

THE UNIVERSITY OF GEORGIA DEPARTMENT OF GENETICS BYLAWS

I. Statement of Purpose

As the only teaching/research department of Genetics in the State of Georgia, its mission shall be:

To disseminate knowledge about the science of genetics through classroom instruction, specialized programs, and other opportunities for the intellectual, professional, and personal development of undergraduate students, graduate students, and postdoctoral fellows.

To generate and publish new knowledge about genetics and to seek solutions to societal problems related to the impact of genetics on the environment, human health, and biodiversity.

To provide service to the scientific community and the general public through meetings, consultation, technical information and assistance, as well as short-term training on issues pertaining to genetics.

To fulfill these purposes, the Department of Genetics defines its instructional, research, and public service missions as broadly as possible, and recognizes the need to solve genetics related problems as an overriding consideration in defining the overall mission of the Department.

II. Faculty

The Faculty shall consist of the teaching and/or research Instructors, Lecturers, Assistant Professors, Associate Professors, Full Professors, Research Scientists, both permanent and temporary, Academic Professionals, and individuals holding adjunct or courtesy appointments in the Department. Voting privileges are limited to faculty identified under Article IV. F.

III. Department Head

The Department Head is the administrator who manages the Department and who shall have the duties and responsibilities as outlined by the University and by the Franklin College of Arts and Sciences. Duties and responsibilities include, but are not limited to: budget, space, and instruction in the Department; representing the Department in and to the Administration of the University; providing leadership and focus for the Department;

representing the Department to agencies or individuals outside of the University. The Department Head shall serve as an ex, officio member of all committees of the Department.

IV. Faculty Meetings

- A. Meetings shall be held as required by the University statutes and/or Bylaws of the Colleges. At least two faculty meetings will be held each academic semester. The agenda for these meetings shall be distributed to the faculty and student representatives at least one week in advance of the meeting. Minutes will be taken of each faculty meeting and copies will be distributed to the faculty and student representatives within two weeks of the meeting.
- B. Special meetings shall be called as deemed necessary by the Department Head.
- C. Meetings shall be called upon a petition signed by at least one-third of the faculty. In such meetings discussions and actions shall be limited to items listed on an agenda distributed to the faculty at least one week in advance of the meeting by the petitioners.
- D. The Genetics Graduate Student Association shall have two representatives at all faculty meetings. Student representatives will be excused during personnel discussions.
- E. Unless otherwise specified, the Department Head shall preside at all faculty meetings.
- F. Voting privileges are limited to tenured and tenure-track permanent faculty assigned to the Franklin College Department of Genetics. The Genetics Graduate Student Association representatives shall have a single vote, with the exception of votes on promotion and tenure.
- G. For official business to be conducted at any meeting, a majority of the faculty eligible to vote as defined in Article IV. F must be present. This constitutes a quorum.
- H. In matters requiring formal approval by the faculty, such approval shall be a favorable vote by a majority of all votes cast.

V. Graduate Coordinator

A Graduate Coordinator shall be recommended to the Dean of the Graduate School by the Department Head from among the faculty who are members of the Graduate Faculty. The normal term of appointment will be for three years and is subject to renewal by the Department Head. The Graduate Coordinator shall report to the Department Head; he/she shall serve as the Department Head's representative in all matters pertaining to the Department's graduate program. Duties shall include, but are not limited to: supervising recruitment and admission procedures and processes; advising Unclassified Post-Graduate Students and students temporarily without an Adviser; monitoring graduate student performance and progress; serving as the Department's intermediary with the Graduate School; recommending appropriate administrative action for graduate students; recommending financial support for graduate students, approving and/or appointing all graduate student committees; developing rotation assignments for first-year students; monitoring all University actions or requirements pertaining to graduate students and to the graduate program; determining that graduate students meet all Department and Graduate School requirements; and other duties assigned by the department Head pertaining to the graduate program or graduate students. The Graduate Coordinator shall serve as a member and chair of the Graduate Affairs Committee (see Article VIII. B.). He/she shall keep the Department Head informed of important items or events pertaining to the graduate program or graduate students.

VI. Undergraduate Coordinator

An Undergraduate Coordinator shall be appointed by and shall report to the Department Head. The normal term of appointment will be for three years and is subject to renewal by the Department Head. The Undergraduate Coordinator shall serve as the Department Head's representative in all matters pertaining to the undergraduate program. Duties shall include, but are not limited to: assigning advisors to undergraduate majors; advising undergraduate majors; determining that degree requirements are met on a timely basis; maintaining communications among the students, faculty, and the Colleges; monitoring student progress and performance; recommending appropriate administrative actions at appropriate times; and carrying out other duties or requests as necessary regarding the undergraduate program. The Undergraduate Coordinator shall serve as a member and chair of the Undergraduate Affairs Committee. He/she shall keep the Department Head informed of events pertaining to the undergraduate program and undergraduate students.

VII. Standing Committees

- A. Standing Committees shall be the Executive Committee, the Graduate Affairs Committee, the Undergraduate Affairs Committee, the Space and Industrial Relations Committee, and the Instructional Evaluation Committee. Each

Committee shall be composed of at least three faculty members, each serving a staggered three-year term. Committee members may succeed themselves.

- B. The Department Head shall appoint such *ad hoc* committees as deemed necessary for efficient management of Departmental affairs.
- C. Appointments to standing or *ad hoc* committees shall be reviewed by the Executive Committee.
- D. Service on Departmental committees is expected of each faculty member as part of his/her participation in University governance.
- E. Where possible, all committees shall be balanced by discipline and academic rank.

VIII. Duties and Composition of Standing Committees

A. Executive Committee

Duties—shall act in an advisory capacity to the Department Head, shall be the committee responsible for duties not assigned to another committee, and shall carry out such duties as requested by the Department Head.

Composition—shall consist of four faculty members appointed by the Department Head and ratified by formal faculty approval

B. Graduate Affairs Committee

Duties—shall make recommendations to the Graduate Coordinator regarding admission of applicants to the graduate program, change of status of students in the program, identify deficiencies in previous academic work of accepted applicants or students requesting status change, and other duties associated with admission or graduate programs and degrees. Duties shall also include an annual evaluation of each graduate student in Genetics to determine: that satisfactory and timely progress is made toward meeting degree requirements; that graduate student requirements (i.e., teaching requirement, core course requirements, etc.) are met; shall act upon graduate student petitions for exemption from specific Department requirements; shall make recommendations regarding financial support; shall make recommendations regarding termination of graduate students whose academic or degree progress is unsatisfactory; and other matters to assure an academically strong graduate program.

The Graduate Affairs Committee shall advise the Department Head in all matters regarding the graduate curriculum, and shall be responsible for preparing recommendations and collecting data for decisions regarding the curriculum. All new graduate level courses must be reviewed and approved by the Graduate Affairs Committee. As part of its review, the committee will solicit comments from the faculty on each proposal for a new course.

Composition—shall consist of the Graduate Coordinator and four or more Graduate Faculty members who are appointed by the Department Head.

C. Undergraduate Affairs Committee

Duties—shall make recommendations to the Undergraduate Coordinator in regards to advising and the program of study for all undergraduate majors. Duties shall include advising undergraduate Genetics majors in their program of study, in career opportunities and any other subjects pertinent to their degree program. This committee will determine whether each undergraduate major is making satisfactory and timely progress toward meeting degree requirements and shall act upon undergraduate student petitions for exemptions from specific degree requirements.

The Undergraduate Affairs Committee shall advise the Department Head in all matters regarding the undergraduate curriculum and shall be responsible for preparing recommendations and collecting data for decisions regarding the curriculum. All new undergraduate courses must be reviewed and approved by the Undergraduate Affairs Committee. As part of its review, the Committee will solicit comments from the faculty on each proposal for a new course.

Composition—shall consist of the Undergraduate Coordinator and all faculty members who are appointed by the Department Head. All members of the Undergraduate Affairs Committee shall also serve as undergraduate advisors if asked.

D. Space and Industrial Relations Committee

Duties—shall make recommendations to the Department Head on all requests for the utilization of Departmental space and facilities; shall review all "Industrial Relations Statements" and shall inform the Department Head of any apparent conflicts of interest; shall review all requests for use of Departmental facilities for non-academic (i.e., commercial use) and shall make specific recommendations to the Department Head and the Departmental Executive

Committee; shall review the use of Departmental facilities and space by industrial scientists.

Composition—shall consist of three faculty members appointed by the Department Head.

E. Instructional Evaluation Committee:

Duties—shall periodically review and evaluate the teaching of each instructor in the Department of Genetics. The committee shall make its evaluations after attending a series of lectures and shall report to the Department Head in writing on its evaluation of the instructor, noting both positive aspects of the classroom presentation and materials as well as any suggestions for improving course content and presentation.

Tenured faculty will be reviewed once every five years as part of their post-tenure review unless an evaluation is needed for a promotion or award. Assistant Professors will be reviewed no later than the second year of her/his appointment and subsequently as needed for promotion and tenure.

Composition—shall consist of three faculty members appointed by the Department Head. Ad hoc members shall be appointed as needed.

IX. Adoption and Amendment of Departmental Policies and Procedures

Any member of the faculty or the student representatives may propose a procedure or policy or amendments of same that would be beneficial to the mission of the Department and the management of its programs. The proposed policy or procedure should be given in writing to the Department Head, who will present it to the Executive Committee for consideration. If approved by the Executive Committee, the policy or procedure will be circulated among the faculty and student representatives at least one week prior to a faculty meeting, at which time the proposal will be discussed and voted upon. The result of the vote will be announced to the faculty. A majority of all the votes cast must favor the policy or procedure for its adoption.

X. Research Professional Faculty

- A. An individual may be appointed to the rank of Temporary Research Professional provided external funding is assured. Nominees are expected to present a

departmental seminar prior to discussion and vote on their candidacy by the faculty.

Appointment to this rank requires formal approval of the faculty by majority vote. (See the UGA Research Policies and Procedures Handbook, pp. IV-12.)

- B. An individual may be appointed to the permanent Research Professional ranks when continuous funding is available. Only individuals who meet the standards for an appointment to the permanent Departmental faculty shall be nominated.

Approval by the faculty requires a majority vote.

XI. Academic Professional Faculty

Appointment to this rank shall follow the policies and procedures set forth by University of Georgia guidelines. Her/his appointment will require a majority vote of the faculty.

XII. Graduate Faculty

All faculty holding permanent appointments in the Department are expected to work with graduate students and to qualify for appointment to the Graduate Faculty. Nominations and reappointments to the Graduate Faculty shall be voted on by the faculty.

XIII. Adjunct /Courtesy Faculty

- A.. Only individuals who meet the standards for an appointment to the Departmental faculty, and who would be expected to qualify for appointment to the Graduate Faculty, shall be considered for Adjunct or Courtesy Faculty appointment (see Guidelines in Appendix I).

- B. The procedure for selection of Adjunct or Courtesy Faculty shall be as follows:

Nomination or application is by letter addressed to the Department Head and accompanied by a Curriculum Vita. The letter should describe the expected or existing interaction of the nominee with Genetics faculty and graduate students. The letter and the C.V. will be circulated to the faculty; nominees will be expected to give a seminar to the Departmental faculty and students. A vote will be taken, with approval requiring a majority vote.

Appointments of all Adjunct/Courtesy Faculty will be subject to renewal every five years. Renewal of Adjunct/Courtesy appointments will be as described for initial appointments (see Appendix 1).

XIV. Departmental Procedures for Promotion

- A. Faculty at the rank of Assistant Professor will be reviewed annually by all faculty at the rank of Associate or Full Professor. Faculty at the rank of Associate Professor will be reviewed annually by the Full Professors. These reviews will occur by the end of May. Each Assistant and Associate Professor will receive a letter from the Department Head summarizing results of his/her annual review within two weeks of the review.
- B. Procedures for promotion will follow those established by the University.
- C. Promotion to Associate Professor with tenure requires these additional procedures:
 - 1. Upon his/her initial appointment the Department Head shall advise each Assistant Professor in writing of the procedures and expectations for promotion to Associate Professor.
 - 2. All tenure-track faculty shall be formally reviewed by the Associate and Full Professors late in the academic year of their third year of employment. The review will be carried out in accordance with the current Tenure and Promotion guidelines issued by the Office of the Vice-President for Academic Affairs.

The reviewing faculty will discuss the candidate's progress toward promotion, after which the Department Head will make a written report of his/her evaluation as required by University guidelines.

XV. Grievances

Faculty, students, staff, and employees shall be provided the opportunity to have grievances heard in accordance with University of Georgia procedures. Grievances are first brought to the attention of the Department Head who will make the grievant aware of University of Georgia policies and procedures. If the grievance can not be resolved, either the Department Head or the person filing the grievance may request the grievance be heard by a committee within the Department (see below). Grievances to be heard by a Departmental committee shall be prepared in writing and presented to the Department

Head. A written committee report is to be given to the Department Head and the person bringing the grievance no later than three weeks after the Department Head received the written grievance. No member of a grievance committee shall have a direct interest in the grievance, and, if such is the case, the Department Head will appoint a replacement member. An individual bringing a grievance has the right to appear before the committee. The grievance committee shall obtain all necessary information to reach a fair and just decision; the committee report will specify the facts reviewed in reaching their decision. If an appeal of a committee decision is requested, the Executive Committee or an *ad hoc* committee will decide if a new hearing will be granted within the Department. Once all Departmental appeals have been exhausted, the grievant may appeal to the next level within the University grievance system.

A. Faculty Grievance

The grievance shall be heard by the Executive Committee unless the grievant requests that a special committee be appointed. Examples of grievances include, but are not limited to: teaching assignments, space, budget support, student complaints, promotion, and harassment.

B. Student Grievance

Grievances brought by a graduate student shall be heard by the Graduate Affairs Committee. Grievances brought by an undergraduate student shall be heard by the Undergraduate Affairs Committee. Examples of grievances include, but are not limited to: grades, class assignments, petitions denied, space, support, and harassment.

C. Staff Grievance

The Department Head shall appoint an *ad hoc* committee to hear staff grievances. The committee shall consist of at least one staff member and two faculty members.

Examples of grievances include, but are not limited to salary, working conditions, work versus job description, and harassment.

XVI. Amendments

The faculty may alter or amend all or part of these Bylaws by a two-thirds vote of the eligible faculty and student representatives, provided a draft of the proposed changes is given to the faculty and student representatives one week prior to the meeting.

APPENDIX I

Department of Genetics Guidelines for Adjunct and Courtesy Appointments

The primary obligation of the Department of Genetics is student education through formal courses and research training. The Department should make every effort to offer students an opportunity for educational experiences in areas outside of those available through the faculty in the Genetics Department. In this capacity, professionals in other departments or organizations may be important resources for our Department and thus may be tendered Adjunct or Courtesy faculty appointments. Adjunct status is provided for individuals who do not hold an appointment with the University of Georgia. Courtesy appointments are made to individuals who hold faculty status in another department at the University of Georgia. Adjunct or courtesy appointments should be recommended only when it is clear that the individual will have an opportunity to become actively involved, at some level, with the instructional program of the Department. Individuals recommended for Adjunct or Courtesy appointment in the Genetics Department are expected to meet the criteria given for University faculty appointment in The University of Georgia Guidelines for Promotions and Appointments.

Adjunct/Courtesy appointments to the University of Georgia Faculty are for a period of five years. Recommendations for adjunct/courtesy appointment may be submitted at an existing University professional rank or, in the case of an adjunct appointment, simply as Adjunct Research Scientist. Applications or nominations for Adjunct/Courtesy appointment should be made by letter with an accompanying C.V. to the Department Head. The letter should describe the expected or existing interaction of the applicant with Genetics graduate students. If given formal approval by the faculty, nomination files will be forwarded to the Dean of the Franklin College.

At the end of the appointment term, the individual will either be recommended for reappointment or terminated as an adjunct of the University Faculty. Consideration for reappointment will require an updated C.V. and a statement describing how the individual has and will interact with students and faculty. After review of the reappointment materials, a formal vote of the faculty shall be taken. Recommendations for reappointment, plus required background materials, will be submitted by the Department Head through the Dean of the Franklin College to the office of the Vice President of Academic Affairs. Final approval will be made by the Regents.