

## DEPARTMENTAL GOVERNANCE DOCUMENT

Adopted by vote of the Chemistry Faculty  
Major revisions approved by the Faculty Advisory Committee, February 12, 2020  
Superseding the original document adopted by voted of the  
Chemistry Faculty, February 15, 2012

### **Overview of the Chemistry Department**

The Department of Chemistry is a multi-campus academic unit, with faculty on all three campuses of the University of South Florida. As an administrative unit of the College of Arts and Sciences of the University of South Florida, it shall henceforth be governed by the following Bylaws, which do not supersede the Policy statements of the University of South Florida or the Bylaws of the College of Arts and Sciences and the UFF-Board of Trustees Agreement. The Department of Chemistry is managed by a Chair who reports to the Dean of the College of Arts and Sciences. The Department of Chemistry employs tenure-track and tenured faculty, non-tenure track faculty, affiliate faculty, administrative support staff, and undergraduate and graduate student assistants. The Department recognizes the principles of equity of assignment, resources and opportunities of faculty across a multi-campus university.

### **Mission Statement**

Chemistry is a field of study that seeks to describe the properties, composition, structure and process of formation of all molecular matter. The Department of Chemistry has the responsibility for the education of undergraduate and graduate students in core chemical topics and in diverse areas, which require chemical understanding and expertise. To accomplish this mission, the Department offers curricula that will lead to Bachelor of Science and Bachelor of Arts degrees in Chemistry, a Bachelor of Science degree in Biomedical Science, a Bachelor of Science degree in Medical Technology, Master of Science and Master of Arts degrees in Chemistry and a Doctor of Philosophy degree in Chemistry. Courses are also designed to meet the needs of students majoring in other disciplines including science majors and majors in non-scientific areas. Faculty of the Department of Chemistry are dedicated to excellence in this mission.

The mission of the Department of Chemistry also includes the pursuit of scientific knowledge and dissemination of that knowledge through classroom activities and professional mechanisms of communication. The Department views this research activity as integrated with its teaching philosophy, so that students will fully understand the goals and methodology of science in general, and chemistry in particular, and will be familiar with current chemical knowledge and practices.

The Department of Chemistry also serves the university and surrounding communities by providing leadership and participation in department, college, and university governance, in community organizations in which faculty experience and interest can contribute positively, and in professional activities that result in a high quality of teaching and research at USF and in the nation. The organization and procedures by which Department of Chemistry faculty and staff are governed based on effectively promoting the missions of the Department.



### **1.3 Affiliated Faculty**

The mission of the Chemistry department may be further supported by the appointment of a limited number of (non-tenure-earning) affiliated faculty that include **graduate affiliates, adjunct faculty, courtesy faculty, and emeritus faculty**. These appointments are to be of limited duration specified by the department Chair, and are to be limited in number to no more than one-third of the number of tenured/tenure track faculty. Affiliated faculty hold no voting rights within the department.

**Graduate affiliates** may co-supervise graduate students, teach specified courses in the program, serve as members (but not as chair) of graduate student committees and as principal investigator on grant proposals. Non-tenure-earning faculty in the department, as well as other suitably qualified Ph.D.-level individuals external to the department, may request graduate affiliate status by a written request to the department Chair and may be asked to present a departmental seminar to the tenured/tenure track faculty. Two-third of the voting tenured/tenure-track faculty must approve of the request.

Appointments are to be generally for five years. Reappointment shall require a favorable vote of two-

appointment, a faculty meeting will be held in order to decide whether the incumbent chair will be re-nominated for another term or not. The incumbent Chair will inform the faculty of his/her willingness to serve another term. If the incumbent chair is willing to serve another term, a vote by written secret ballot will be held among the tenured/tenure track and non-tenure track faculty (tabulated separately) to nominate the incumbent Chair for another term. Recommendation to the Dean follows from two-thirds of the voting faculty at the meeting or by proxy in favor of reappointment. If the incumbent Chair is not willing to serve another term, or if the vote for re-appointment did not receive a two-thirds majority, the following vacancy procedure will be triggered.

In the case of a vacancy in the Chair, the department's faculty advisory committee shall collect statements of interest from tenured members of the tenured/tenure track faculty of the department. These statements are due within 2 weeks of the start of the vacancy. The advisory committee will also study the feasibility of an external Chair, and present the results of the feasibility study at a faculty meeting within 4 weeks of the start of the vacancy. Directly after this presentation, a secret ballot vote tallied by rank will be held among all tenured/tenure-track and non-tenure track faculty to recommend appointment of an external Chair. If recommendation of an external chair receives a two-thirds majority vote, the advisory committee shall report the votes to the Dean's office and make a request for an external chair. At the same time, an interim chair will be selected by the internal chair search procedure. The interim-Chair will serve until a new Chair is appointed, or until a vacancy occurs. If the recommendation of an external chair did not get a two-thirds majority vote, the internal chair search procedure is triggered.

In the case of an internal Chair or interim Chair search, nominations of tenured faculty members of the department are to be provided to the chair of the advisory committee. These nominations may include the incumbent chair. A faculty meeting will be called within for the nominee(s) to discuss their vision to the faculty. A second faculty meeting shall be held to elect the internal chair. Voting for the preferred Chair candidate shall be done by secret ballot among the tenured/tenure track and non-tenure track faculty. A majority vote must be obtained for recommendation to the Dean. If no applicant receives a majority vote the top two applicants will be placed in a run-off vote. The applicant receiving majority vote will be provided to the Dean, along with a tally of the votes of the tenured/tenure-track faculty and the non-tenure-earning faculty tabulated separately.

The faculty may recommend removal of the Chair or Interim Chair by a two-thirds vote, by secret ballot, of all of the tenured/tenure track and non-tenured faculty (tabulated together but recorded separately). Removal of the Chair triggers the vacancy procedure.

## **2.2 Associate Chair**

The department Chair may be assisted by an Associate Chair, which must be a tenured faculty member in the Chemistry department. The Associate Chair is an annual appointment that may be renewed. For appointment, the Chair will solicit nominations (including self-nominations) and nominated faculty will meet with the Chair who will outline the Associate Chair responsibilities for the upcoming year. After an agreement is reached on these duties, a meeting of the tenured/tenure track faculty and non-tenure track faculty will be held to vote on the Chair's selection for Associate Chair. The meeting will be held with all tenured/tenure track and non-tenure track faculty present at the meeting or who are voting by proxy. The votes of the tenured/tenure-track faculty and non-tenure track faculty will be tallied separately. The Associate Chair shall not be a member of the Advisory Committee and only serve on one departmental committee during the year of service. At the Chair's discretion, the Associate Chair may serve as the

signatory authority of the department if the Chair is out of the office and unavailable, and attend council meetings in the Chair's place.

### **2.3 The Branch Campus Associate Chairperson**

The chairperson shall also be assisted by a Branch Campus Associate Chairperson. The Chair and the relevant regional chancellor, after consultation with the faculty on that campus, will appoint the Branch Campus Associate Chairperson, who will be responsible for coordinating departmental activities specific to their campus.

### **2.3 The Assistant Chairperson**

The chairperson shall also be assisted by assistant chairpersons (one from each geographical location including Tampa, St. Petersburg, Sarasota-Manatee campuses), selected and appointed by the chairperson following consultation with the faculty advisory committee and the associate chairperson. The assistant chairpersons will be **faculty members** and annual renewal of their appointments will be based on annual evaluation of their performance according to procedures established by the department and the university. The assistant chairpersons shall function as administrative officers of the department in different locations with such responsibilities such as the coordination of liaison with high schools and industry, undergraduate teaching curriculum, and other duties as directed by the department chairperson.

### **2.4 Other Administrative Roles**

Undergraduate and Graduate Coordinators selected by the department Chair are to oversee the governance of the department's undergraduate and graduate programs, respectively. The

Duties of the Committee shall include:

**Annual Evaluation and Review**The Advisory Committee shall conduct the annual evaluation review of faculty in consultation with the department chairperson and make recommendations for annual salary increases as required by university procedures. The annual evaluation of faculty requires a minimum of five voting members. If a faculty member objects to being evaluated by the entire committee, he/she may request to the department chairperson in writing which committee member(s) he/she desires be excused from his/her evaluation. These annual evaluations will be based on the research, teaching and service accomplishments of each faculty member, taking into account the percentage of their assigned effort in each area, and will include the self-evaluations submitted by each faculty member. 5 HJLRQDO & KDQFH OORUV RU WKHLU GHVLJQH H & ROOHJH 'HDQ RU 9LFH 3UHVLGHQW FRPSOHWLQJ WKH )ORULGD DV 32QH 8QLYHUVLGH' \*RRXB BQML EDQVOKHL & RQVJ Following these evaluations, the Chair will compose their own evaluation of the faculty, and both of these evaluations will be sent forward to the Dean.

**Tenure and Promotion**The advisory committee shall evaluate materials and documents and make recommendations to the department chairperson concerning candidates who have applied for or have EHHQ QRPLQDWHG IRU WHQXUH DQG SURPRWLRQ LQ DF and Promotion guidelines. Associate professors can vote on the promotion of assistant professors to associate professor, but not associate professor to full professor. Only full professors on the committee can vote on promotions to full professor. Untenured faculty may not vote on tenure or promotion of faculty at their rank. In the event that there are untenured faculty on the committee when recommendations must be made on tenure and promotion of an untenured faculty member, then the department Chair shall appoint a tenured member to serve in his/her place for the deliberations and voting on tenure and promotion only.

**Advisory to Chair and Faculty**In general, the Advisory Committee shall counsel the chairperson with regard to implementation of department policy and make recommendations on any matters of department governance it wishes to bring to the attention of the department chairperson and/or faculty.

**3.2 Chair-Appointed Committees**

To support the mission of the Department, various faculty councils and committees are to be established by the Chair. Committee/council members shall be appointed by the department Chair. Chairs of appointed committees will be selected by the committee members if the department Chair has not designated a committee Chair. These councils and committees are to meet to discuss relevant issues and to make recommendations to the Chair and the faculty. Written minutes of the committee meetings shall be recorded and distributed to the faculty. A quorum of a simple majority of the committee shall be required to conduct the business of councils and standing committees. The Chair may assemble other standing or ad hoc committees to conduct the business of the department.

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 ¥ #477)<2!/)27!+!./77.:!\*'U62\*!=!#\$!+,(7)+!\*'U62\*,'-+3!.\*!,2332->!@\*2+2@)7!2-/\*.)+2.-  
 ¥ 07')!\*'92=-@!+1)+!)/@67+4!,<'!23!2-@ '@332<7!)-=9%3(-.329!+!.3+6='-+3!!

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)"+%\*"-(4%"5!\$%  
 ;1!='()\*+,-+!\*'@.>-2['3!+1)+!6-29\*32+4!3\*92@!)@+292+2'3!/'U6)7!2,(.\*+)-@!.\*!2,()@+!@)-!  
 .@@6\*!)+!2//'\*!-+!V7'9'73W!'B>BF!6-29\*32+4F!@.77'>'F!)-!3@1..7J'+1)+!3\*92@!)@+292+2'3!/'U6)7!  
 2,(.\*+)-@!.\*!2,()@+!@)-!.@@6\*!2-!2//'\*!-+!.,)2-3!'B>BF9\*32+4!(\*/'332.-)7F!(\*/'332.-)7J!)-!+1)+!  
 'C@'77'-@!'2-!3\*92@!'@)-!<'!=',-3+\*)+!2-!2//'\*!-+!:)43B!;1!/.77.:2->!) +2->!>62='72-3!)\*!  
 2-+ '-='!+!\*'/7'@+!+1)+!29\*32+4B!#'\*92@!'131.67=!>'-\*')774!<'!@.,,'-36\*)+!'!2+1!+1!(\*.(.\*+2.-!./!  
 /)@67+4!263!)332>-!2-!+1!3\*92@!'@)+>.\*4B!#'\*92@!'@)+292+4!277!<'!9)76)+!1.723+2@)774F!-.+!T63+!  
 <)3'!.!+1!-6,<'!./!2-=2@)+.\*3B!

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.%#(\$2%3#0/4\*+5-\*

¥ M92='-@!./!)9'\*)>!3'\*92@'!)@+292+4!+1)+!,,"+3!,2-2,6,!C('@+)+2.-3!:2+12-!+1'!#@1..7F  
+4(2@)774!@.,(\*232->!3'\*92@'!)@+292+4!2-!)+!7')3-#.##@.,)ZF!0.77'>'F!"-29\*32+4F!b\*./'332.-B

6&\$%#(\$2%3#0/4\*+7-

¥ M92='-@!./!)3'\*92@'!)@+292+4!+1)+!23!<'7.:!,2-2,6,!C('@+)+2.-3!:2+12-!+1'!#@1..7B

89%:\*+;!;

¥ Z!/'/'@+29!'3'\*92@'!)@+292+4!)+!+1!'7'9'7!'C('@+)=!./.\*!+1!\*)-HB

5((\*.9'=< 4D1',23+\*4\$)@67+4SKSEP

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