

BYLAWS

Natural Sciences and Mathematics Division

ARTICLE 1

Organization

Section 1. The division shall be organized into four departments: biology, chemistry, earth and physical science, and mathematics.

Section 2. The division shall normally meet once each month during the academic year.

Section 3. The division bylaws shall conform to the WOU Faculty Governance Charter.

ARTICLE II

Committees

Section 1. Professional Concerns Committee.

A. Membership.

1. The committee shall be made up of four members. One faculty member shall be elected from each department of the division by that department.
2. The committee chairperson shall be elected for a one year renewable term of office by the members of the committee.

B. Duties.

1. The committee shall formulate procedures, policy, and criteria to be used in the evaluation of faculty for salary, promotion, tenure, reappointment, and hiring.
2. The committee shall initiate or review programs for enhancing the professional growth of faculty members.
3. The committee shall receive and consider requests and make recommendations for sabbatical leaves.
4. The committee will serve as a divisional grievance committee.
5. The committee shall be responsible for bylaw review and revision.

C. Length of Term.

Members shall serve for a three-year term. In the event of resignation or removal for another reason, the department concerned shall elect a new member to serve out the remainder of the term.

Section 2. Personnel Review Committee.

A. Membership.

1. The committee shall be made up of five tenured members. The membership shall consist of the division chairperson, and four tenured faculty members, one elected from each of the four departments of the division in May of the academic year preceding the start the term of office. When a committee member's own status is under consideration by the committee, s/he will be replaced by a tenured member

from their own Department so as not to take part in the committee considerations or recommendations.

2. The committee chairperson shall be elected for a one year renewable term of office by the members of the committee. The division chairperson is not eligible to be the committee chairperson.

B. Duties.

1. The committee shall consider and make recommendations to the Dean of the School of Liberal Arts and Sciences on salary, promotion, reappointment, and tenure for division faculty.
2. The committee shall conduct a triennial comprehensive review for reappointment of the division chairperson. Starting with spring term of the second year the committee shall consult with the incumbent, faculty, and students. During the fall term of the third year the committee shall submit its recommendation for or against reappointment of the division chairperson to the faculty of the division for ratification by majority vote of those eligible to vote by secret ballot.
3. In the event that the chairperson is not reappointed or if the office of division chairperson is vacated for any reason, the committee, excluding the incumbent, shall serve as a division chairperson search committee.

C. Length of Term.

Members shall serve for a three-year term. In the event of resignation or removal for another reason, the department concerned shall elect a new member to serve out the remainder of the term.

Section 3. Curriculum Committee.

A. Membership.

1. There shall be four members on the committee. One committee member will be appointed from each department by the department head.
2. The committee chairperson shall be elected for a one year renewable term of office by the members of the committee.

B. Duties.

1. The committee shall serve as a review committee for all existing and new undergraduate courses and programs.
2. The committee shall institute curriculum review and recommend changes in the various division programs in consultation with the faculty of each department.

C. Length of Term.

Members shall serve for a three-year term. In the event of resignation or removal for another reason, the department head shall appoint a new member to serve out the remainder of the term.

Section 4. Budget and Operations Committee.

A. Membership.

1. There shall be four members on the committee. Each department head shall appoint one member from their department to serve on the committee.
2. The committee chairperson shall be elected for a one year renewable term of office by the members of the committee.

B. Duties.

1. The committee shall advise the division chairperson on division expenditures and assist in developing and presenting budget requests to appropriate administrators.
2. The committee shall advise the division chairperson on class scheduling policies.

C. Length of Term.

Members shall serve for a three-year term. In the event of resignation or removal for another reason, the department head shall appoint a new member to serve out the remainder of the term.

Section 5. Service Committee.

A. Membership.

1. There shall be four members on the committee. Each department head shall appoint a member from their department to serve on the committee.
2. The committee chairperson shall be elected for a one year renewable term of office by the members of the committee.

B. Duties.

1. The committee shall plan and provide for good relations and communications with the press, other colleges and departments, and with elementary and secondary schools.
2. The committee shall plan and make recommendations for division seminars, field trips, showcase displays, division brochures, awards, and social occasions.
3. The committee shall be responsible for the planning and arrangements for visitors to the division.

C. Length of Term.

Members shall serve for a three-year term. In the event of resignation or removal for another reason, the department head shall appoint a new member to serve out the term.

Section 6. College Personnel Review Committee

A. Criteria.

1. The Division will select a member for the College PRC who is not a member of the Division PRC unless no other tenured member is available. The Division Chair may not serve on the College PRC unless no other tenured member is available. No one who is under consideration for promotion may serve on the College PRC.

B. Nomination.

1. The Division Chair will solicit nominations at the first meeting of the Division in September.

C. Election.

1. The faculty members in the Division will vote in secret ballot to select their representative by majority vote.

D. Length of Term.

1. The faculty member shall serve on the college PRC for a three year term.

Section 7. Technology Planning Committee.

A. Membership

1. The committee shall be made up of four members.
2. One committee member shall be elected by each department.

3. The committee chairperson shall be elected for a one year renewable term of office by the members of the committee.

B. Duties

1. The committee shall formulate and maintain a technology plan for the division. Technology is here defined to include computers, server systems, peripheral devices, digital projection devices, printers, plotters, digital cameras, scanners, multimedia stations, software, microscopes, global positioning systems, and field/laboratory electronic data collection systems.
2. The committee shall serve as a liaison between the division and the Central Student Technology Fee Committee, University Computing Services, and the University Technology Planning Committee.
3. The committee shall oversee the distribution and administration of external divisional technology funds and equipment. Technology funds and equipment obtained independently through grants are exempt from this oversight.
4. The committee, with assistance from the office coordinator will maintain a database of equipment in the division only as it pertains to Article II, B. 3. above.

C. Length of Term

1. Members shall serve for a three-year term. In the event of resignation or removal for another reason, the department concerned shall elect a new member to serve out the remainder of the term.

ARTICLE III

Division Chairperson

Section 1. Nomination.

- A. Nomination for the office of chairperson may be made by any faculty member of the division. The nominee must be a tenured faculty member or an external candidate. The nomination process shall be coordinated by the personnel review committee. In the event that nominations from off-campus are to be included, the procedures and criteria for such a search will be worked out by the division Personnel Review Committee and the Dean of Liberal Arts and Sciences.
- B. The personnel review committee shall conclude the nomination process by the end of winter term of the third year of a given division chairperson's term of office or at an equally appropriate time should the office of division chairperson be vacated earlier for any reason.
- C. The personnel review committee shall prepare a slate of at least two candidates selected from those nominated by the faculty. The chairperson shall be elected from this slate by majority vote by secret ballot of the division faculty. If no candidate receives a majority vote, an election from a ballot consisting of the two candidates receiving the most votes will be conducted. The division's selection of chairperson will be forwarded for action by the administration. In the event of rejection by the administration of the division's selection, a new nomination and election shall be conducted and the result submitted in a reasonable period of time.

Section 2. Duties of the Division Chairperson. The division chairperson:

- A. oversees all operations of the division.
- B. serves as a liaison between the division and upper administration (i.e., the Dean of Liberal Arts and Sciences and above).
- C. oversees the distribution of the division budget aided by the administrative bookkeeper in consultation with department heads and the advisement of the Budget and Operations Committee.
- D. provides faculty access to annual division budgets and financial records
- E. oversees the assignment of division FTE with advisement from department heads.
- F. serves as a liaison with the Division of Extended Programs.
- G. completes personnel reviews in accordance with contractual obligations.
- H. acts as academic officer for the division with duties including final signatory on administrative paperwork.
- I. serves as a liaison between the division and the registrar and central advising in conjunction with department heads, when appropriate.
- J. receives student concern issues not resolved at the department level.
- K. will convene and chair his/her division meetings at regular intervals.
- L. acts upon the recommendations of the departments for hiring faculty and staff.

Section 3. Term of Office.

- A. The terms of office for the division chairperson shall be three years. Recommendation for reappointment may be made by the divisional Personnel Review Committee as described in Section 2 of Article II. The number of consecutive terms that any Chairperson can serve is limited to two; it is possible to return after a one-term hiatus; a temporary replacement may occur at any time.
- B. The division chairperson's tenure in office may be terminated at any time by mutual consent between the chairperson and the administration.

Section 3. Remuneration.

- A. Extra remuneration for performing the division chairperson duties, independent of quality of performance shall be clearly identified and shall be budgeted as a constant cost of office, rather than as a permanent part of any chairperson's salary.

Section 4. Review for Reappointment.

- A. A triennial review for reappointment of the division chairperson shall be conducted as described in section 2 of Article II.

Section 5. Teaching Load.

- A. The teaching load of the division chairperson shall be reduced to a level recommended by the divisional Personnel Review Committee as appropriate to her/his administrative duties.

ARTICLE IV

Department Heads

Section 1. Election of Department Heads.

- A. The faculty in the departments of the division will each elect, by secret ballot, a department head.

Section 2. Duties of the Department Head.

- A. Each department head will assist the division chairperson in distributing the division budget.
- B. Each department head will assist the division chairperson by coordinating the scheduling of classes for her/his section.
- C. Each department head will assist the division chairperson by forwarding the recommendations of her/his department for faculty and staff appointments.
- D. Each department head will assist the chairperson by coordinating recommendations for the acquisition of supplies and equipment for her/his department.
- E. Each department head will chair and convene her/his department meetings to be held at least once a quarter during the regular academic year.
- F. Each department head provides faculty access to annual division/department budgets and financial records.
- G. The department heads will execute additional duties assigned by the division chairperson.

Section 3. Term of Office.

- A. The term of office for the department heads will be three years.

Section 4. Remuneration.

- A. Extra remuneration for performing the department head duties, independent of quality of performance, shall be clearly identified and shall be budgeted as a constant cost of office, rather than as a permanent part of any department head's salary.

Section 5. Teaching Load.

- A. The teaching load of each department head shall be reduced to a level recommended by the divisional Personnel Review Committee as appropriate to assigned responsibilities.

ARTICLE V

Review and Evaluation of Faculty

Section 1 Reviews for reappointment, tenure, promotion and salary adjustments (in cases of merit pay decisions).

- A. Candidates for reappointment, tenure, promotion or salary adjustment (in cases of merit pay decisions) shall submit a file documenting how s/he fulfills the relevant guidelines for appointment, tenure, promotion or salary adjustment (in cases of merit pay decisions) contained in the faculty handbook and the collective bargaining agreement. The division chair or his/her designee shall meet in a timely manner with the candidates

to ensure that each candidate is aware of the relevant guidelines and receives advice in assembling an effective file.

- B. The Personnel Review Committee (PRC) of the division shall be responsible for the evaluation of files submitted by the candidate for reappointment, tenure, promotion or salary adjustment (in cases of merit pay decisions). Files shall be evaluated based on the relevant guidelines for appointment, tenure, promotion or salary adjustment (in cases of merit pay decisions) contained in the faculty handbook and the collective bargaining agreement.

The PRC may solicit additional information from the candidate.

Materials not submitted by the candidate nor solicited by the PRC shall be considered by the PRC only if received at least two weeks before the deadline for submission of review files. The candidate shall be given the opportunity to review and respond to unsolicited materials prior to his/her annual submission of a file. However, the names of those submitting materials not solicited by the candidate will be kept confidential upon request of the submitter and the approval of the PRC. No anonymous materials shall be considered by the PRC.

The PRC's recommendation shall be based only on information available to the candidate.

- C. The PRC shall write its recommendation concerning reappointment, tenure, promotion or salary (in cases of merit pay decisions) and forward it, along with the candidate's file to the Dean of Liberal Arts and Sciences for appropriate action.
- D. The candidate shall be provided with a copy of the PRC recommendation to read and initial. The candidate may attach written comments, explanations or rebuttals to the recommendation. Attachments will be forwarded to the Dean of Liberal Arts and Sciences. The candidate shall be afforded time to respond to the PRC recommendation before final action by the Dean of Liberal Arts and Sciences, before the recommendation is forwarded to the Dean, if possible.
- E. The deliberations of the PRC are strictly confidential. PRC members are not to discuss the deliberations with anyone outside the committee.

Section 2. Division Chair Reviews.

- A. As required by the Dean of Liberal Arts and Sciences, the division chair shall review faculty in accordance with the procedures specified by the Dean.
- B. Faculty reviewed by the division chair shall be provided with a copy of the review to read and initial. The candidate may attach written comments, explanations or rebuttals to the review. Attachments will be forwarded to the Dean of Liberal Arts and Sciences with the review.

ARTICLE VI

Appeal Procedure

Section 1. The procedure for resolving the grievances and appeals of faculty members concerning salary, tenure, promotion, assignments, or scheduling conditions shall normally involve the following series of steps until the grievance is resolved.

- A. The grievant will first consult with her/his department head.
- B. The grievant will secondly consult with the division chairperson.
- C. The grievant will thirdly consult with the Professional Concerns Committee. After what it considers appropriate investigation, the committee will give its recommendations to the division chairperson.

Section 2. Student Grievances.

- A. The procedure for resolving the grievances and appeals of students concerning examinations, grades, scheduling, or faculty incompetence or misconduct shall follow the procedure outlined in Section 1 of Article VI if consultation with an individual faculty member will not resolve the problem.

ARTICLE VII

Voting

Section 1. Eligible Faculty.

- A. Division faculty who are employed half-time or more for the academic year will have full voting privileges in those committees and departments of which they are members, as well as in all division meetings. Division agenda items requiring a formal vote will be announced to all eligible members a minimum of 3 business days ahead of balloting. During division meetings, a quorum for in-person votes involving a show of hands or roll call shall consist of a minimum of 40% voting-eligible members. For all other voting processes, including election of division chair, a quorum shall consist of a simple majority of committee, department, or division members.

Section 2. Voting Procedure.

- A. The voting process will normally involve a show of hands, or on request, either by roll call, secret ballot, or by secure electronic media. Vote outcomes will be determined by a simple majority. In the case of a tie vote when not all eligible voters have cast a ballot, another vote will be scheduled. In the case of a tie vote when all eligible voters have cast a ballot, the division chair will be given the opportunity to hear both sides of the discussion and will cast the tie-breaking vote. In the case of a vote by secret ballot or secure electronic media, the voting procedure will be closed within 4 business days of opening the poll. Meetings will be conducted according to the most recent revision of the Robert's Rules of Order in all cases in which they are not inconsistent with these by-laws and any special rules of order the Division may adopt.

ARTICLE VIII

Records

Section 1. The minutes of division meetings shall be written and distributed to the division faculty and the administration at the decision of the division chairperson or division faculty. These minutes will not include detailed discussion, but will provide a written record of faculty decision and all formal actions.

Section 2. Minutes of department or committee meetings may or may not be required, subject to the wishes of that faculty, other than formal action requiring a written documentation of that action.

Section 3. All formal records shall be filed in the division office.

ARTICLE IX

Amendment

Section 1. An amendment to these bylaws may be proposed by either a majority of the division, present and voting, or by a petition signed by twenty percent of the voting faculty of the division.

Section 2. An amendment thus submitted shall become part of these bylaws when approved by two-thirds of the faculty of the division, subject to the Faculty Senate Approval.