

BYLAWS OF THE DEPARTMENT OF BIOLOGICAL SCIENCES
New Jersey Institute of Technology

1. INTRODUCTION

The fundamental purpose of the New Jersey Institute of Technology (NJIT) Department of Biological Sciences, referred to herein as “the Department,” is to provide high quality and comprehensive teaching and research programs at the undergraduate, graduate and postdoctoral levels. In addition to teaching and research, members of the Department are expected to perform, and their evaluation will be partly based on their service contributions to the Department, the University and the community at large.

Like all academic departments at NJIT, the Department may establish a Federation with an academic department from another university, such as Rutgers University, according to the rules and procedures described in the NJIT Faculty Handbook. In the case of Federation, Federated bylaws must be adopted by the Department and approved by the University according to the procedures described in Section 9 below, and in the NJIT Faculty Handbook. If Federated bylaws are adopted, they shall govern the joint operations of the Federated Department without violating the bylaws of either Institution. The following Bylaws shall be reviewed and reapproved, as described in the Faculty Handbook, every 5 years.

Unless otherwise specified in these bylaws, meetings of the Department and its committees shall be conducted according to the rules of procedure in the most recent edition of Roberts’ Rules of Order Newly Revised.

No portion of these bylaws may violate the NJIT Faculty Handbook.

2. VOTING MEMBERSHIP AND ITS ADJUSTMENT

2.1 Voting Membership

In a given academic year the Voting Members of the Department will consist of all full-time Faculty holding the rank of Assistant Professor, Associate Professor, Professor, or Distinguished Professor, all full-time University Lecturers and all Senior University Lecturers with a primary or secondary appointment in the Department (This excludes Associate Members — see Section 8.) Voting Members participate in Department meetings and may be appointed to committees with full voting rights. Voting Members of the Department may vote in Department elections (see exceptions for election of Chair and adoption and modification of bylaws) and on matters of general policy, curriculum, and course development.

Voting Members who are on leave may attend meetings and take part fully in Department business if they wish to do so, subject to University personnel policies and regulations. However, they have a special status in regard to determining a quorum at meetings, as stated in Section 4.4 below.

2.2 Voting for election of Chair and adoption or modification of Department Bylaws

As specified in the NJIT Faculty Handbook and in these Bylaws, only Tenured and Tenure-track Faculty (as defined in Section 2.2.1 of the Faculty Handbook) with a primary affiliation in the Department of Biological Sciences are eligible to vote for adoption or amendment of Department Bylaws and for election of Department Chair, inclusive of Faculty who are on leave (subject to

University personnel policies and regulations), but exclusive of Faculty who hold administrative positions at the level of Dean or above.

3. DEPARTMENT ADMINISTRATION

3.1 The Department Chair

The Department Chair is the chief administrative officer of the Department. The Chair shall be elected by the Tenured and Tenure-Track Faculty of the Department as described in the Faculty Handbook. The Chair has the prerogative to form an Executive Committee (consisting of the Chair, the Associate Chair, the Graduate Program Director, the Undergraduate Program Director and the Research Director) to assist in the execution of the Chair's duties. This committee shall operate as an *ad hoc* committee (see below).

3.1.1 Duties of the Chair

- a. To assume general administrative responsibility for the programs of the Department, and to promote the effectiveness of the Department, the College, and the Institute by every appropriate means;
- b. To provide leadership for planning, growth, and departmental improvement;
- c. To represent departmental interests to respective Deans, Council of Chairs, and at other instances that they may be asked to attend;
- d. To evaluate, assess, and promote continuously the instructional, research, service, and administrative responsibilities of the Department, and to make appropriate recommendations to the Dean;
- e. To organize and conduct, as Chair of the Promotion & Tenure Committee (P&T, see below), evaluations of faculty performance reviews, and to recommend reappointments, promotions, and dismissals;
- f. To periodically evaluate members of the Department who are not T/TT, and report evaluations as required;
- g. To ensure that adequate supervision, advice, and training are afforded new members of the Department and other members who might profit thereby;
- h. To allocate available personnel and facilities to provide effective educational instruction, research, and service;
- i. To reconcile matters of departmental concern before escalating such matters to higher administrative authorities;
- j. To recruit, orient, and mentor new faculty members;
- k. To oversee and implement departmental curricula (with Curriculum Committees) and programs (with Assessment Committees);
- l. To ensure, through the responsibilities of the Undergraduate Program Director and the Graduate Program Director, that undergraduate and graduate students are properly advised and evaluated;
- m. To develop the departmental budget and to allocate resources of the Department and provide budget transparency (with the Executive Committee if appropriate);
- n. To assign teaching and other responsibilities to the Department faculty;
- o. To ensure that standing committees of the Department, the Graduate Program Director, Undergraduate Program Director and Research Director perform their duties as required by these bylaws;
- p. To conduct a search when a faculty line becomes available, following the guidelines described in the Faculty Handbook;

- q. To appoint teaching assistantships for eligible graduate students following discussion between the Chair, the Graduate Program Director and the Undergraduate Program Director.

3.2 Associate Chair

The Department shall have a position of Associate Chair. The Associate Chair will assist and support the incoming Chair, and will replace the Chair in his or her absence.

3.3 Undergraduate Program Director

3.3.1 Selection and Term

The Undergraduate Program Director is appointed by the Department Chair, and serves a three-year term. The Undergraduate Program Director may be any Voting Member of the Department. An incoming Department Chair, effective with the commencement of their term, may appoint a new Undergraduate Program Director, or replace the Undergraduate Program Director at any time after informing the Voting Members of the Department.

3.3.2 Duties

- a. All components of the undergraduate program report to the Undergraduate Program Director including, but not limited to advisement, curriculum development and implementation, assessment, admissions and recruitment, certifications, and scheduling;
- b. To assist the Chair and Graduate Program Director in assigning teaching assistants to undergraduate courses;
- c. To ensure that undergraduate students are properly advised, evaluated and mentored;
- d. To be the liaison with the higher administration on matters of undergraduate education, in particular as a member of, and Department representative to, the NJIT Committee on Undergraduate Education (CUE);
- e. To organize and conduct the review of all undergraduate programs and courses as needed or as required by university accreditation requirements.

3.4 Graduate Program Director

3.4.1 Selection and Term

The Graduate Program Director is appointed by the Department Chair, and serves a three-year term. The Graduate Program Director must be a tenured faculty member and a member of the Graduate Program of the Department. An incoming Department Chair, effective with the commencement of their term, may appoint a new Graduate Program Director, or replace the Graduate Program Director at any time after informing the Department Faculty.

3.4.2 Duties

- a. All components of the graduate program report to the Graduate Program Director including, but not limited to advisement, curriculum development and implementation, assessment, admissions and recruitment, certifications, scheduling, and staff allocations. Staff allocations must be made in consultation and with the approval of the Department Chair;
- b. To recommend the assigning of teaching assistants to courses in collaboration with the Chair and Director of Undergraduate Studies;
- c. To assist the Chair in assigning teaching assistantship lines to graduate students;
- d. To ensure that graduate students are properly advised, evaluated and mentored;

- e. To pursue sources of funding for the graduate program and students in collaboration with members of the graduate faculty;
- f. To form qualifying exam committees, dissertation exam committees and student advisory committees (*e.g.*, the Standards Committee) as needed in consultation with the Department Chair. To schedule and oversee the timely and proper execution of qualifying and dissertation examinations;
- g. To be the liaison with the higher administration on matters of graduate education, in particular, as representative of the Department to the NJIT Committee on Graduate Education, CGE);
- h. To organize and conduct the review of all graduate tracks and courses as needed or as required by university accreditation requirements;
- i. To maintain and periodically review the guidelines of the Graduate Program.

3.5 Research Director

3.5.1 Selection and Term

The Research Director is appointed by the Department Chair, and serves a three-year term. The Research Director must be a tenured member of the Graduate Program of the Department. An incoming Department Chair may appoint a new Research Director effective with the commencement of their term, or replace the Research Director at any time after informing the Department Faculty.

3.5.2 Duties

- a. To form a Research Committee to assist the Director;
- b. To monitor the research activities of the Department;
- c. To support and mentor junior faculty towards their successful application for tenure;
- d. To promote the visibility of the research activities of the Department;
- e. To be the liaison with the higher administration on research matters, *e.g.* grant applications;
- f. To review and approve grants and contracts (department-level approvals);
- g. To oversee the safety and effective execution of research activities in the Department.

4. DEPARTMENT MEETINGS

Any meeting may be conducted with members either physically present, teleconferencing or a combination thereof.

4.1 Regular Department Meetings

The Chair shall call and hold at least two meetings of the Voting Members of the Department each semester. Department meetings shall not be scheduled at the same times as scheduled meetings of the NJIT Faculty.

4.2 Special Department Meetings

Special meetings may be called by the Chair or by written request to the Chair by at least two Voting Members.

4.3 Notice of Meetings and Motions

A schedule of Department meetings for the semester shall be distributed to the Voting Members by the Chair by the second week of each semester. The Department Chair shall distribute to the Voting Membership of the Department notification of the date, time, and place of the next Department meeting, along with an agenda of specific items to be discussed, including motions requiring a vote. Except in cases of emergency, these materials should be distributed at least three business days in advance of the meeting.

4.4 Quorum

The quorum at Department meetings is a majority of the Voting Members. A Voting Member on leave but in attendance at a meeting shall be counted in determining a quorum for that meeting.

4.5 Voting Procedures

Unless otherwise specified in the Faculty Handbook or these bylaws, all decisions of the Department that require a vote shall be made at duly constituted Department meetings. A motion is adopted if a majority of votes cast are in favor. At the request of any Voting Member, a vote on a motion shall be taken by secret ballot during the meeting. Voting on a motion by mail or electronic ballot can be authorized by a majority vote at a Department meeting, as long as the Faculty Handbook or these bylaws do not specify a different voting method.

4.6 Election Procedure

All Department elections (except for election of Chair see 3.1 above) shall be decided by simple majority of the Voting Members. If there is no majority, there shall be a second ballot, listing the names of the two Members with the highest votes.

4.7 General Undergraduate Student Meetings

The Chair or Undergraduate Program Director shall hold at least one meeting per academic year with representative undergraduates to discuss undergraduate programs of the Department. Undergraduate students may be invited by the Chair or Undergraduate Program Director to participate in appropriate discussions in Department meetings.

4.8 General Graduate Student Meetings

The Chair or Graduate Program Director shall hold at least one meeting per academic year with representative graduate students to discuss the graduate programs of the Department. Graduate students may be invited by the Chair or Graduate Program Director to participate in appropriate discussions in Department meetings.

5. DEPARTMENT COMMITTEES

5.1 Standing Committees

Standing Committees perform continuing functions in the governance or operation of the Department and require permanence to carry out their charges effectively. Thus, Standing Committees have perpetuity and are terminated only by the specific action of the Department, and the terms of committee members may extend over several years. The Department Chair has the privilege of taking part in all standing committees as a non-voting *ex officio* member unless these bylaws specify otherwise.

5.1.1 Department Promotion and Tenure Committee

- a. The Department Promotion and Tenure (P&T) Committee is a special Standing Committee whose membership and duties are defined in Section 4.5.2 of the Faculty Handbook;

- b. Membership in the P&T committee is as specified in the Faculty Handbook;
- c. The quorum for P&T meetings consists of two thirds (2/3) of the eligible voters;
- d. Reappointment and Promotion: As advisory to the Department, a sub-committee consisting of 2 or 3 tenured faculty Members will be appointed by the Chair. The responsibilities of the sub-committee are the preparation of the reappointment/promotion packet and its presentation to the full P&T Committee;
- e. New appointments and Department membership changes shall be made as described in the Faculty Handbook.

5.1.2 Graduate Program Committees

The graduate program includes a number of standing committees which report to the Director of Graduate Studies. The names and charges of these committees are described in a separate document, the Graduate Program Guidelines.

5.1.3 Undergraduate Curriculum Committee (UCRC)

- a. Membership: The Committee includes the Undergraduate Program Director, and should be broadly representative of the programmatic mission of the Department. Members of the Undergraduate Curriculum Committee are appointed by the Undergraduate Program Director in consultation with the Chair.
- b. Duties
 - i. To evaluate and assess current curriculum requirements for undergraduate majors, minors, and non-majors, including honors courses;
 - ii. To work with faculty members to prepare and review proposals for new courses and make recommendations to the Department Members;
 - iii. To prepare, review, and recommend changes and enhancements in undergraduate curricula.

5.1.4 Research Committee

- a. Membership: The Committee includes the Research Director and other members appointed by the Research Director in consultation with the Chair.
- b. Duties
 - i. To assist the Research Director in the duties described in 3.5.2;
 - ii. To advise junior faculty towards their successful tenure review;
 - iii. To showcase the research performed in the Department and provide appropriate material for the Research section of the Department web page;
 - iv. To coordinate the safe and effective execution of research in the Department;
 - v. To identify opportunities for research collaborations among the department members, across departments and with other scientific institutions.

5.1.5 Committee on Lecturers

- a. Membership: The Committee on Lecturers is appointed by the Department P&T Committee, and consists of two Faculty Members and one Senior University Lecturer, the latter drawn from the Department if possible, or from the college or school of which the Department is part. The Committee on Lecturers reports to the P&T Committee, which shall submit its recommendations to the Chair.
- b. Duties
 - i. Conducting a search for open Lecturer positions;
 - ii. Reviewing Lecturers hired after July 1 of the new academic year prior to their renewal for a second year term;

- iii. Conducting annual reviews of each Lecturer. (The Senior University Lecturer on the Committee shall be recused from self-evaluation);
- iv. Reviews will be conducted each Spring and will include the relevant academic activities carried out during the previous Spring-to-Fall period. The committee must take into consideration all the material submitted by the Lecturer /Senior Lecturer;
- v. Reviewing dossiers of University Lecturers applying for promotion to Senior University Lecturer;
- vi. To write a set of guidelines governing the activities of the Committee on Lecturers, which must then be ratified by the Department P&T Committee.

5.2 Ad Hoc Committees

Ad hoc committees other than those standing committees mentioned in preceding sections may be formed by the Department Chair as needed and/or upon recommendation or suggestions by the Faculty.

Ad Hoc Committees are formed for a specific, limited purpose, and they cease to exist upon the completion of their charge, or at the end of the academic year following the year during which they were constituted, unless renewed by the Department Chair with a restated mandate.

5.3 Faculty Search Committees

Section 2.4.1.1.2 of the Faculty Handbook contains general rules which govern the creation and function of Faculty Search Committees. The Department may amend these bylaws in accordance with Section 8 below in order to include additional details on the role of the Department Chair and other Faculty members.

6. DEPARTMENTAL RECOMMENDATIONS FOR EMERITI STATUS

Section 2.3.3 of the Faculty Handbook contains the general procedure for awarding Professor Emeritus or Professor Emerita status to retired Faculty Members “who have served the University with distinction.”

A retired Faculty member shall be eligible to be considered for Emeriti status by the Department P&T Committee any time before the end of the semester following the official retirement date. If the Department P&T Committee votes in favor, the Department Chair shall send the Dean a recommendation for awarding the title of Professor Emerita or Professor Emeritus.

7. MEMBERS WITH SECONDARY APPOINTMENTS IN THE DEPARTMENT

Members of other NJIT departments wishing to take up a secondary appointment in the Department of Biological Sciences may be nominated by any member of the Department. The nomination must be approved by a majority of the Department members present and voting. As described in section 2.4.3 of the NJIT Faculty Handbook, such an appointment requires approval by the Chair, Dean and Provost.

Members with secondary appointments are voting members of the Department as defined in Section 2.1, but may not vote on bylaws or in Chair elections.

8. ASSOCIATE MEMBERS OF THE DEPARTMENT

Associate Members of the Department are members of other institutions in Federated Departments as defined in section 2.3.4 of the Faculty Handbook.

9. APPROVING AND AMENDING THESE DEPARTMENT BYLAWS

In accordance with Section 3.2.3 of the Faculty Handbook, proposed Department bylaws may be adopted or amended by a two-thirds majority of the votes cast only by Tenured and Tenure-track Faculty at any regular Department meeting, provided that they have been circulated in writing to the Voting Membership of the Department at least ten business days before the Department meeting at which they are considered.

Approved unanimously by the Department of Biological Sciences on August 12, 2020.

Approved by the Provost on _____ October 6, 2020_____