BYLAWS OF
THE DEPARTMENT OF CHEMISTRY
CLEVELAND STATE UNIVERSITY

INTRODUCTION

This statement sets forth the policies and procedures for conducting the affairs of the Department of Chemistry of Cleveland State University. These bylaws shall not be construed to contradict the current collective bargaining agreements of the Cleveland State University American Association of University Professors (CSU-AAUP), Cleveland State University Local of the Communications Workers of America (CSU-CWA), “University Personnel Policies,” “Bylaws of the Graduate Faculty,” and “Bylaws of the Faculty,” contained in the Cleveland State University Handbook (“Green Book”).

I. COMPOSITION OF THE DEPARTMENT

A. Membership

1. Faculty

a. All persons holding full-time academic appointments wholly or primarily in the Department of Chemistry (hereinafter: “Department”) at the ranks of Professor, Associate Professor, Assistant Professor, or Instructor shall be members of the faculty of the Department of Chemistry (hereinafter: “faculty”).

b. The voting faculty on departmental matters shall consist of all regular tenured and tenure-track faculty. Joint, Term, Lecturer, Visiting, Emeritus, Adjunct, CCF, and Clinical Faculty members do not ordinarily hold voting privileges on departmental matters, but may be granted such privileges by the voting faculty. These voting privileges can be revoked by the faculty specified in I.A.1.a.

c. For the purposes of assigning responsibilities and maintaining balance during implementation of this instrument, in full or in part, faculty members will be assigned to one of the following divisions by the Department Chair in
consultation with the faculty member: Analytical, Inorganic, Organic, Physical, or Clinical.

2. Staff
   a. The departmental support staff consists of those individuals employed by Cleveland State University who may hold the administrative titles of Professional Staff, Classified Staff (CWA Bargaining Unit), Classified Staff (non-Bargaining Unit), Research Associate, Associate of the University (retired), Graduate Assistant, and Laboratory Assistant.

3. Student Body
   a. Undergraduate Student Body
      i. The undergraduate study body shall consist of all properly admitted and duly enrolled undergraduates who have declared a major in chemistry.
   b. Graduate Student Body
      ii. The graduate student body shall consist of all properly admitted and duly enrolled graduate students in chemistry.

II. ORGANIZATION OF THE DEPARTMENT

A. Chair

1. Duties

   In addition to the duties assigned to the Chair in the University Personnel Policies and the CSU-AAUP Collective Bargaining Agreement the Chair shall:
   a. Report departmental enrollment and budgetary information and plans to the entire Department (faculty and staff). The enrollment data should be presented at the first Department meeting of each quarter as soon as practical after the 15-day data has been collected for transmission to the Board of Regents. The budgetary information should be presented in the first Department meeting of each semester in a format jointly designed by the Chair and the Department's full time employees. The reports shall be made orally at Department meetings and shall
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II. **ORGANIZATION OF THE DEPARTMENT**

A. **Chair**

1. **Duties**

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also be available at the same time in written format to any faculty or staff member of the Department. The monthly budget reports received by the Chair shall be available upon request to all of the Department's full time employees. The Chair is responsible for ensuring that all members of the Department act in compliance with the Department's bylaws.

b. The Chair shall coordinate the identification of award winning students by consultation with faculty and staff persons who have particular interests and with the Undergraduate Committee for awards for undergraduate students and with the Graduate Committee for awards for graduate students. The Chair will also coordinate with the Chairs of the Undergraduate and Graduate Committees the presentation of departmental awards. The Chair shall effect student assessment as required by accrediting agencies.

2. Terms of Office, Selection Procedure, and Review

These items are specified in the University Personnel Policies. In addition to those requirements the following additional requirements hold:

a. Any ad hoc chair search committee shall be reasonably balanced with respect to research and teaching areas and faculty ranks.

b. In the spirit of assisting the Chair in carrying out his or her responsibilities, there may be an annual departmental performance review managed by the Administrative Review Committee. The Administrative Review Committee shall make the results of each review and any chair response available to all full-time departmental employees.

c. If a review is performed, the review shall be a written, anonymous survey designed by the Administrative Review Committee to objectively critique the performance of the Chair. The Chair's stated goals for that year will be included on the survey form. The form will provide for an evaluation with respect to each stated goal and each duty specified in the University Personnel Policies, the CSU-AAUP Collective Bargaining Agreement, and these bylaws. On recommendation
of the administrative review committee, the results of the review may be discussed with the Dean of the College of Science.

B. Associate Chairs

There shall be two Associate Chairs in the Department. One of the associate chairs shall be the chair of the Undergraduate Committee and the other shall be the chair of the Graduate Committee.

1. Duties

a. The Associate Chairs shall assist the Chair in the execution of his or her duties. These duties shall be assigned by the Chair. Examples of duties for associate chairs may include, but are not limited to, responsibility for scheduling offerings, room assignments, faculty teaching assignments, graduate student teaching assignments, and serving as faculty advisers for undergraduate and graduate chemistry majors.

b. The Associate Chairs will be responsible for monitoring the enrollment process each term, gathering enrollment data in chemistry courses, responding to requests for information on chemistry enrollments from the administration, and overseeing the administration of ACS exams used for assessment. More specifically, the Associate Chair chairing the Undergraduate Committee shall advise new undergraduate students or those students, without advisors, that wish to take undergraduate chemistry courses, approve undergraduate student applications for graduation and report on undergraduate assessments. The Associate Chair of the Graduate Committee shall advise new graduate students or those students without a research advisor, administer placement examinations to graduate students, organize orientation activities for new graduate students, make room assignments for graduate students, monitor the overall progress of each graduate student including the timing of meetings with dissertations committees, and prepare the annual graduate assessment reports.

2. Terms of Office, Selection Procedure, and Review
Both Associate Chairs in the Department shall be elected for two academic years by the voting members of the Department and selected from the tenured faculty. The term of office of any associate chair shall expire when a new chair assumes office; however, he or she may be re-elected for an additional term. Associate chairs may be evaluated annually by the Administrative Review Committee in the spirit of assisting the chairs in carrying out their responsibilities. Their response to this review shall be distributed along with the results of the review to all voting faculty members of the department as specified in section I.A.1.b.

C. Director of Clinical Chemistry

1. Duties

The Director of Clinical Chemistry shall have responsibility for the operation of the clinical chemistry program. The Director shall assume the leadership in maintaining accreditation of the clinical chemistry program by the Commission on Accreditation in Clinical Chemistry. He or she shall also serve as liaison between the Department and affiliated medical and other biomedical research facilities, the American Association for Clinical Chemistry, the American Board of Clinical Chemistry, the National Registry in Clinical Chemistry, local clinical chemistry organizations and industry relevant to clinical chemistry. The Director shall, with the help of the clinical chemistry faculty, be responsible for setting and revising curriculum requirements for the clinical chemistry certified option of graduate study in order to reflect changes in the profession.

2. Terms of Office, Selection Procedure, and Review

The Director of Clinical Chemistry shall be appointed by the Chair after approval by the voting faculty. He or she may be evaluated annually by the Administrative Review Committee and his or her response shall be distributed along with the results of the review to all voting faculty members of the department as specified in section I.A.1.b.

D. Support Staff
The University may classify Support Staff as Professional Staff or Classified Staff. Creation, deletion, or reorganization of support staff positions should be done after consultation with the faculty. The Chair will assign the major responsibilities of support staff after consultation with the faculty and the staff supervisors. Support staff may attend Department meetings and serve on committees. Examples of support staff positions in the Department are:

1. **Professional Staff**

A description of Professional Staff may be found in the University Professional Staff Personnel Policies and other relevant documents. Professional Staff members may supervise and perform duties that support instructional, administrative and/or research functions of the Department. Specific duties may be assigned in consideration of the specific talent and experience of the staff member (such as operation and maintenance of selected major instrumentation or administrative tasks) that serve the functional and administrative needs of the Department. In addition, professional staff possessing the appropriate credentials may be expected to participate in classroom and/or laboratory instruction. Such individuals may be appointed to Adjunct Faculty status. Examples of professional staff positions are: Department Manager, Laboratory Manager, Office Manager, and Research Associate.

2. **Classified Staff**

A description of Classified Staff may be found in Chapter 124 Section 01.c of the Ohio Revised Code. Certain classified staff positions are covered under the Agreement between CSU and the Communication Workers of America. Classified Staff perform and/or supervise the technical and administrative duties necessary to the day-to-day operation of the Department. Examples of classified staff positions are: Stores Clerk, Electronics Technician, and Secretary.

3. **Graduate Assistants**

Graduate Assistants are students who have been admitted to the Chemistry graduate program according to the policies and procedures set forth by the College of Graduate
Studies, the University, and the Department. Graduate Assistants may be admitted as Teaching Assistants, Research Assistants, or Administrative Assistants and perform duties in the Department as specified by the terms of his/her graduate contract.

4. **Laboratory Assistants**

   Students employed by the Department to perform specific duties related to instructional support.

5. **Associates of the University**

   Retired professional and classified staff are eligible to be granted the title "Associate of the University" and are entitled to certain University privileges. The Chair must request and initiate the process in accordance with standard University policies.

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**E... Standing Committees**

The following committees are standing committees. Unless otherwise stated, the Department Chair is excluded from the following committees and committee members serve for one academic year. In non-emergency situations, written notice of a mutually agreeable meeting time shall normally be given to the committee members at least three business days prior to the meeting. In situations that require additional members from a division whose membership is limited, committee members may be selected from among the other divisions by the voting members of the department. In the spring term, the chair of each of the departmental committees shall supply to the Chair a summary of his/her committee's activities during the preceding year.

1. **Undergraduate Committee**

   a. There will normally be five members in the Undergraduate Committee, one from each of the following areas: Analytical, Inorganic, Organic, Physical and one designated member from the General Chemistry Committee. The Associate Chair for Undergraduate Programs will serve as its chair.

   b. The Undergraduate Committee shall oversee the undergraduate programs of the Department, shall make recommendations to the faculty for changes in undergraduate programs and requirements, shall be responsible for establishing
and maintaining an appropriate undergraduate chemistry curriculum in line with requirements of the various chemistry programs, shall review student petitions and take appropriate action as required. The committee shall set achievable program goals that promote growth and elevate the program, and coordinate and implement procedures for assessment of the undergraduate program. The chair of the Undergraduate Committee shall meet periodically with undergraduate majors to discuss matters of interest related to the chemistry program.

2. Graduate Committee and CSU-CCF Joint Ph.D. Program Steering Committee

a. The members of the Graduate Committee shall normally consist of seven faculty members from the Chemistry Department, one from each of the following areas: Analytical, Clinical, Inorganic, Organic, Physical and two members from CCF. The chair of this committee shall be the Associate Chair for Graduate Programs. The Director of the Clinical Chemistry program shall be a member of this committee.

b. The members of the Steering Committee shall consist of three faculty members from the Chemistry Department and three CCF Professors from the Cleveland Clinic Foundation. The Chair of the Steering committee shall be elected by its members. The Director of the Clinical Chemistry program shall be a member of this committee. The Associate Chair for Graduate Programs shall be a member. The third member shall be a designated member from the graduate committee.

c. The Graduate Committee shall oversee the Master’s degree program, shall make recommendations to the faculty for changes in the program and requirements, shall set achievable program goals that promote growth and elevate the program, shall coordinate and implement procedures for the assessment of the Master’s degree program, shall take action on matters relating to the academic welfare of the Master’s degree students.

d. The Graduate Committee and the Steering Committee shall oversee the administration of the joint Ph.D. program, shall make recommendations to the
faculty for changes in the program and requirements, shall set achievable program goals that promote growth and elevate the program, shall coordinate and implement procedures for the assessment of the joint Ph.D. program, shall facilitate the replacement of graduate student researchers at CCF and within the Department, shall take action on matters relating to the academic welfare of graduate students in the joint Ph.D. program.

3. **Departmental Facilities and Safety Committee**

   a. The committee shall be made up of the Safety Officer, the Instrumentation Manager, and at least one faculty member selected by the Chair. The Department Chair shall serve on the committee ex-officio. The Safety Officer shall chair the committee.

   b. This committee shall be responsible for establishing policies and procedures for good safety practice in accordance with applicable State and/or Federal regulations as well as University policy. These policies shall be subject to appeal but are, nonetheless, binding upon all members of the Chemistry Department. In case of emergencies, the Department Chair is empowered to take immediate action to ensure the safety of personnel and facilities. Complaints and safety concerns raised by faculty members, staff members, or students within the Department should be immediately assessed by the committee chair, or his/her appointee in their absence, and then addressed by the committee in a timely fashion, as warranted by the situation. It is also the responsibility of this committee to remove or oversee removal of abandoned equipment and laboratory debris by University staff personnel in rooms or areas of the department that have been vacated and that are no longer active. The committee shall oversee general building maintenance issues. For example, the committee shall assign point persons from among its members to work with University staff members to maintain ceiling light fixtures throughout the department in working order, to keep floors and walkways clean and free of debris, to replace faulty electrical outlets and wiring, to maintain liquid
and gas carrying plumbing fixtures, and to assist Department Faculty and Staff
members in facility related issues by interfacing with the University maintenance
staff as needed.

c. General meetings may be called by the Chair of the committee. Because safety
concerns and the proper functioning of facilities can severely impact personnel or
their work, written requests can and should be made to the Committee Chair by
Departmental personnel in situations that require immediate attention. It is the
responsibility of this committee to address these issues in a timely manner.

d. Emergency meetings may be called to discuss and act on matters that present
imminent danger to the safety of persons within the department or that threaten to
damage departmental equipment or facilities. In such cases, the actions taken
should first ensure the safety of persons in the department and, second, protect or
minimize damage to equipment and facilities.

e. The following areas are under binding jurisdiction of this committee with respect
to matters of safety and facility utilization.

i. Chemistry Stockrooms

ii. Major departmental common-use instrumentation which serves to support
research or teaching.

iii. Departmental common-area computational facilities

iv. Cold Room(s)

v. Dark Room(s)

vi. Basement storage rooms

vii. Chemical and Equipment storage

viii. Facility Improvements, except for those in which the University provides
direct oversight.

ix. Other areas as determined by popular vote of the faculty and approved by
appropriate fiscal officers of the Department and/or university.

4. General Chemistry Committee

a. The General Chemistry Committee shall have jurisdiction on all Chemistry
courses with numbers below 300. The members of the General Chemistry
Committee shall consist of the Laboratory Manager who serves as the
Coordinator of Laboratory Preparation Assistants, and all regular faculty members
assigned to teach introductory chemistry courses during the year. The committee may also include additional faculty as jointly agreed upon by the committee and the Department Chair.

b. The General Chemistry Committee shall have jurisdiction over all aspects pertaining to the instruction of the General Chemistry lecture and laboratory courses; for example, texts, supplementary materials, and syllabi. The General Chemistry Committee shall make recommendations to the Department faculty regarding all major changes in the instruction of the General Chemistry Program.

5. Administrative Review Committee

a. This committee shall be constituted if a review will be conducted on the Department Chair, Associate Chair, and/or Director of Clinical Chemistry. Such reviews can be initiated by a majority of the regular tenured and tenure track faculty. The committee shall consist of three tenured CSU-AAUP bargaining unit faculty members and one other full-time departmental employee.

b. This committee's members shall be elected by majority vote of those voting in a secret ballot of all full-time departmental employees. The nomination and election process shall be conducted as needed by the departmental Peer Review Committee for promotion to associate professor. The members shall serve to the end of the academic year. The committee shall select its own chair.

c. This committee shall be responsible for conducting reviews of the Department Chair, each Associate Chair, and the Director of Clinical Chemistry as needed, but not more often than once annually as described in sections II.A.2.b, II.A.2.c, and II.B.2 of these Bylaws.

6. Bylaws Committee

This committee shall normally consist of eight members, one from each of the following areas: Analytical, Clinical, General, Inorganic, Organic and Physical, and two members from the staff sectors, one each from the Professional and Classified staff respectively. Representatives shall be elected from within their sectors or divisions.
This committee shall have as its responsibility to compose and present proposed changes to the departmental bylaws.

7. Departmental Peer Review Committees
   
a. There shall be two departmental peer review committees: The peer review committee for promotion to associate professor with tenure, and the peer review committee for promotion to full professor.

b. The departmental peer review committee for promotion to associate professor with tenure shall consist of all tenured CSU-AAUP bargaining unit faculty members in the Department. This committee shall also conduct the fourth and fifth year reviews. The committee shall select its own chair.

c. The departmental peer review committee for promotion to full professor shall consist of five members. These members shall be CSU-AAUP bargaining unit faculty members in the Department who have the rank of Professor up to a total of four and at least one CSU-AAUP bargaining unit faculty member from a cognate department (BIO, CHE, GEO, MTH, PHY) who has the rank of Professor. The number of committee members selected from cognate departments shall be sufficient so that the total number of committee members is five. The committee member(s) from cognate department(s) shall be elected by secret ballot of all tenured and tenure-track CSU-AAUP bargaining unit faculty members in the chemistry Department. If there are more than four full professors within the chemistry Department who are willing to serve on the committee the four members on the committee shall be elected by the same process. The annual nomination and election of committee members shall be conducted by the chemistry departmental peer review committee for promotion to associate professor each spring term if necessary. The committee shall select its own chair from among the committee members from the Chemistry Department.
d. The procedures to be followed by the departmental peer review committees are described in the current collective bargaining agreement between the CSU-AAUP and the Administration.

e. The standards for granting promotion and tenure and the qualifications for the different academic ranks are described in the current collective bargaining agreement between the CSU-AAUP and the Administration.

8. **Faculty Workload Committee**

   The Faculty Workload Committee shall consist of five faculty members from the Chemistry Department each representing one of the following divisions: Analytical, Clinical, Inorganic, Organic, and Physical Chemistry. The chair of the Chemistry Department will be an *ex-officio* member of this committee. The committee shall elect its own chair. The Faculty Workload Committee deals with issues involving faculty workloads and summer teaching assignments.

9. **Personnel Affairs Committee**

   a. This committee shall be constituted if any of the conditions in part c are applicable. The committee shall consist of three tenured CSU-AAUP bargaining unit faculty members and two other full-time departmental employees.

   b. The committee members shall be elected by majority vote of those voting in a secret ballot of all full-time departmental employees. The nomination and election process shall be conducted by the departmental Peer Review Committee for Promotion to Associate Professor. The committee shall select its own chair.

   c. The committee shall serve as a hearing committee for complaints that are not grievances covered by a collective bargaining agreement brought by individual Department members against other Department members. In addition, complaints alleging research misconduct, financial conflict of interest, and grade disputes are covered by other University policies. The activities of the committee are to remain confidential except where an explicit decision has been made to involve persons or
bodies outside of the committee and the complainant. If a complaint is made against a member of the committee that member shall be excluded from all committee activities involving the complaint. Nothing in this bylaw shall preclude any member of the Department from protecting his or her rights to be free from unlawful discrimination pursuant to any state or federal law which addresses discrimination, directly, and without resort to this committee.

If the committee determines that a complaint has merit, the committee shall attempt to resolve it where resolution within the Department is possible. In the event that the attempt to resolve the complaint fails or when resolution within the Department is not possible, the committee shall make a recommendation in writing to the chair of the Department for appropriate action to try to resolve the complaint. Within ten university working days the chair of the Department shall respond to the committee in writing with a report of his/her conclusions and actions. If the complaint has not been resolved at this point, the chair shall continue to monitor the complaint and shall inform the committee in writing of any developments. If a complaint resolution has been denied or the process has reached apparent stalemate, the committee, in consultation with the complainant, shall determine whether to take further actions. These actions may include reporting to persons or bodies outside of the Department, informing all of the members of the Department of the situation, and/or other actions at the sole discretion of the committee.

10. The Fred E. Sheibley Charitable Trust Committee

The Fred E. Sheibley Charitable Trust Committee shall consist of three elected faculty members, one elected staff member, and the University Library's Science and Engineering Librarian as an ex officio member. This committee shall elect its own chair. The committee will make decisions and issue reports following the principles and policies adopted by the Department for the expenditure of the funds provided by the Fred E. Sheibley Charitable Trust. Expenditure decisions, after approval by the
Department Chair, shall be forwarded to the appropriate University office for processing.

11. Appointments and Professional Leaves Committee

All tenured or tenure-track faculty members in the department are members of this committee. The committee receives search committee recommendations for faculty appointments and makes recommendations for faculty appointments and makes recommendations for such hiring to the Department Chair. The committee also makes recommendations on all applications for professional leave from department faculty members.

III. MEETINGS OF THE DEPARTMENT

A. Regular meetings of all full-time departmental employees shall be scheduled by the Chair during normal university business hours each month during the academic year. Special meetings may also be called as described below. During each academic term the meetings will be scheduled to occur on the same day of the month (e.g. the second Wednesday of the month) at the same time for a duration of normally no more than 90 minutes. The day and time chosen for the meetings shall be such that as few departmental employees as possible are unable to attend because of other university-related responsibilities. The agenda for each meeting shall be distributed by the Chair to all departmental employees at least three university working days prior to the date of the meeting. The agenda shall be delivered to the departmental employee’s departmental mailbox.

B. Special meetings of the Department for stated purposes may be called by the Chair or by request of three full-time departmental employees. A regular meeting may be canceled by a majority vote of all full-time departmental employees by secret ballot.

C. At the first meeting of each academic year the Chair shall provide an oral report on the budgets for the previous and current years, the student enrollments for the previous and current years, and the state of the Department. A written summary of this report shall be
given to each full-time departmental employee. In the spring term, each standing committee shall make an oral report to the Department at a regular meeting.

D. The Chair or the Chair's designee shall preside at meetings of the Department.

E. The Chair may invite guests to Department meetings. Any full-time departmental employee may, upon approval of a majority of full-time departmental employees, may also invite a guest to the Department meetings.

F. A quorum of a Department meeting shall consist of at least fifty percent of the number of regular tenured and tenure-track faculty members.

G. Proxy voting by Department employees unable to attend a meeting because of university-related responsibilities shall normally be permitted. At any regular meeting the voting members present may vote to deny proxy voting at a particular stated future meeting on a particular stated issue. Such a denial of proxy voting shall be clearly indicated in the published agenda for the meeting at which proxy voting will not be permitted.

IV. FACULTY APPOINTMENTS

The procedures for faculty appointment are defined in the current CSU-AAUP Collective Bargaining Unit Agreement.

V. ACADEMIC INSTRUCTION

A. Academic Year Assignments

1. Teaching assignments shall be made by the Chair after consultation with the Dean, the appropriate associate chair, area coordinators, the Faculty Workloads Committee, and in consultation with the intended instructor(s).

2. Teaching assignments should be made so as to provide an equitable distribution of teaching assignments, with the possibility for agreed upon periods of reduced or increased load for special reasons.

3. The timing of notification of assignments is in the current CSU-AAUP Collective Bargaining Unit Agreement.
B. Departmental Summer Teaching Appointments

1. Prospective summer teaching opportunities shall be advertised to the faculty by the Chair, in accordance with Article XIV of the current CSU-AAUP Collecting Bargaining Unit Agreement.

2. Faculty members shall apply for summer teaching appointments in writing to the Chair, in accordance with the Chair-defined time schedule.

3. To ensure that all regular faculty are accorded an equitable opportunity for summer teaching, summer teaching assignments shall be made in compliance with the faculty-approved written procedure prepared by the Workloads Committee. The Chair shall make assignments in accordance with the recommendations of the Workloads Committee, a list of priorities, and in consultation with the intended instructor.

4. The Chair, in agreement with the Department and the Dean, may provide summer support for other major departmental summer activities. Such activities may be determined by the Chair and the Department.

5. Certain activities which normally take place during the academic year, such as graduate examinations, may occasionally require faculty participation during the summer. Faculty members who can comply with these needs without serious inconvenience may be called upon to perform such minor additional duties without additional compensation.

VI. RESEARCH

A. Selection of Graduate Research Advisors

1. The Graduate Committee shall recommend the proper procedure on selection of graduate research advisors by the students.

2. The student and advisor shall comply with all regulations established by the Departmental Graduate Committee and the University Graduate College to fulfill the requirements for the graduate degree(s).

B. Assignment of Faculty Research Facilities
1. Allocation of research space shall be the responsibility of the Chair. He or she shall allocate space to each faculty member who engages in research. The minimum allocation shall ordinarily be adequate for the faculty member and two assistants. Factors to be considered in allocating research space shall include: size and composition of the research group and nature of the research.

2. Faculty requests for changes in space allocation, or appeals of decisions on space allocations should be directed in writing to the Chair.

C. **Departmental Support of Graduate Research**

1. The principal source of support for graduate research is expected to be faculty research grants and contracts from agencies outside the University.

2. The Department shall supply, whenever possible, a minimum support base for graduate research and/or research development to faculty members.

3. The Department may supply faculty members having outside research support with supplementary departmental funds for specific aspects of graduate research not covered by the outside support.

4. The allocation of departmental research support, if available, shall be made by the Chair with the concurrence of the Graduate Committee. Factors to be considered for the allocation of departmental support of graduate research shall include present and past levels of outside support to the faculty member, the efforts of the faculty member to secure outside support, and the number of persons in the faculty member's research group.

D. **Departmental Support of Undergraduate Research**

1. During the fall semester of each year, the Chair of the Undergraduate Committee shall solicit from each interested faculty member a statement of undergraduate research opportunities. A listing of current opportunities shall be made available to all undergraduate Chemistry majors by the seventh week of the fall semester.

2. Undergraduate research projects include independent study, senior research, and honors chemistry laboratory.
3. Financial support for equipment, supplies, and other expenses of undergraduate research shall be allocated to each faculty member working with undergraduate students. The Chair shall set the level of such support and may, in response to written requests, allocate additional funds in individual cases. Expenses beyond the pre-set level shall, whenever possible, be paid by the faculty members' research accounts.

VII. DEPARTMENT PROFESSIONAL ACTIVITIES

A. Departmental Support of Professional Travel

1. The Department shall bear the normal expenses of travel by faculty or staff members on official departmental business. Allocation of the initial travel budget shall be equally distributed among the regular faculty members. Additional funds may be allocated at the discretion of the Chair. Funds not encumbered by April 1 can be reallocated to other faculty members for travel.

2. The source of principal support for faculty travel related to research and scholarship is expected to be faculty research grants and contracts from agencies outside the University.

3. The Department shall, where possible, provide the faculty members who may lack appropriate outside funds, support for travel to one major scientific meeting per year where the faculty member presents a paper or has official professional responsibilities. Such support may cover all or part of the normal transportation, hotel, and subsistence expenses of the faculty member. The Department may also provide to faculty, in special circumstances, support for other types of travel.

4. Faculty and staff requests for departmental support of professional travel shall be made in writing to the Chair prior to departure in accordance with the University travel policies and procedures.

5. Travel support may also extend to staff members to attend seminars, workshops or professional meetings.

B. Faculty Participation in Commencement
1. All faculty members shall participate in the commencement ceremony on a rotating basis, in compliance with any additional criteria set by the AAUP Bargaining Unit Agreement.

VIII. DEPARTMENTAL PUBLICATIONS

A. Departmental Annual Newsletter

The Department is strongly encouraged to annually publish a Newsletter to highlight the activities and accomplishments of the Department and Department personnel during the preceding academic year. Although organized by the Chair, all members of the Department may contribute in the form of articles or information. The Newsletter should be sent to current and former chemistry faculty, staff and students by the middle of the summer term.

B. Departmental Website

The Department will establish, maintain, and periodically update a departmental website. Departmental faculty and staff members, graduate and undergraduate student organizations from within the chemistry department, and persons organizing special activities are encouraged to submit information to be posted on the Chemistry Department Website.

C. Program Materials

The Department will produce, maintain, and annually make updates to the guidelines for all of its major graduate and undergraduate programs. Hard copies of the program materials should reside in a common-use area of the department office and an electronic copy should be available from the Department Website.

D. ACS Directory of Graduate Research

Faculty members are expected to keep their entries in the ACS Directory of Graduate Research updated.

E. The University Faculty Profiles Website

Faculty members shall maintain and periodically update a faculty profile as part of the University Faculty Profile Website.

submitted 5/10/07