

BYLAWS  
DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY

DEPARTMENTAL CHAIR

The Departmental Chair is appointed according to the appropriate regulations of the University.

The Departmental Chair, or his/her representative, shall be an *ex officio* member of all committees, shall be notified of all committee meetings and shall receive all committee reports.

The Departmental Chair or someone appointed by her/him shall preside over meetings of the Departmental Committee and other such committees as given below.

DEPARTMENTAL COMMITTEE

All full time faculty at the Assistant Professor level and above\*, Adjunct Professors, and holders of joint appointments in Chemistry/Biochemistry and other departments are members of the Departmental Committee who are entitled to attend and/or vote at the departmental meetings. (Adjunct Professors and those with joint appointments do not vote). Others may be included by vote of the Departmental Committee.

The Departmental Committee shall meet at least twice a semester and at other times when there are items on the agenda to be discussed. Special meetings may be called when necessary, either by the Department Chair or at the request of three members.

A quorum shall be achieved when 50% of the full-time faculty\* are present.

The agenda shall be prepared by the Departmental Chair from items which may be submitted by any member of the Departmental Committee. Such items must be submitted in writing no later than 48 hours before the scheduled meeting. The agenda should be circulated to the members of the Departmental Committee at least one day before the scheduled meeting. Other items may be discussed at the meeting of the Departmental Committee, but may not receive final action during that meeting.

Final action may be taken on any item on the agenda by a majority vote of those present and voting. If the majority vote on any issue is less in number than a majority of the full-time faculty\*, any member can move to reconsider. If the motion to reconsider is seconded, the item will be placed first on the agenda for the next meeting. The vote at the latter meeting will be final. Motions on which final action has been taken, may not be reconsidered by the Departmental Committee unless (1) at

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\*Those teaching in the regular academic year program who are paid 50% or more from funds administered by the Department of Chemistry and Biochemistry.

least six months have elapsed from the time of final action or (2) a motion to reconsider the item is approved by a two-thirds vote of the members present (presuming a quorum).

A secret ballot must be taken if requested by a member.

A mail ballot must be taken if requested by one-third of those present.

Written proxies may be voted, but do not count toward a quorum.

These Departmental Bylaws may be revised by a majority of those present at two consecutive meetings of the Departmental Committee. These bylaws are guidelines for the internal operation of the Department. All Departmental decisions must be consistent with University policy.

#### PROMOTION AND TENURE COMMITTEE

The duties and procedures of this committee are discussed in a separate document.

#### OTHER COMMITTEES OF THE DEPARTMENTAL COMMITTEE

Those committees whose membership and selection are not specified herein are to be appointed by the Departmental Chair who will notify the department of the membership and chairs of all committees.

All committees shall be appointed annually in the spring to take office September 1 unless otherwise specified.

Each of the standing committees of the department, except the Area Committees, shall consist of at least one member from each of the five research areas of the department: analytical chemistry, biochemistry, inorganic chemistry, organic chemistry, and physical chemistry.

All committees shall report periodically to the Departmental Committee, either orally or in writing. As a minimum, each committee shall present one oral report to the Departmental Committee each year.

Each committee shall maintain appropriate records of its discussions and decisions.

The Departmental Committee or the Chair may delegate certain decision-making powers to these committees, but these committees will primarily make recommendations. Such recommendations shall come to the Departmental Committee as motions, moved and seconded.

The Departmental Committee may reverse the decisions of any other committee.

The Departmental Chair may, within ten days, alter any committee decision including decisions of the Departmental Committee. The Departmental Committee may, by a two-thirds vote of all members, reinstate any of its decisions altered by the Departmental Chair. If the Chair and the Departmental Committee disagree on an issue, the position of the Departmental Committee shall be submitted with the Chair's decision to the appropriate individual or group.

The standing committees of the Departmental Committee, their composition and a list of each of their duties follow. Additional committees may be appointed by the Chair.

#### I. AREA COMMITTEES

There shall be five area committees, one in each of the research areas of the department: analytical chemistry, biochemistry, inorganic chemistry, organic chemistry and physical chemistry.

These committees shall be composed of all faculty in the given research areas.

The secretaries of these committees shall be elected yearly in May.

The duties of these committees are as follows:

A. Preparation of annual lists of graduate and undergraduate course offerings to be submitted to the Chair or her/his designee.

B. To make recommendations to the appropriate curriculum committees concerning new courses or the content of existing courses in that area.

C. Recommendations of teaching assignments for graduate and undergraduate courses in each area.

D. Supervision of area seminars.

E. Recommendations of area requirements and standards for advanced degrees.

#### II. TEACHING ASSISTANT AND FELLOWSHIP COMMITTEE

The Chair of the Committee shall be the Director of Graduate Studies. One graduate student, elected annually by the graduate students each spring for service in the following academic year, shall be a member of this committee.

The duties of this committee are as follows:

A. Recruitment and admission of graduate students in coordination with the Area Committees.

B. Recommendations to the Departmental Committee for graduate fellowships.

C. Determination of teaching loads and assignments of graduate teaching assistants, in conjunction with the Associate Chair.

### III. GRADUATE CURRICULUM COMMITTEE

The Chair of this committee shall be the Director of Graduate Studies. One graduate student, elected annually by the graduate students each spring for service in the succeeding year, shall be a member of this committee.

A. Assistance to the Chair and Associate Chair in the evaluation of the graduate teaching program for effectiveness and quality.

B. Consideration of and recommendations on proposals for new graduate courses or changes in existing courses.

C. Administration of placement exams and advisement of first year graduate students.

D. Recommendations of changes to advanced degree programs.

E. Recommendations for graduate student awards.

F. Recommendations or action on petitions by graduate students concerning curricular matters (course substitution, language proficiency, etc.).

### IV. UNDERGRADUATE CURRICULUM COMMITTEE

The chair of this committee shall be the Associate Chair of the department. One student shall be selected annually in the fall from the sophomore, junior and senior classes to serve for the current year.

The duties of this committee are as follows:

A. Consideration of proposals for curricular changes in the undergraduate programs and recommendations to the Departmental Committee.

B. Assistance to the Chair and Associate Chair in the evaluation of quality and effectiveness of undergraduate teaching by both faculty and teaching assistants.

C. Encouragement of the nomination of individuals for university and departmental teaching awards.

D. Recommendations for undergraduate awards.

E. Recommendations or action on petitions by undergraduates concerning curricular matters (for example, degree requirements, course substitutions, etc.).

V. SAFETY COMMITTEE

The purpose of this committee is to promote safe laboratory practice in the department. The membership will include faculty members appointed by the Chair, a staff member, representative of the Storeroom, Director of Laboratory Services and two graduate students, elected to staggered two-year terms.

The duties of this committee are as follows:

A. To provide for training under the State of Delaware Right-to-Know law and the OSHA-mandated Chemical Hygiene Plan.

B. To carry out safety inspections of all teaching laboratories each semester and all research laboratories each year.

C. To initiate such changes in departmental policy and practice as might promote safety.

VI. SPACE AND FACILITIES COMMITTEE

The duties of the committee are as follows:

A. Recommendations to the Chair concerning the assignment of space for research and teaching.

B. Recommendations to the Chair on space for major equipment and departmental services.

C. Recommendations on matters affecting the departmental library.

VII. PLANNING COMMITTEE

This committee shall be composed of one member from each of the area committees and the Departmental Chair who shall serve as Chair of this committee.

The duties of this committee are as follows:

A. To serve as an internal advisory committee to the Chair concerning the long range plans of

the Department, including financial matters. Such plans will be periodically discussed with the Departmental Committee.

- B. To meet when appropriate with external advisory committees.
- C. To review periodically the departmental organization and bylaws and suggest revisions.

Adopted by vote of the Departmental Committee, October 3, 1991.