

By-Laws of the Department of Chemistry University of Nebraska-Lincoln

Proposed for Approval: May 5, 2011

The Department of Chemistry is subject to the By-Laws of both the Board of Regents of the University of Nebraska and the University of Nebraska-Lincoln.¹ The faculty of the Department of Chemistry retains the right to decide matters of policy for the Department and to review the actions of the Chair, Vice Chair and of any Committee of the Department.

Procedures for faculty evaluation mentioned within these By-Laws refer to a separate policy document: *Department of Chemistry, Procedures for Faculty Evaluation*.

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¹ As of December 2010: a) <http://nebraska.edu/board/bylaws-policies-and-rules.html>. b) <http://www.unl.edu/ucomm/chancellor/bylaws/>

Changes in By-Laws

These By-Laws may be amended with approval of two-thirds of the tenured or tenure-line faculty members with at least 0.51 FTE in Chemistry. Written notice of the proposed amendment(s) must be circulated to the faculty at least two weeks prior to the meeting at which the changes are to be considered. The faculty members present at the meeting (or participating remotely) may request a mail ballot from the entire faculty on the amended proposal.

Suspension of By-Laws

Temporary suspension of these By-Laws requires the approval of two-thirds of the tenured or tenure-line faculty members with at least 0.51 FTE in Chemistry.

Faculty

The faculty of the Department of Chemistry includes: tenure-track faculty, regardless of rank; Research Professors at associate or full rank;² and Professors of Practice, regardless of rank. All faculty members may attend faculty meetings and participate in discussion. Voting is limited to faculty members with least 0.4 FTE in Chemistry. Voting on personnel issues is limited to faculty members with at least 0.51 FTE in Chemistry; other issues related to joint appointments are discussed later in this document. An overview of anticipated voting rights regarding a range of questions is listed in the appendix.

Voting on personnel issues related to tenured or tenure-track faculty is limited to tenured or tenure-track faculty. The exception will be for faculty searches, in which non-tenure track members of the Chemistry faculty who are also members of a search subcommittee or committee may vote on questions related to that search. Research professors at the rank of associate or above may vote on issues specific to research professors, subject to constraints in the department's *Procedures for Faculty Evaluation*. Professors of Practice may vote on personnel issues specific to Professors of Practice, subject to the same constraints.

Faculty Meetings

The Department shall hold a faculty meeting at least once monthly during the academic year. The meeting will be chaired by the Department Chair (hereafter, "Chair"), or in his/her absence, the Vice Chair or another faculty member designated by the Chair. Minutes of each meeting shall be taken by the Secretary of the Department, either the Vice Chair or another faculty member designated by the Chair, and circulated to the faculty prior to the next regular meeting. Items relating to personnel action may be excluded from the circulated minutes. Any faculty member may request that item(s) be placed on the agenda for the forthcoming faculty meeting by contacting the Vice Chair or the Chair's secretary. Any items submitted two days before a regularly scheduled meeting must be placed on the agenda, which shall be published at least one day in advance of the meeting.

Meetings will be conducted informally, guided by Roberts Rules of Order to ensure an orderly progression of items of interest. Items not on the agenda may be considered, but not voted upon, at any given meeting at the discretion of the Chair or by vote of majority of the faculty attending a given meeting. The quorum for any meeting is 51% of faculty members on

² Research assistant professors are not considered members of the faculty in terms of faculty governance, faculty meetings, disciplinary groups, committee memberships, or graduate supervision. See the discussion on page 11.

active duty.³ No votes may be taken unless a quorum is present. For questions involving a more restricted electorate, the quorum is 51% of the active duty faculty members in that electorate.

Proxy or absentee votes from faculty members absent from a meeting will be accepted if transmitted to the Chair or acting Chair and if they contain specific instructions for the casting of the vote(s). However, faculty members participating solely by proxy vote do not count towards quorum. The Chair or acting Chair has ultimate authority for interpretation of the wording of a proxy.

Officers of the Department

Chair

The Chair of the Department of Chemistry is appointed by the Dean of the College of Arts and Sciences, and serves both the Department and the University administration. The Chair is responsible to the Dean for the orderly administration of the Department, for hiring of academic and non-academic staff, for all matters pertaining to the Departmental budget and general fiscal policies, for faculty and staff evaluation, including recommendations for faculty and staff salaries, and for recommendations to the Dean for reappointment, promotion and/or tenure. In addition, the Chair is responsible for organizing and implementing programs for the enhancement of the scientific and educational stature of the Department, including effective teaching at all levels. In these duties, the Chair is assisted by the Vice Chair and the Business Manager, and advised by the Executive Committee.

In the absence of the Chair, authority for general administration of the department, including chairing departmental meetings and representing the department in campus affairs, may be delegated to the Vice Chair, or a temporary Acting chair. The Chair or his/her designee is an ex-Officio member of all Departmental Committees. In faculty meetings, the Chair will vote only to resolve deadlock or on questions for which he or she would not have an independent recommendation.⁴ Faculty members, including the Vice Chair, who chair a faculty meeting in the Chair's absence, are not disenfranchised by this restriction unless they will also act for the Chair in submitting the subsequent independent recommendation. The Chair will count toward the quorum for the purpose of convening a faculty meeting and on all specific issues where he or she will have a vote.

Vice Chair

The Vice Chair is appointed by the Dean based on the recommendation of the Chair. In making a recommendation of a Vice Chair, the Chair will consult with the Executive Committee. The position of Vice Chair automatically becomes vacant upon the appointment of a new Chair. Otherwise, the term of office is open to the discretion of the Chair in consultation with the Executive Committee and the prospective Vice Chair.

The Vice Chair shall be a voting member of the Executive Committee. The Vice Chair also acts as the Chair's representative on many Departmental and University Committees. The Vice Chair manages the Department's academic affairs and maintains liaison with Division

³ Active duty is defined as faculty members able and willing to participate. This excludes faculty members officially absent from campus or on leave due to faculty development or disability (unless they have an indicated a willingness to participate).

⁴ As typical examples, the Chair typically has an independent recommendation on faculty hiring and on evaluation of faculty for reappointment, promotion, and/or tenure.

Coordinators, the instructional staff, the teaching assistants, and the teaching stockroom personnel.

Disciplinary/Interdisciplinary Groups (“DGs”)

DGs are composed of faculty members having similar research and teaching interests. At the time of this writing, the DGs of the department include: Analytical Chemistry; Biochemistry/Biophysical Chemistry; Inorganic/Materials Chemistry; Organic Chemistry; and Physical Chemistry. Membership is flexible. DGs may be established or disbanded by the Chair and Executive Committee. DGs, through the DG Coordinators, will make recommendations on teaching schedules, teaching assignments, the setting and grading of cumulative examinations, recommendations for equipment acquisition and relevant questions of policy. In addition, participation in one or more DG seminar programs is a requirement within the graduate program.

Disciplinary Group Coordinators

Each DG shall elect a Coordinator for a yearly term of office. Normally, elections are held during the spring semester or the summer of each year, for a term of office beginning on September 1. Each DG may establish its own election policies. The responsibilities of the Coordinators of each DG include chairing division meetings and acting as a liaison with the Chair or Executive Committee.

Standing Committees

The Standing Committees of the Department comprise the following: Executive, Graduate, Admissions, Curriculum, Safety, Grade Appeals, Program and Scholarship, Instrumentation Advisory, and Awards.

The membership and duties of each of the standing committees will be defined in a Departmental listing of committee assignments, to be updated annually; a brief survey is provided below. The Chair may assign additional charges. In addition to the standing committees, the Chair in consultation with the Executive Committee may set up various ad hoc committees. Committee chairs may be asked to provide a report of committee activities to the Chair, Executive committee, and/or faculty. Personnel matters are to be considered in closed sessions of meetings of the appropriate committee. Private records of recommendation for personnel actions taken in closed sessions will be maintained, but not circulated as part of any minutes of the general meeting.

Executive Committee

The Executive Committee consists of the Department Chair, the Vice Chair, and four elected members. Meetings are chaired by the Department Chair, or, in the Chair’s absence, by the Vice Chair. The quorum for meetings is the Chair (or Vice Chair) plus three elected members. Meetings will be held monthly during the academic year, and at least once during the summer months. During the summer, the Executive Committee will include the two outgoing members as well as the two newly elected members. The quorum for meetings in the summer continues to be three members and the Chair (or Vice Chair). Meetings are ordinarily called by the Chair, but may also be called by a petition of three of the elected members. Minutes of all meetings will be taken by one of the members, designated as Secretary. Following approval of the minutes, copies will be circulated to the faculty as a whole. Personnel matters may be excluded from the minutes.

Functions of the Executive Committee: The Executive Committee provides advice to the Chair on the operation of the Department, and as part of annual evaluations of faculty performance. (Note: A description of procedures for annual evaluation of faculty performance is described in the separate document, *Procedures for Faculty Evaluation*). A member of the Executive Committee must absent himself/herself from the meeting when his/her evaluation is discussed. Other items of normal business include an annual review of the charge and membership of departmental committees as well as appointments to Administrative Assignments. On an annual or more frequent basis, the Executive Committee will examine the teaching and service loads, as well as the research contributions of each faculty member. In general, similar overall loads for each faculty member are recognized as equitable and desirable, although relatively greater contributions in one area shall counterbalance lesser contributions in other areas. Similarly, the Executive Committee shall review the course offerings of the Department on an annual basis and provide recommendations for additions and deletions as deemed necessary.

A major function of the Executive Committee concerns faculty hiring, with specific emphasis on the long-range research directions and teaching needs of the department. Although it is recognized that exact procedures may vary depending upon circumstances, the Executive Committee generally will advise the Chair on areas of opportunity for departmental faculty hiring and on the composition of search committees. For major non-academic staff appointments, the Executive Committee will provide input to the Chair regarding the need for individual positions as well as on composition of the search committees during any hiring process.

During the last year of the Chair's term of office, or in the event of a probable vacancy, the Executive Committee shall consult with the Dean of Arts and Sciences as to the mechanism of polling the faculty on potential internal candidates and/or the desirability of an external search.

Elections to the Executive Committee: The elected members of the Executive Committee serve two-year plus summer terms and cannot succeed themselves. One-half of the elected members, i.e., two persons, assume office on June 1 of each year. Faculty members with greater than or equal to 0.51 FTE (other than the Chair or Vice Chair) constitute the electorate. Tenured and tenure-track faculty are eligible for election to the Executive Committee.

The annual election meeting shall be held not less than four weeks before the end of the second semester. At least one week's notice shall be given of the meeting. Written nominations shall be submitted to the Chair's Office by two electors at least 48 hours ahead of the meeting. If four or fewer candidates are nominated, oral nominations by two electors to bring the number of candidates up to five are allowed at the meeting. After the nominations are complete, nominees may withdraw their names.

In the event a member of the Executive Committee resigns or is unable to complete the elected term due to illness or leave, the Chair will call a special election to fill the seat for the remainder of the scheduled term. The procedures will otherwise be the same as for regular elections.

At the election meeting, each elector will cast votes for two nominees (one if the election is for a replacement). Votes shall be by secret ballot, which shall be distributed and counted by the outgoing members of the Executive Committee, or in their absence, by tellers appointed by the Chair. The top two (one if the election is for a replacement) vote winners will be declared elected. In the event of a tie, a runoff will be held between the tied candidates. If again no result is obtained, the decision shall be made by a coin toss or similar random lot.

Graduate Committee

The duties of the Graduate Committee encompass supervision of the progress of each chemistry graduate student toward an advanced degree, as described in the Department's *Rules and Procedures for Graduate Students* (the "Red Book"). Appointments to the Graduate Committee are made by the Graduate College, typically upon recommendation by the Department Chair. The Graduate Committee administers, grades, and evaluates graduate entrance examinations, administers cumulative examinations, oversees the graduate curriculum, and oversees all departmental records related to graduate student progress. The Committee keeps students informed of progress, and recommends immediate action if time requirements are not upheld. Members of the Graduate Committee serve as advisors for students in appropriate degree categories. The Committee identifies conditions that require changes in *Rules and Procedures for Graduate Students* and recommends the appropriate changes to the faculty. The Committee adjudicates grade appeals and complaints of ill treatment by graduate students. The Chair of the Graduate Committee is a standing member of the Graduate Admissions Committee.

Graduate Admissions Committee

The Graduate Admissions Committee is responsible for publicizing the graduate program in Chemistry at UNL, for the recruitment of graduate students for the program, and for the evaluation of applicants. The Chair of the Graduate Admissions Committee is a standing member of the Graduate Committee and provides the final admissions recommendation to the Chair of the Graduate committee.

Curriculum Committee

The Curriculum Committee oversees the undergraduate curriculum. Primary areas of concern are orderly progression of course work and periodic evaluation of courses relative to university needs and professional standards. The Curriculum Committee considers proposals for new courses as well as proposed changes in course structure or content, and makes recommendations to the faculty for approval, before the proposed changes are advanced to College or University Curriculum Committees.

Safety Committee

The Safety Committee advises and assists the Chair in matters pertaining to the adoption and implementation of procedures designed to enhance the safety of graduate and undergraduate laboratories. As described within Administrative Assignments, the Chair of the Safety Committee is also typically the Chemical Hygiene Officer for the department.

Grade Appeals Committee

The Chemistry Grade Appeals committee will operate with the same general charge as the corresponding College of Arts and Sciences Grade Appeals Committee.⁵ The departmental

⁵ <http://ascweb.unl.edu/adminresources/appeals.html>: "The Committee attempts to protect undergraduate students against arbitrary, capricious or prejudiced evaluation by the instructor. It cannot undertake to resolve disputes about a student's knowledge of a particular subject matter, and its responsibility is to ensure due process in grading procedure. In accepting an appeal, the Committee must be satisfied that there is reason to suspect that the awarding

committee, in addition to faculty members, will include one graduate and one undergraduate student. Formal appeals will be initiated by the timely submission of an appeal or complaint to the Department Chair.

Undergraduate Recruitment and Scholarship Committee

The Committee identifies high scholarship undergraduate students who would be appropriate candidates for the various awards made yearly by the Department. The Committee also works with departmental, college, and university admissions staff on undergraduate recruitment.

Instrumentation Advisory Committee

The Instrumentation Advisory Committee advises the Chair on departmental research instrumentation, with specific emphasis on planning for acquisition of new equipment and evaluation of the budget and operations of the Departmental Research Instrumentation Facility.

Awards Committee

The Awards Committee is principally responsible for nomination of faculty members for College, University, and national or international awards. The Committee is also responsible for nominations for Honorary Degrees and the University Masters Program, as well as departmental programs for awards to graduate students and postdoctoral researchers.

Administrative Assignments and Other Committees

Administrative Assignments refer to assigned duties carried out by one or two faculty members rather than a committee. These duties are summarized below; more details can be found in the annual description of committee assignments.

Chief Advisor

Duties include advising undergraduate majors and prospective students on B.S. and B.A. programs in Chemistry, maintaining expertise in college and university degree requirements, assembling and forwarding data regarding advisees as required by the Chair, and liaison with the College, the Departmental Recruiting Coordinator, and the Undergraduate Recruitment and Scholarship Committee.

Safety Director/Chemical Hygiene Officer

The Chair of the Safety Committee is also the Safety Director and Chemical Hygiene Officer for the department. The Safety Director maintains expertise in the ever-changing rules and regulations related to occupational safety, fire safety, chemical safety, and chemical disposal. The Safety Director identifies and arranges for the correction of safety problems in undergraduate and research laboratories, conducts safety training programs, oversees procedures for building evacuation, and is the primary liaison with the UNL Office of Environmental Health and Safety.

of the grade may have involved a denial of due process, through arbitrary, capricious or prejudiced action on the part of the instructor or elsewhere in the department.

General Chemistry Coordinator

The Coordinator is responsible for the design and implementation of effective teaching programs in the multi-section freshman program, the training and supervision of the teaching assistants and the laboratories, and the operations of the Resource Room. In addition, the Coordinator will assist faculty members, particularly new faculty members and new lecturers, with the transition to large lecture instruction.

Secretary of the Department

The secretary, either the Vice Chair or a faculty member selected by the faculty, is responsible for preparing and circulation the minutes of faculty meetings.

Colloquium Coordinator

The Colloquium Coordinator is responsible for organizing and overseeing the departmental colloquium program.

Library Representative

The Library Representative is the liaison between the Department and the University Libraries staff, and is responsible for coordinating faculty input related to selection of journals, monographs, and electronic databases/services.

Faculty advisor to the Student Affiliate

The faculty advisor acts as the liaison between the Department and the Student Affiliates of the American Chemical Society.

Other Committee Assignments

The Chair, in consultation with the Executive Committee, may create special committees other than those listed above. Examples are committees to manage a lectureship or an upcoming departmental event.

Policies related to adjunct, courtesy, emeritus, and joint appointments

Courtesy and Adjunct Appointments⁶

Courtesy appointments (to faculty from other UNL departments or units) or adjunct appointments (to faculty or scientists from outside of UNL) will be made at the discretion of the Faculty by a two-thirds majority vote on a motion of appointment. The appointments typically will be for a defined period and may be canceled at any time by a majority vote of the Faculty. Courtesy or Adjunct appointments should serve one or more of the following purposes:

- Improving the visibility of the UNL Chemistry Department.

⁶ Adjunct appointments are unpaid appointments to individuals from outside UNL that permit the establishment of a fruitful relationship between the individual appointed and the appointing academic unit; courtesy appointments are restricted to individuals holding non-temporary employment elsewhere on campus, and are made to facilitate useful and productive relationships among individuals in different UNL units. See: http://www.unl.edu/svcaa/policies/faculty_appointments.shtml

- Providing a mechanism whereby the education of future scientists is strengthened by increasing the level of chemical knowledge graduate students from other institutions (UNL departments, UNMC, etc.) are exposed to in their formal training.
- Encouraging scientific collaborations that would otherwise be difficult to initiate and maintain.

The rights, limitations and responsibilities of courtesy/adjunct appointees are as follows:

Voting: Appointees may participate in faculty meetings but may not vote.

Graduate Student Supervision: Appointees will direct research of graduate students whom they have recruited and financed. Students recruited by these appointees must be accepted by the Graduate Student Admissions Committee and fulfill all entrance and degree requirements. A qualified member of the Chemistry Department Faculty must chair the supervisory committees formed for these students. Courtesy and adjunct appointees will be required to finance any graduate students whom they supervise, except in cases of departmental instructional needs, to be determined by the Chair.

Graduate Student Recruiting: Courtesy and adjunct appointees will be strongly encouraged to take an active part in graduate student recruiting for the Chemistry Department at large. They will be provided with recruiting materials from the department and will be encouraged to distribute that material when visiting other universities.

Presentation of Courses: Courtesy and adjunct appointees will be encouraged to participate in courses offered in the department.

Cumulative Exams: Courtesy and adjunct faculty members who are members of the Graduate Faculty or Graduate Faculty Associates may write cumulative exams with the endorsement of the Graduate Chair.⁷

Departmental Charges: Use of instrumentation and shop facilities will be provided at departmental rates for chemistry graduate students being advised by courtesy and adjunct appointees. Use of facilities by others in the appointees group will be billed at relevant "outside" rates.

Committee Service: Courtesy and adjunct appointees may be members of departmental committees other than the Graduate and Executive Committees. They will be encouraged to serve on Graduate Student Supervisory Committees and other committees designated by the Executive Committee and/or the Chair of the Department.

Publications: Publications, patents, and presentations resulting from activities under the Courtesy or Adjunct appointment shall include the Department of Chemistry, University of Nebraska-Lincoln, Lincoln, NE 68588-0304 address within the title caption.

Emeritus Faculty Appointments

Emeritus status is granted to encourage faculty members to maintain association with the institution and to continue study and scholarly investigation. The Board of Regents may award emeritus faculty status at the time of retirement in recognition of substantial service rendered to the University in teaching, research, extension, or administration in a professional field. The recommendation is initiated by a vote of the departmental faculty with the endorsement of the chair and dean. Emeritus faculty members have a number of privileges associated with their appointment, as described at: <http://www.unl.edu/svcaa/policies/emeritus.shtml>. Those of greatest relevance to the department are restated below:

⁷ <http://www.unl.edu/gradstudies/facstaff/admin.shtml>

Emeritus faculty members are recognized on the same basis as active members of the faculty. They may attend departmental faculty meetings by invitation of the presiding officer but are not able to vote. Retired Graduate Faculty Members who have been appointed to emeritus status retain the rights and privileges associated with their level of membership on the Graduate Faculty. Emeritus faculty will have the right to departmental office support, and, with the endorsement of the Chair, may be provided office and or laboratory space. Emeritus faculty members may write cumulative exams with the endorsement of the Graduate Chair.

Jointly Appointed Faculty

A joint appointment requires the approval of two-thirds of the voting members of the Chemistry faculty at or above the proposed rank in Chemistry. The apportionment of duties in Chemistry must be commensurate with the faculty member's FTE in Chemistry, with the teaching contributions to Chemistry approved by the Chair of the Chemistry Department.

It is Chemistry's expectation that indirect costs, royalties, and other research-derived revenue will be split with Chemistry according to the fractional FTE housed in Chemistry. Publications resulting from research in Chemistry shall include the Department of Chemistry, University of Nebraska-Lincoln, Lincoln, NE 68588-0304 address within the title caption.

Evaluations and assessments for jointly appointed faculty members will be conducted as per best practices established by the Senior Vice Chancellor.⁸ Criteria for tenure evaluation are to be clearly spelled out to the faculty member in his/her letter establishing the joint appointment. Evaluations for Chemistry courses taught will be made in accordance with standard Chemistry Department policies.

Jointly appointed faculty members with at least 0.51 FTE in Chemistry will have full voting privileges. Jointly appointed faculty members with 0.40-0.50 FTE in Chemistry will be able to vote except for issues involving personnel; the exception will be for issues related to searches on which the faculty member is on the search committee or subcommittee. Jointly appointed faculty with less than 0.40 FTE in Chemistry may participate in faculty meetings, but may not vote.

Jointly appointed faculty with at least 0.51 FTE in Chemistry and who are members of the graduate faculty will be allowed full participation in the Chemistry graduate program. The Chemistry Graduate Committee will determine on a case-by-case basis whether faculty with less than 0.51 FTE in Chemistry may chair student supervisory committees in Chemistry. Availability of teaching assistantship support for students of jointly appointed faculty will be in line with current Chemistry faculty guidelines, pro-rated for the faculty member's FTE.

Visiting Professors

"Visiting assistant professor, visiting associate professor, and visiting (full) professor are categories of non-tenure-track appointment that are ordinarily reserved for faculty members who are on leave from appointments from other institutions or whose extensive professional or other accomplishments warrant such appointment."⁹ Appointments with these titles are initiated at the discretion of the Chair with advice by the Executive Committee. Visiting professors may participate in undergraduate teaching with the permission of the Chair, and, if approved as a Graduate Faculty Associate or Graduate Lecturer, may offer graduate courses or write

⁸ As of December 2010: <http://www.unl.edu/svcaa/resources/joint/index.shtml>

⁹ http://www.unl.edu/svcaa/policies/faculty_appointments.shtml

cumulative exams with the permission of the Graduate Chair.⁷ Visiting faculty members may not participate in faculty meetings or faculty governance.

Policies related to Research Assistant Professors

Appointment as a Research Assistant Professor is intended for a researcher with experience beyond that typical for a postdoctoral researcher and who will be paid from grants or other extramural funds⁸. The appointment of a Research Assistant Professor is initiated at the discretion of the Chair with advice by the Executive Committee. Research Assistant Professors may participate in undergraduate teaching with the permission of the Chair, but would not typically be involved in graduate coursework or cumulative exams. Research Assistant Professors do not participate in faculty meetings or faculty governance.

Appendix: Voting rights under the By-Laws of the Department of Chemistry.

	Tenure-line faculty			Res. Prof. ²		Prof. of Practice		
	Asst.	Assoc.	Full	Assoc	Full	Asst	Assoc	Full
Example of question								
Preferences (e.g. journals)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Operations (e.g., setting assistantship levels)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Curricular issues (a)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Rules of Order	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Strategic planning	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bylaw revision (b)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Exec. Comm. elections (b)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Courtesy/adjunct/emeritus appts (b)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Prioritizing search areas	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Short list, tenure-track search (b)	Yes	Yes	Yes	(c)	(c)	(c)	(c)	(c)
Short list, non-tenure search (b)	Yes	Yes	Yes	(d)	(d)	(d)	(d)	(d)
Ranking tenure-track candidates (b)	Yes	Yes	Yes	(c)	(c)	(c)	(c)	(c)
Ranking non tenure-track candidates (b)	Yes	Yes	Yes	(d)	(d)	(d)	(d)	(d)
Recommending tenure-track hire (b)	Yes	Yes	Yes	(c)	(c)	(c)	(c)	(c)
Recommending non tenure-track hire (b)	Yes	Yes	Yes	(d)	(d)	(d)	(d)	(d)
Hiring with tenure (b)	No	Yes	Yes	No	No	No	No	No
Evaluation tenure-track faculty, e.g., reappointment (b)	No	Asst. Profs	Yes	No	No	No	No	No
Evaluation, Prof. of Practice (b)	Yes	Yes	Yes	No	No	No	(Asst)	Yes
Evaluation, Research Profs (b)	Yes	Yes	Yes	No	Yes	No	No	No

Note a: Voting on graduate curriculum may be contingent upon Graduate Faculty membership.

Note b: Limited to faculty members with at least 0.51 FTE in Chemistry.

Note c: Limited to members of the search committee or subcommittee.

Note d: Research Professors and Professors of Practice with at least 0.51 FTE in Chemistry may vote on hiring of Research Professors and Professors of Practice, respectively.