fulfillment of general education requirements under guidelines established by the Department and by the Undergraduate Curriculum Committee;
- (f) review and sign approvals for students completing degree programs in biology in the absence of individual faculty advisors of students; and
- (g) serve as the Chairperson of the Departmental Research Facilities Committee.
- (h) Other responsibilities may be delegated to the Associate Chairperson by the Department Chair by mutual agreement of the Associate Chairperson and Department Chair.

Section III. Graduate Program Director

Subsection a. Selection

The Graduate Program Director shall be chosen by the Department Chair from the tenured members of the Department.

Subsection b. Term of office

The Graduate Program Director shall serve a one-year term and may be reappointed by the Department Chair.

Subsection c. Dismissal

The Department Chair, may ask for the resignation of the Graduate Program Director at any time.

Subsection d. Duties delegated to the Graduate Program Director

The Graduate Program Director shall:

- a) Be the point of contact for prospective students who write, e-mail and call on the Department of Biology
- b) Assist visiting prospects to meet faculty and graduate students
- c) Attend recruiting activities
- d) Process on-line applications to the M.S. program in Biology

- e) Chair Graduate Admissions and Policy Committee
- f) Assign teaching assistantships in consultation with Graduate Admissions and Policy Committee (when possible)
- g) Maintain spreadsheet on assistantship dollars and their allocation
- h) Advise all new graduate students until major professor is chosen
- i) Advise all non-degree graduate students
- j) Sign graduate student forms (e.g. program of study, thesis prospectus)
- k) Prepare Personnel Action Forms and Commitment Letters for graduate assistants each semester with assistance of the office staff
- l) Assign office space to graduate students
- m) Proof Department of Biology section of the graduate catalog
- n) Complete surveys and answer questions for COST Dean's office and Graduate School
- o) Maintain Graduate Student Foundation account, including fund-raising
- p) Maintain databases on student scores (GPA, GRE), completed theses, fate of alumni, graduate student publications, and graduate student external funding
- q) Arbitrate problems among teaching assistants, faculty, students and staff; keep Chair apprised of these issues
- r) Make personnel decisions regarding performance of teaching assistants in consultation with the Chair; meet with Laboratory Supervisor regarding performance of teaching assistants
- s) Participate in a workshop for new graduate students
- t) Update the Biology Graduate Assistant Sourcebook annually; and
- u) Attend scheduled meetings of Graduate Program Directors
- v) Help prepare program review and strategic planning documents that affect graduate program.
- y) Other graduate-program-related responsibilities may be delegated to the Graduate Program Director by the Department Chair by mutual agreement of the Graduate Program Director and Department Chair.

Section IV. Order of Authority

In the absence or incapacity of successive officers, the order of responsibility for calling the Faculty to order for appropriate action is (a) Department Chair, (b) Associate Chairperson, and (c) the most senior Full Professor (seniority determined by year in rank as Full Professor, not by age or by length of service to Georgia Southern University), who shall be advised by the Department Chair's Advisory Committee. Signatories for the Department shall be the Department Chair, Associate Chairperson, and the previous Associate Chairperson.

ARTICLE IV. COMMITTEES AND COUNCILS

Section I. Departmental Committees

Standing committees of the Department of Biology may change at the discretion of the Department Chair. The Department Chair shall assign faculty to ad hoc committees as needed to address special needs and circumstances that are not charges of any standing committee.

Subsection a. Types of standing committees

The standing committees shall be:

- (1) Advisory;
- (2) Personnel;
- (3) Tenure and Promotion;
- (4) Graduate;
- (5) Undergraduate Curriculum;
- (6) Undergraduate Advising;
- (7) Research Facilities;
- (8) Seminar;
- (9) Public Relations;
- (10) Animal Care;
- (11) Collections and Curation;
- (12) Equipment and Technology Committee;
- (13) Assessment;
- (14) Student Scholarship and Awards;
- (15) Alumni; and
- (16) Committees of one, including a) Library, b) Safety, and c) Natural Areas committees.

Subsection b. Powers

The powers of a committee include the ability to divide itself into subcommittees and to rule on issues that are delegated to its jurisdiction. At the discretion of the Department Chair, decisions are subject to review and/or adoption by the Faculty. In no case shall any committee delegate to a subcommittee the power to make final decisions in lieu of balloting the committee as a whole. No committee shall receive or take upon itself a charge that considers matters which this document places explicitly within the jurisdiction of another committee or agent.

Subsection c. Membership

The membership of each committee is specified in accordance to the Bylaws (Article IV, Section II) and consists of members of the Department or emeritus faculty as appropriate to the charge and duties of the committee. With the exceptions of the Tenure and Promotion Committee and meetings of the Advisory Committee that deal with personnel issues, in all normal circumstances any member of the Faculty may attend any standing committee meeting in a non-participatory role. In exceptional circumstances, the Department Chair may call for the committee to meet privately, in which case the meeting would be closed to all faculty not appointed or elected to the committee.

Subsection d. Operational Procedures

Each committee shall be responsible for electing a chair when none is designated by the Department Chair or otherwise specified in the Bylaws. Should the chair become ineffectual (either by majority vote of the committee or by the unilateral decision of the Department Chair), the Department Chair may appoint a new chair for the committee from either its present members or by an additional appointee to the committee from the faculty. If requested by the Faculty and Department Chair, the committee shall prepare a

record of the proceedings of the committee and provide a copy of the record to the Department Chair ten days before the last regularly scheduled Departmental Meeting of the academic year. The Department Chair is an ex-officio, non-voting member of all committees.

Section II. Committee Membership and Responsibilities

Subsection a. Advisory Committee

Membership -- The Advisory Committee shall consist of the Department Chair, the Associate Chairperson, three members appointed by the Department Chair, and one member each elected from the members of each rank by the members of that rank. The Department Chair shall chair the Committee.

Responsibilities -- Responsibility of the Advisory Committee shall be:

- (1) advise the Department Chair at her or his request on issues such as budget priorities and allocations, major reports and recommendations from committees, requests for special equipment, office and space assignments, committee assignments, and hiring non-regular and part-time faculty;
- (2) act for the full faculty under certain conditions of time constraint or in the absence of the faculty during vacation or non-regular time periods; and
- (3) as appropriate, participate in the preparation and review of the Annual Report and other major reports that leave the Department and/or express a Departmental position or philosophy.

Subsection b. Personnel Committee

Membership -- The Personnel Committee shall consist of the Department Chair and at least four faculty members, appointed by the Department Chair.

Responsibilities -- The Personnel Committee shall make decisions on personnel issues and serve as a review and interview committee for the hiring of personnel such as office staff, laboratory coordinators, and temporary instructors.

Subsection c. Tenure and Promotion Committee

Membership -- The Tenure and Promotion Committee shall consist of (a) all tenured faculty when considering tenure, (b) all faculty at the rank of associate and full professor when considering promotion from assistant to associate professor, and (c) all faculty at the rank of full professor when considering promotion from associate to full professor. Individuals serving on a committee at another level of review may be present for departmental level discussions, but they may not participate in the discussion or vote or otherwise influence the process at the departmental level

Responsibilities -- The Tenure and Promotion Committee shall review documents supplied by applicants for tenure and/or promotion and make recommendations to the Department Chair on tenure decisions and on promotion from the rank of assistant professor to the rank of associate professor. Tenure and promotion decisions will follow guidelines specified in the Departmental Tenure and Promotion Guidelines (see

Appendix A). The decision of the Department Chair and the recommendation of the Tenure and Promotion Committee shall be communicated to the Dean.

Subcommittees -- Information pertinent to the consideration of tenure will be provided to the Tenure and Promotion Committee by an *ad personam* Committee composed of members of the Tenure and Promotion Committee. A different *ad persona* committee shall be assigned to each non-tenured, tenure-track member of the faculty. Each committee shall consist of three tenured faculty members, two appointed by the Department Chair and one selected by the non-tenured faculty member to which the committee is assigned.

Each *ad personam* committee will meet once during the Fall and Spring Semesters with the tenure-track faculty member to which it is assigned. Committee members will have reviewed documents previously supplied by the tenure-track faculty member in support of his/her progress toward meeting the expectations for promotion and tenure as specified in the Departmental Tenure and Promotion Guidelines (Appendix A). The committee will question the non-tenured member and provide a written appraisal of the member's progress toward tenure and promotion that will be discussed in a meeting with the Department Chair. In accordance with the Departmental Tenure and Promotion Guidelines (Appendix A), the written appraisal may suggest the need for improvement in any or all of the areas of teaching, scholarship, collegiality, and service. The written appraisal will be provided to both the Department Chair and non-tenured member, who may provide the Department Chair with a written rebuttal of the committee appraisal.

Once per year, in the Spring Semester, all *ad personam* committees will meet to review recommendations made to non-tenure-track faculty via written appraisals. The review of recommendations will serve to maintain uniformity in the expectations applied to individual non-tenure track faculty.

Subsection d. Graduate Committee

Membership -- The Graduate Committee shall consist of at least five members and will be chaired by the Graduate Program Director. Committee membership, with the exception of the Graduate Program Director, is limited to a term of 3 consecutive years. Reappointment is possible after a break in service of at least 1 academic year.

Responsibilities -- The Graduate Committee shall work with the Graduate Program Director to:

- (1) develop and implement policies concerning graduate programs;
- (2) review graduate applications and recommend admissions;
- (3) review applications for and assign teaching assistantships and recommend action to be implemented by the Graduate Program Director after consultation with the Graduate Committee;
- (4) review and implement requests for financial aid in support of thesis research; and
- (5) review the graduate curriculum and recommend changes in the graduate curriculum to the Graduate Program Director.

Subsection e. Undergraduate Curriculum

Membership -- The committee shall consist of at least five members. The Associate Chairperson shall serve as a voting *ex officio* member of the committee. The chairperson of the Undergraduate Curriculum Committee shall be appointed by the Department Chair.

Responsibilities -- The committee shall:

- (1) review and edit proposals for (a) new undergraduate courses and (b) changes to existing courses including deletion of courses, and make recommendations to the Department regarding such proposals;
- (2) develop and review academic programs and make recommendations on such to the Department;
- (3) develop guidelines and review student petitions for waivers of program requirements;
- (4) develop guidelines on the acceptability of transfer credits with regard to satisfying degree requirements; and
- (5) recommend to the Department Chair a schedule of course offerings for each semester.

Subsection f. Undergraduate Advising Committee

Membership -- The committee shall consist of the Associate Chairperson and at least three other faculty members who are appointed by the Department Chair.

Responsibilities -- The committee shall: (1) recommend improvements to the undergraduate advisement process, (2) organize advisement efforts such as group advising sessions, (3) produce check-sheets outlining degree and program requirements and options, (4) make recommendations concerning substitutions for specific program requirements, and (5) provide updates to the university catalog.

Subsection g. Research Facilities Committee

Membership -- The committee shall consist of the Associate Chairperson, who shall chair the committee, and least four other faculty members who are appointed by the Department Chair.

Responsibilities -- The committee shall: (1) review proposals for research use of common facilities such as greenhouses, shade houses, animal rooms, and wet rooms and aquarium facilities (see Article VI), and (2) make recommendations to the Department Chair concerning use of common facilities.

Subsection h. Seminar Committee

Membership -- The committee shall consist of at least four faculty members who are appointed by the Department Chair.

Responsibilities -- The committee shall: (1) solicit faculty and the Biology Organization of Graduate Students to invite seminar speakers, (2) schedule a) seminars by invited speakers, b) graduate student exit seminars, and c) undergraduate research presentations, (3) provide guidelines for undergraduate research presentations, and (4) organize and coordinate lunches and other social events for invited seminar speakers.

Subsection i. Public Relations Committee

Membership -- The committee shall consist of at least four faculty members who are appointed by the Department Chair.

Responsibilities -- The committee shall: (1) produce recruiting pamphlets and Departmental newsletters, (2) update and redesign the Departmental web-page, and (3) update directory displays within physical facilities of the Department.

Subsection j. Animal Care Committee

Membership -- The committee shall consist of at least four faculty members who are appointed by the Department Chair.

Responsibilities -- The committee shall periodically reassess animal care needs and update protocol and guidelines for animal use.

Subsection k. Collections and Curation Committee

Membership -- The committee shall consist of at least four faculty members who are appointed by the Department Chair.

Responsibilities -- The committee shall: (1) oversee the care, storage, and cataloguing of teaching and research collections of plants and animals, (2) coordinate the use of collections, and (3) oversee the supplementation of collections.

Subsection l. Equipment and Technology Committee

Membership -- The committee shall consist of at least four faculty members who are appointed by the Department Chair.

Responsibilities -- The committee shall provide recommendations to the Department Chair regarding: (1) the purchase of computers, (2) the placement of computers in classrooms and laboratories, (3) updating equipment needs, and (4) the development of long-term equipment purchasing goals.

Subsection m. Assessment Committee

Membership -- The committee shall consist of at least four faculty members who are appointed by the Department Chair.

Responsibilities -- The committee shall: (1) develop methods for assessing faculty teaching, (2) develop methods for evaluating the success of the overall curriculum with respect to the Department Mission, (3) coordinate and oversee the implementation of assessment procedures, and (4) analyze and summarize assessment data.

Subsection n. Student Scholarship and Awards Committee

Membership -- The committee shall consist of at least four faculty members who are appointed by the Department Chair.

Responsibilities -- The committee shall: (1) recommend undergraduate recipients of endowed scholarships after review of applications and supporting documents such as transcripts and letters of recommendation, and (2) assist in the selection of recipients of student awards such as those presented on Honors Day.

Subsection o. Alumni Committee

Membership -- The committee shall consist of at least six members who are appointed by the Department Chair. Membership may include both faculty and emeritus faculty.

Responsibilities -- The committee shall: (1) nominate distinguished alumni for awards and recognition of achievement by the faculty, (2) oversee the selection by full-time faculty of nominated alumni, and (3) plan and co-ordinate seminars by and receptions for selected distinguished alumni.

Subsection p. Committees of One

Membership -- The Department Chair shall select the member of committees of one.

Committees and Responsibilities -- The Library Committee shall: (1) provide the university library with requests for a) book purchases, b) journal subscriptions, and c) on-line subscriptions to journals and research databases, and (2) update the faculty with respect to changes in library policies, services, and resources.

The Safety Committee shall: (1) update faculty on new safety regulations and procedures, (2) coordinate the implementation of safety procedures with safety officers outside the Department, and (3) coordinate the assessment of Departmental compliance with applicable safety standards and protocols.

The Natural Areas committee shall apprise the faculty of (1) the acquisition of new natural areas by the University, and (2) plans by University officers to change the status or use of on- and off-campus natural areas of the University.

ARTICLE V. MEETINGS

Section I. Rules

All meetings of committees, councils, and faculty shall be governed by Robert's Rules of Order unless in violation of specific procedures set forth to the contrary in this document.

The Department Chair shall distribute the agenda for Departmental Meetings and Faculty Meetings at least forty-eight hours before the meeting.

Section II. Quorum

Except for the Promotion and Tenure Committee, which will establish its own procedures, a quorum shall be defined for all other committees, councils, and meetings as two-thirds the voting members. The Department Chair has full voting privileges.

Section III. Frequency of Meetings

Departmental Meetings shall be called at least once each Fall and Spring Semester. In general, frequency of Faculty Meetings, involving all full-time tenured or tenure-track academic members, shall be determined by need and normally would be at least once each month except in May, June, July, and December. Special meetings may be called at the request of the Department Chair or by petition from one third or more of the faculty.

Section IV. Call to Meeting

Each committee must publish an agenda for future meetings and provide arrangements for formal minutes. Departmental Meetings and Faculty Meetings are to be called with at least five working days notice. However, no such notice is required if the purpose of such meetings is to give or receive information and when no action is required or taken.

Section V. Voting Decisions

Except for those exceptions specifically stated otherwise in this document and the affairs of the Promotions and Tenure Committee, all matters which come before a committee, council, or faculty as a whole, shall be decided by a simple majority of the voting members provided a quorum exists. No member of the Department shall vote in absentia except as provided for in tenure decisions, amendments to the Constitution and Bylaws, and the selection and review of the Department Chair.

ARTICLE VI. FACULTY OFFICE AND LABORATORY SPACE

Section I. Objectives

The policy on faculty member office and laboratory space assignment is designed to provide the facilities for faculty to meet the expectations of their position.

Section II. Rationale

Upon hire, faculty members will be assigned office and laboratory space. The space assignments will be made with consideration of the specialty of the faculty member and the options available.

Section III. Procedure

The Chair, in consultation with the Associate Chairperson, will assign an office and a laboratory space, either a separate space or an allotment of shared laboratory space, to each new faculty hire. Yearly assessment of efficient use of the assigned laboratory space will occur. Laboratory spaces may be reassigned based on needs, use and productivity. Seniority or time in rank will not be a primary determinant of laboratory space assignment. Seniority or time in rank may be a determinant in office space assignment.

In the event that a faculty member leaves the university, the following steps will be taken: 1) the Chair will meet with the faculty member to review the disposal or reassignment of faculty office and laboratory equipment, furniture and supplies, 2) the assigned space must be cleared

and returned to the Department prior to departure, and 3) a time must be scheduled prior to departure to check out of the space with the Chair or Associate Chairperson.

In the event that a faculty member retires, the following procedures will be implemented: 1) assigned spaces must be cleared and returned to the Department within one month of the effective date of retirement, 2) to retain space beyond this date, a request in writing must be submitted to the Chair, 3) the Chair may assign one room for one additional year beyond retirement to professors with emeritus status, and 4) renewals are possible in one-year increments depending on research productivity and external funding scenarios for a maximum of 3 years. Space needs of current faculty take precedence in determining assignment of space to emeritus faculty. Any material remaining in spaces not explicitly assigned to a retiring faculty member will be removed at the Department's discretion.

ARTICLE VII. COMMON SPACES AND FACILITIES

Section I. Objectives

The policy on access to common research spaces and facilities of the Department of Biology is designed to be fair and to provide an efficient and explicit process for requesting use of common resources. Policy is also designed to insure that the Department remains compliant with various university and federal regulations regarding facilities used to house animals. The spaces covered by this policy include the greenhouses, shadehouses, aquatic labs, animal rooms, and similar spaces that may become available.

Section II. Rationale

The common research facilities of the Department of Biology must accommodate the research needs of faculty and graduate students. Furthermore, they must be continuously maintained in compliance with strict regulatory guidelines. The potential for conflict between research usage and guidelines of regulatory agencies require a clear policy governing use of the Department's research facilities.

Section III. Procedure

To use any Department of Biology research facility, a faculty member must submit a Research Facilities Request Form to the Department Chair or Associate Chairperson (who chairs the Departmental Research Facilities Committee) prior to facility use. The Research Facilities Committee will promptly review the request form to determine if the proposed research is consistent with (a) Departmental resources, (b) federal and university guidelines regarding research facilities, and (c) competing needs of other faculty. If the committee determines that the proposed research is compatible with ongoing research in the common facility, and that there is sufficient space to allocate to the proposed research for the time period proposed, research space will be allocated to the faculty member requesting facility use.

Space is allocated only for the proposed duration of the project and may not be used for storage at any time. If a project runs longer than expected, a new proposal must be submitted to

extend the project period. Departmental research facilities will not be assigned to individual faculty on a permanent basis.

Faculty members shall be responsible for keeping their allocated research spaces clean and must clear and clean allocated spaces by the end of the proposed research period. Faculty assigned space are also responsible for providing proper care and housing of organisms in a manner consistent with applicable university, state, or federal guidelines. Projects using vertebrates must have university IACUC approval.

Section IV. Special Shared Facilities

Shared equipment rooms, shared laboratories, darkrooms, radiation rooms are available to those faculty who can use these facilities. Changes to these shared facilities and any reallocation of these spaces will be made by the Chair in consultation with the Research Facilities Committee.

ARTICLE VIII. AMENDMENTS

Section I. Proposal of Amendment

Proposed amendments to these Bylaws must be submitted in writing to the Advisory Committee and can be made by any member of the faculty with the signed support of three additional faculty members. The proposal must state precisely the nature of the amendment and the purpose of the amendment. The proposal shall be duplicated and made available to all faculty members a minimum of seven days prior to the Advisory Committee meeting in which it will be discussed.

Section II. Disposition of Amendment Proposals

The Advisory Committee will consider proposed amendments and prepare a recommendation for the faculty that will include advantages and disadvantages of the specific amendment. Copies of the proposal and recommendations from the Advisory Committee must be distributed to all full-time, tenure-track faculty with the rank of assistant professor, associate professor and professor five days prior to the faculty meeting at which it will be considered. The proposal must be brought before the faculty within 60 days after receipt by the Advisory Committee.

An affirmative vote by two-thirds of the faculty shall be sufficient to carry the proposal. The amendment must be approved by the Dean of the college prior to final acceptance. If carried, the amendment shall be appended to this document and shall take force immediately and override any provision herein with which it conflicts.

ARTICLE IX. RATIFICATION

This document was ratified and put in force on March 25, 2009, by two-thirds vote of the faculty of the Department of Biology of Georgia Southern University who were in residence during the 2008-09 academic year and thereby agreed that no member of the Department shall seek to retain or reserve for him/herself any rights or privileges, with regard to the governance of the Department, which are not explicitly granted him/her by virtue of the provisions and mechanisms set forth in the Articles of this document.

By-Laws received final approval by the Dean of Science and Technology, February 3rd, 2010

Appendix A

Georgia Southern University

Department of Biology Tenure and Promotion Guidelines

This document is not intended to be a complete and legal description of the process. Additional information is provided in the Georgia Southern University Faculty Handbook and the Allen E. Paulson College of Science and Technology (COST) College Manual. Candidates should read and be familiar with all College and University documents and procedures. This document duplicates some information from the COST manual and the Faculty Handbook.

Introduction

The primary goals of the Biology Departmental Tenure and Promotion Guidelines are to 1) insure the quality of Biology faculty, and 2) provide new faculty with a transparent tenure and promotion processes. It is incumbent on the faculty member to gather information regarding each review from colleagues, their *ad personam* committee, and the Department Chair. The responsibility for meeting tenure and promotion requirements and deadlines resides with the faculty member.

Within the Biology Department, the Department Chair is the representative of the Department in all official communications and is responsible for recommendations to the Dean related to appointment, retention, pre-tenure review, tenure, promotion and post-tenure review. The departmental Tenure and Promotion Committee shall be composed of all tenured faculty at the aspired rank or higher acting as a committee of the whole. Individuals serving on a committee at another level of review may be present for departmental level discussions, but they may not participate in the discussion or vote or otherwise influence the process at the departmental level..

An *ad personam* committee for each untenured faculty member shall be appointed by the end of the first semester as a member of the Biology Department. Also, an *ad personam* committee shall be appointed for each tenured professor below the rank of full professor. Ad persona committees serve to advise and mentor candidates for tenure or promotion. Each committee shall

be composed of 3 tenured faculty members who are at or above the rank sought by the candidate for promotion. Two committee members will be chosen by the Department Chair and one will be recommended by the candidate. The Department Chair, after consultation with the candidate, will appoint a chair of the committee who will also serve as a faculty mentor. Faculty mentors should meet with candidates for tenure and promotion to associate professor a minimum of once per semester. If a member of the *ad personam* committee is off campus during a review period, the Department Chair, after consultation with the candidate, shall appoint a replacement. The Department Chair and committee will apprise the new committee appointee of previous evaluations and permit the review of relevant documents.

Each August, the Tenure and Promotion Committee will meet with the Department Chair to review upcoming personnel actions and discuss departmental expectations. By mid-January, each candidate will provide a *curriculum vita* to the *ad personam* committee so that the committee can assess progress towards tenure and/or promotion. The *ad personam* committee may seek additional information related to the candidate's achievements. The committee will provide the Department Chair with a written evaluation that targets any weaknesses that must be addressed to strengthen the eventual application for tenure and/or promotion. The chair of the committee will review the evaluation with the Department Chair. The candidate will receive a copy of this evaluation and is permitted to respond in writing to the Department Chair. The evaluation will be one source of data included in the annual review letter written by the Department Chair. The annual review will include specific recommendations to address any deficiencies in the areas of teaching, scholarship, service, and collegiality.

Pre-Tenure Review

In addition to the annual review of non-tenured faculty, the College conducts a comprehensive review of achievements and performance in the third year of the probationary period as a basis for recommending renewal or non-renewal of the contract beyond the following year, in accordance with University policy as set forth in the Faculty Handbook.

During January of the 3rd year (or in the 2nd year if the individual has received 2 or 3 years credit towards tenure at the time of employment), candidates for tenure will provide a pre-tenure

dossier to the Department Chair, assembled according to COST guidelines. The dossier should include the results of at least one peer-review of teaching conducted according to whatever procedure is then standard in the Department of Biology. The *ad personam* committee will provide a summary evaluation of strengths and weaknesses and provide a consensus recommendation to the Tenure and Promotion Committee regarding retention of tenure-track employment. A simple majority (fifty-percent of Tenure and Promotion Committee attending meeting or submitting proxy vote plus one) of the Tenure and Promotion Committee is necessary to make a recommendation regarding retention to the Department Chair. The recommendation of committee will be determined via closed ballot voting. The *ad personam* committee will discuss its written evaluation of the candidate with the Department Chair who will then forward the document to the candidate. The evaluation will be a source of data included in both the Pre-tenure Review Form and the annual review written by the Department Chair. The Pre-tenure Review Form and annual review will include specific recommendations to address any deficiencies in the areas of teaching, scholarship, service, and collegiality. The pre-tenure review may lead to a decision of non-renewal of the employment contract in cases of severe performance deficiencies. The *ad personam* committee will meet yearly until non-retention or a tenure decision is rendered. Subsequent to the 3rd year pre-tenure review, annual reviews will assess progress toward tenure and promotion and apprise the candidate of any performance deficiencies.

Tenure and Promotion to Associate Professor

Tenure

The institution recommends faculty for tenure in accordance with *Section 803.09, Board of Regents Policy Manual*, which includes a comprehensive statement of tenure policies in the University System. Tenure ensures academic freedom for faculty and protection against improper restrictions of the freedom of inquiry in teaching, scholarship, and service. Tenured faculty have the responsibility to engage in continuous professional growth, to remain vital and contributing members of the faculty, to present accurate information in teaching, and to facilitate, support, defend, and preserve an environment of academic integrity. Tenure applications are considered and recommendations made at the department/school, college, and Provost levels,

culminating in an institutional recommendation to the Board of Regents at the level of the President. Tenure at Georgia Southern University may be awarded after five or six years of full-time service at Georgia Southern at the rank of assistant professor or higher. The time requirement may be reduced with probationary credit which is based on years of full-time service at the rank of assistant professor or higher another institution. Probationary credit can only be granted at the time of initial appointment to the Biology Department. Meeting the minimum time requirement does not guarantee the award of tenure. A faculty member initially appointed at the rank of instructor may be awarded tenure after six years, provided that the individual has served at least three years at the rank of assistant professor at the institution. Faculty who apply and are not recommended for tenure in minimum time or who use probationary credit and are not recommended may apply for tenure only once more (COST Manual).

Tenure and promotion are separate processes and in some situations (e.g. hired with probationary credit towards tenure) occur in different years. The Biology Department typically considers the two together and would not promote someone that was not tenurable and vice versa.

A faculty member must apply for tenure and promotion to associate professor in the fifth year to be effective in the sixth year. If tenure is not awarded, the candidate may apply again in the sixth year, but not after that. Application for early tenure and promotion entails applying, without probationary credit, in the 4th year to be effective in the 5th. Application for early tenure must be discussed with and approved by the Department Chair during the Spring Semester prior to the Fall of desired application. Individuals who seek early tenure must be outstanding in all areas of evaluation, justifying a compelling reason to award tenure early (COST Manual). It is the responsibility of candidates for tenure and promotion to formally apply by informing the Department Chair, scheduling a research seminar prior to October 1st, and submitting a dossier according to College of Science and Technology guidelines by August 15th.

The *ad personam* committee will provide an evaluation of strengths and weaknesses and provide a consensus recommendation to the Tenure and Promotion Committee. A simple majority of the Tenure and Promotion Committee is required to make a tenure and promotion recommendation to the Department Chair. The committee recommendation is determined by closed ballot voting.

The Department Chair considers the recommendation of the Tenure and Promotion Committee before passing a decision to the Dean of the College of Science and Technology. The Department Chair shall notify the candidate of the decision from the department with:

- A statement of the recommendations (positive or negative) of the unit head, Tenure and Promotion Committee and *ad personam* committee.
- A copy of the applicant's promotion and/or tenure recommendation form. Page two (2) of the recommendation form shall contain a narrative only in cases where the Department Chair makes a positive recommendation to the Dean.

In the event of a negative recommendation, the Department Chair shall provide the candidate with a copy of the College Procedures for Promotion and Tenure Appeals and relevant dates.

Promotion to Professor

An *ad personam* committee will be formed for each candidate for promotion to full professor following the awarding of tenure and promotion to associate professor. This committee will mentor the associate professor through the promotion process to professor. The *ad personam* committee will be appointed from three faculty at the rank of professor. Two committee members will be chosen by the Department Chair and one will be recommended by the associate professor. The Department Chair, following consultation with the candidate, will appoint a chair of the committee. If a member of the *ad personam* committee is off campus during a review period, the Department Chair, following consultation with the associate professor, will appoint a replacement. The Department Chair and committee will apprise the new appointee of previous evaluations and permit review of relevant documents.

A faculty member with strong credentials may apply for promotion to professor in the fifth year of tenure to be effective in the sixth year. It is the responsibility of candidates to formally apply for promotion by informing the Department Chair, scheduling a research seminar prior to October 1st , and submitting a dossier according to COST guidelines by August 15th .

The *ad personam* committee will provide an evaluative summary of strengths and weaknesses and provide a consensus recommendation to the Tenure and Promotion Committee. A simple

majority of the Tenure and Promotion Committee is required to make a promotion recommendation to the Department Chair. The recommendation of the committee will be determined by closed ballot voting. The Department Chair shall notify the candidate of the decision from the department with:

- A statement of the recommendations (positive or negative) of the Department Chair, Tenure and Promotion Committee, and *ad personam* committee.
- A copy of the applicant's promotion recommendation form. Page two (2) of the recommendation form shall contain a narrative only in cases where the unit head's recommendation is positive.

In the event of a negative recommendation, the unit head shall provide to the faculty member a copy of the College Procedures for Promotion and Tenure Appeals and relevant dates.

Post-Tenure Review

Post-tenure review, the systematic, periodic, cumulative review of each tenured faculty member, is an extension of the evaluation system already in place. Coupled with any evaluation process is the obligation to provide faculty development opportunities for tenured faculty that mutually benefit the individual and the institution. Post-tenure review not only concentrates on the period under review, but also considers the cumulative contributions of faculty. For this reason, judgments regarding post-tenure review will be based on contributions over the entire career of the tenured faculty member at five-year intervals. A satisfactory post-tenure review indicates that the individual continues to make contributions that benefit the University, its students, and its other constituents. The ultimate purposes of post-tenure review are to:

1. assess the quality of teaching, scholarship, and service, and inform the evaluated faculty member of the peer assessment,
2. provide a systematic faculty development plan to remedy instances where contributions in teaching, scholarship, and/or service are found to be deficient with respect to the mission of the department, college, or university.

Reviews are initiated five years after the most recent promotion or personnel action and continue at five-year intervals unless interrupted by (a) a promotion, (b) a written declaration to retire within five years (submitted to the Dean), or (c) a leave of absence. In the case of a leave-of-

absence during the period when a post-tenure review would have been scheduled, the faculty member will be reviewed upon return. Tenured faculty whose primary responsibilities are in administration will be reviewed five years after returning to a full-time faculty position. Faculty members undergoing post-tenure review will submit their materials for evaluation to the Chair/Director by mid-January in accordance with the Faculty Handbook.

Promotion to Professor Emerita or Emeritus

Any tenured faculty at the rank of professor, associate professor, or assistant professor, with at least 10 years service in the University System may at the time of retirement be awarded the title “emeritus.” Upon notification of retirement, the Department Chair will inform the Tenure and Promotion Committee. A simple majority of the Tenure and Promotion Committee is required to make an emeritus recommendation to the Department Chair. This is done by closed ballot voting. The title may be conferred upon the recommendation of the President of the institution (see Board of Regents Policy Manual, §803.15).

Criteria for Evaluation of Teaching, Scholarship, and Service/Administration

The impact of reassigned time on the aspirant’s teaching, scholarship, and service expectations during the period under evaluation will be taken into consideration.

Tenure recommendations in the Allen E. Paulson College of Science and Technology require ratings of at least *Good* in all three areas of evaluation, as defined in the college document, with attention to departmental qualifications regarding the importance of these three areas.

The Biology Department’s Tenure and Promotion Committee will assess the teaching quality of an applicant for tenure and promotion by considering the following lines of evidence: (1) student evaluations, (2) peer review of teaching, (3) demonstration of attempts to improve teaching, and (4) mentoring students in research projects (e.g., BIOL 4890/7890 courses). Peer reviews will constitute an important component of the evaluations prepared by the applicant’s *ad personam* committee. The *ad personam* committee should provide two reviews of teaching before tenure is

awarded. One review of teaching must occur before the pre-tenure review, and the second between the pre-tenure review and application for tenure. The applicant may also request that members of the Department's Peer Review Committee or a qualified external reviewer perform additional teaching reviews. Peer reviewers should not observe the applicant at the same time. Demonstration of attempts to improve teaching may include changing lectures, producing supplemental materials, developing new laboratories, and attending seminars and workshops to improve or broaden teaching skills.

The Biology Department's Tenure and Promotion Committee will assess the scholarship of an applicant for tenure and promotion by determining progress toward the establishment of an independent research program. Evidence of a research program may include: (1) peer-reviewed publications, (2) attempts to secure extramural funding in support of research, (3) collaboration with faculty members, (4) direction of graduate student research, and (5) direction of undergraduate student research. Development of an independent research program is a key component of scholarship at Georgia Southern University. A "research program" implies a body of work that is independent and cohesive, demonstrating the ability to develop hypotheses, design experiments, analyze results, draw sound conclusions from these results, and publish those results in peer-reviewed journals. A Departmental seminar is just one component used in the evaluation process in which the research program can be evaluated.

Scholarship must include multiple peer-reviewed publications and attempts to secure external funding during the pre-tenure period. At least one of the candidate's peer-reviewed publications must be as senior author on research conducted since joining the Biology Department at Georgia Southern University. With respect to extramural funding, it is expected that an applicant for tenure and promotion will have sought such funding within the first three years since joining the Biology Department. If the initial funding attempt was unsuccessful, it is expected that the applicant for tenure and promotion will have sought funding annually and will have secured some intramural funding to support the research program. Collaboration with departmental members and the direction of graduate students is not mandated but can provide strong evidence of the establishment of a research program. To provide reference, an applicant may be provided with a summary of the scholarship accomplishments of faculty members who have recently received tenure and promotion if such a summary is desired.

The Biology Department's Tenure and Promotion Committee will assess the service commitment of an applicant for tenure and promotion by determining if service on Biology Department committees meets the demands of the committee. Thus, the applicant should make every effort not to miss or be late for committee meetings and to participate and cooperate in the work of the committee. It is not necessary, nor is it encouraged, that an applicant for tenure and promotion to Associate Professor volunteer for committee or service obligations within or outside of the Biology Department beyond what is assigned by the Department Chair. Aspirants to the rank of Associate or Full Professor are expected to demonstrate progressively more advanced levels of professional maturity, accomplishment, and recognition beyond the University. At Georgia Southern the terminal degree (Ph.D.) or its equivalent (D.Sc.) is normally required for promotion to associate or full professor. Strong justification should be provided in support of any recommendation for promotion to the ranks of associate or full professor without the terminal degree in the discipline.

Associate Professor - Promotion recommendations to the rank of Associate Professor in the Allen E. Paulson College of Science and Technology require ratings of at least *Good* in all three areas of evaluation. Typical time requirements are 5-6 years of service at the rank of Assistant Professor with at least 4 years at Georgia Southern University. As the requirements for promotion to Associate Professor are the same requirements for receiving tenure, promotion to Associate Professor and tenure will typically be considered at the same time.

Professor – According to guidelines of the Allen E. Paulson College of Science and Technology, effective 2009-10 and 2010-2011, promotion to Professor will require a rating of *Excellent* in two areas, one of which must be Teaching, and at least *Good to Excellent* in scholarship. Effective AY 2011-12 and beyond, promotion recommendations to the rank of Professor will require a rating of *Excellent* in Teaching and Scholarship and at least *Good* in Service.

The Biology Department's Tenure and Promotion Committee will assess the teaching quality of an applicant for promotion to Full Professor by considering, in addition to the items considered for tenure, the following lines of evidence: (1) mentoring of graduate students, (2) mentoring

undergraduate students through internal or external programs and fellowships that entail special funding opportunities or that place additional requirements on students, such as off-campus presentations, (3) revising or developing new courses, and (4) pedagogical enhancement through (a) programs at the Georgia Southern University CET, or (b) other seminars, meetings, and conferences on pedagogy.

The Biology Department's Tenure and Promotion Committee will assess the scholarship of an applicant for promotion to Full Professor by determining if the applicant has a productive research program in the specialized discipline in which the applicant was primarily engaged at the time of joining the Department of Biology. Evidence of a productive research program shall consist of: (1) publication of peer-reviewed papers, books, or book chapters at a rate at least as high as that during the pre-tenure period, and (2) outside reviews indicating that the applicant has made a significant and positive impact in the specialized discipline. Development of an independent research program is a key component of scholarship at Georgia Southern University. A "research program" implies a body of work that is independent and cohesive demonstrating the ability to develop hypotheses, design experiments, analyze results, draw sound conclusions from these results, and publish those results in a peer-reviewed journal. A Departmental seminar is just one component used in the evaluation process in which the research program can be evaluated. The Tenure and Promotion Committee may expect that the promotion recognizes that the applicant's contributions to scholarship enhance the overall quality of the department.

The Biology Department's Tenure and Promotion Committee will determine if the service commitment of an applicant for promotion to Full Professor reveals expanded service obligations and leadership capacity. Thus, the applicant should have service on College-wide or University-wide committees. It is also anticipated that the applicant will have served, or offered to serve, as the chair of departmental committees. In cases where committee or other obligations entail monetary or other compensation, such as reduced teaching loads, it is incumbent on the applicant to argue that the compensation was insufficient if such duties are to count as service and not merely as administration.

Ratings of Teaching, Scholarship and Service according to the Faculty Evaluation Guidelines of the Allen E. Paulson College of Science and Technology (to be updated as College guidelines change)

The predominant bases for evaluation of faculty are identified in the *Desired Attributes of Georgia Southern Faculty* in the areas of evaluation of teaching, scholarship, and service. Administration will be considered as a fourth category in the evaluation of faculty with administrative assignments.

Teaching - Represents professional activity directed toward the dissemination of knowledge and the development of critical thinking skills in students. Such activity typically involves teaching in the classroom or laboratory, direction of student research, and student mentoring. Teaching activities also include the development of new courses, new programs, new pedagogical techniques and/or approaches, and other curricular materials.

- Excellent- Through continuous growth of knowledge in the subject field and innovative pedagogy, the faculty member's performance indicators consistently approach the highest levels of accomplishment in instruction.
- Good- The faculty member teaches with imagination and enthusiasm, introduces new developments into his/her courses. If appropriate, the faculty member engages in individualized instruction and student mentoring, and demonstrates effective performance. The faculty member's performance indicators are consistently satisfactory.
- Fair- Quality of teaching approaches but does not consistently meet the unit, college and university standards. The faculty member regularly meets classes, conducts office hours, and generally receives satisfactory student ratings of instruction and peer evaluations.
- Poor- Quality of teaching and teaching performance frequently fall short of Unit, College, and University standards. *Corrective action is required.*

Scholarship – Scholarship shall be defined as scholarly activity in the discovery, integration, development, application, and extension of knowledge as evidenced through public dissemination in academic peer-reviewed venues such as journal articles, scholarly books, texts, software development, conference presentations to professional audiences, externally funded grants and contracts, and other professional accomplishments characteristic of external validation of contributions to scholarship. Candidates for advancement must provide clear evidence of the same. The significance of scholarship and scholarly accomplishments shall be judged rigorously within the context of the discipline. The faculty member is expected to engage in a program of sustained scholarly activity in the specialized discipline designated at the time of their employment. Adjustments to the disciplinary area of scholarship may be made with the recommendation of the Department Chair and the approval of the Dean of the College of Science and Technology.

- Excellent- The faculty member demonstrates a sustained record of scholarly activity that results in peer-reviewed or other externally validated scholarly products that are recognized and valued at national and international levels. The faculty member's performance indicators consistently approach the highest levels of

accomplishment in scholarship.

- Good- The faculty member keeps current in his/her field through attendance and presentation of papers at professional meetings, and carries out scholarly activities that regularly yield peer-reviewed or other externally validated scholarly products appropriate to his/her discipline. The faculty member's performance indicators are consistently satisfactory.
- Fair- Quality of scholarship approaches but does not consistently meet unit, college and university standards. Faculty member keeps current in his/her field through attending professional meetings, reading relevant literature and engaging in scholarly activity that has the potential to yield peer-reviewed or other externally validated scholarly products.
- Poor- Scholarly engagement falls short of Unit, College, and University standards and appears insufficient to maintain currency in the field or yield peer-reviewed or other externally validated scholarly products. *Corrective action is required.*

Service – Faculty are expected to make service contributions to their professions and to the institution. Service at the department/school, college, and university levels is essential to the wellbeing of the University. Service includes the application of one's expertise in the discipline for the benefit of a professional organization, the community, or the institution. Service also includes the academic advisement of Georgia Southern University students. Additionally, service may include work in schools, businesses, museums, social agencies, government, or the like, as well as activities undertaken on behalf of the University that do not entail systematic instruction. Consulting work for which an individual is paid shall not constitute service. Service shall not include administrative or other duties for which an individual receives release time from teaching and/or extra salary unless the Department Chair determines that the duties are insufficiently compensated.

- Excellent- Through assuming leadership roles the faculty member demonstrates a sustained record of meaningful contributions to the profession, institution, and/or community. The faculty member's performance indicators consistently approach the highest levels of accomplishments in service.
- Good- The faculty member actively contributes to the profession, institution, and/or community. The faculty member's performance indicators are consistently satisfactory.
- Fair- Quality of service approaches but does not consistently meet Unit, College and University standards. Faculty member occasionally contributes to the profession, institution, and/or community but does not do so consistently.
- Poor- Quality of service falls short of Unit, College, and University standards. Engagement of Service is minimal. *Corrective action is required.*

Collegiality consists of good academic citizenship, professionalism, contributions to a positive working environment, collaboration, and constructive cooperation, and is an expectation of all faculty members. Collegiality may be defined as faculty conduct that promotes, as effectively as possible, the primary functions of the University. It is appropriate for collegiality or a faculty member's contributions to a positive working environment to be taken into account when making personnel and merit raise decisions. While the familiar "academic triad" of teaching, scholarship/research/creative activity, and services does not specifically refer to collegiality, the College of Science and Technology acknowledges that the presence or absence of collegiality is an appropriate factor in each of those areas. In those cases where

collegiality is an issue in a personnel review, that discussion should occur in whichever area is a concern: --teaching, scholarship/research/creative activity, service, or overall. The results of the lack of collegiality should be addressed in those venues in which faculty members have full and sufficient opportunities to respond, clarify, and appeal.

Dossier Guidelines for Pre-Tenure, Tenure, Promotion or Post-Tenure

Dossier:

The performance and activities of the faculty member in the areas of teaching, scholarship, and service should be documented in the dossier as listed below. Note that the external evaluators will only review the material submitted in the dossier and that all internal reviewers will also only be required to review this dossier. "Supporting documents" are added optional components that may be submitted in support of faculty activities, and the reviewers may choose not to examine this component. Therefore, the dossier alone must provide the strongest body of evidence for faculty advancement. *A candidate, who finds that a given accomplishment is relevant in more than one category, is advised to present that work in whichever category seems most appropriate and to cross-reference that work in the other relevant category.*

Dossier (required):

Use a binder, tabs and sheet protectors that are supplied by the Biology Office. A title page identifying the applicant, personnel action, and date submitted should be inserted into the outside front cover. A loose copy of the curriculum vitae following guidelines specified below will be inserted into the inside front cover (Digital Works format required, secondary Word format may also be submitted). Grand summary of teaching evaluation scores will be added by Department Chair to inside front cover.

Tab 1: Core Documents

_____ Letter of submittal from the candidate requesting review from the Department

_____ Candidate's narrative, to include statements of philosophy on teaching, research/scholarship, and service that places the body of work in perspective and outlines future goals

_____ Letters from at least 3 and no more than 5 external reviewers (*to be inserted by Department Chair/Director; required for tenure and promotions only*)

Letters of recommendation will be sought from at least three external reviewers. The faculty member is asked to submit the names of at least five potential external reviewers to the Department Chair in the summer prior to his or her application. The Department Chair then selects two of those individuals, and from 1-3 additional reviewers not on the list, to comprise the final 3-5 external reviews received for the candidate. The reviewers may be individuals acquainted with the faculty member; however, they should not have co-authored a publication or conducted research with the faculty member in the past five

years, nor can they be graduate or postdoctoral supervisors. Only the main dossier should be submitted to the external reviewers by the Department Chair, but note that annual reviews, pre-tenure and post-tenure reviews should not be sent to external reviewers. Once the external letters of review are received, they are inserted by the Department Chair into this position in the dossier.

_____ (Optional) Letters of recommendation from colleagues internal or external to the university (**excluding faculty serving on evaluative committees**), students, and others (maximum of 5)

Tab 2: Current curriculum vita

_____ Current curriculum vita (following BOR format and specifications)

Board of Regents Requirements:

1. Your promotion or tenure packet must be accompanied by an updated *vita* submitted as a Word document.
2. *Vitae* submitted for promotion or tenure is read by non-experts as well as specialists in your discipline. For clarity, please show all authors on multiple-authored works, full titles of journals, full pagination of articles, and full names of all authors. Avoid informal, personal designations such as local abbreviations, first- and second-person pronouns, and first-name references.
3. List all teaching, scholarship, and service activities in the reverse chronological order. In regards to teaching activities, include the names of undergraduate and graduate students and the titles of their projects when applicable.
4. List degrees earned from highest to lowest.
5. Do not submit a first-person narrative in lieu of a standard *vita*.
6. Include a complete professional employment history, identification and dates of all degrees earned, and public service information.
7. Peer-reviewed or juried work should be clearly identified (e.g. mark with asterisk) as work completed since the last promotion or last post-tenure review since appointment at Georgia Southern. Published abstracts should be listed separately under appropriate sub-heading.
8. Works in press may be listed if accompanied by a letter from the journal or publisher; submitted works or works in progress may be listed separately, clearly identified as such.

Tab 3: Evaluations

_____ Annual evaluations, including pre-tenure or post-tenure reviews as appropriate in reverse

- _____ chronological order
- _____ Tabulated numerical summary of student evaluations developed and inserted by the Department Chair (for all courses taught during the period under review, semester by semester, in the reverse chronological order)
- _____ Peer teaching evaluation narrative(s)

Tab 4: Publications

- _____ Representative refereed (peer-reviewed) publications that are representative of your work from the time period under review (maximum of 5)

Tab 5: Grants and Contracts

- _____ List of grant/contract proposals submitted and funded, and submitted and not funded (identify proposal title, candidate's role, agency, project period, and total amount requested)

Tab 6: Fellowships and Honors

- _____ List of fellowships and honors

Tab 7: Documents appended by Department Chair/Director

- _____ Summary of candidate's workload assignment and explanations of reassigned time
- _____ Evaluation narrative from Chair/Director following University-specified form
- _____ Evaluation narrative from unit's Tenure & Promotion Committee Summary of candidate's workload assignment.

Supporting Documents (optional):

Candidates undergoing review may also submit supporting documentation to further illustrate their activities in the areas of teaching, scholarship, and service. However, the reviewers will not be required to examine this material. Examples of supporting documents include:

Section A: Teaching

- _____ Chronological list of courses taught
- _____ List of courses developed or substantially revised (consistent with departmental mission)
- _____ Course syllabi and curricular materials, or teaching portfolio
- _____ Developed instructional material & student handouts
- _____ Exams
- _____ Sample of student work (i.e., exams, laboratory Performance Evaluations, poster presentations, etc.)
- _____ Selected (non-comprehensive) written comments from student evaluations from the last 2 years
- _____ Other teaching related activities (i.e. teaching related conferences attended, etc.)

Section B: Scholarship

- _____ Peer-reviewed (refereed) publications (scholarly journal, conference proceedings/symposia volumes, electronic publications, book manuscripts, book chapters, texts, media, etc.

- _____ Professional presentations and scholarly performances
- _____ Editorship of journals and other scholarly work
- _____ Developed works (and works in progress)
- _____ Developed workshop related material

Section C: Service (highly recommended to include this section)

- _____ Service to profession
- _____ Service to unit/college/university
- _____ Service to students
- _____ Service to community

Material on dossier taken with minor modification from the College of Science and Technology Faculty Evaluation document at:

http://cost.georgiasouthern.edu/promotion/policies/COST_Dossier_Checklist.doc

Tenure and Promotion Guidelines approved by the Dean of the College of Science and Technology February 3, 2010