FACULTY GOVERNANCE

DEPARTMENT OF CHEMICAL AND BIOMEDICAL ENGINEERING

University of South Florida

PREAMBLE

This document shall not be construed in any manner so as to conflict with the Laws of the State of Florida, the policies of the State University System Board of Governors, the rules, regulations, and policies of the University of South Florida or the regulations and policies of the University of South Florida College of Engineering.

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1. FACULTY

1.1 MEMBERSHIP

The USF Department of Chemical and Biomedical Engineering, hereafter referred to as the Department, can confer one of the following classes of appointments on colleagues who wish to participate in the Department's activities. All individuals holding one of these classes of appointments shall be considered to be part of the Department faculty.

1.1.1 TENURED/TENURE TRACK FACULTY

The *tenured/tenure track faculty* shall consist of those employed full time and specified by the University as tenured or tenure earning (Assistant, Associate or Full Professor) in the Department. In general, tenured or tenure-track faculty will be hired from candidates possessing a Ph.D. in Chemical Engineering or a closely related field and who have academic, educational, and research interests that complement the strategic directions and mission of the Department.

1.1.2 NON-TENURE TRACK FACULTY

Commensurate with the strategic goals and mission of the Department, the Department may hire *non-tenure track faculty*. Such faculty will be given titles consistent with the policies of the USF College of Engineering and the University of South Florida, such as *Instructor*. In general, non-tenure track faculty will be hired from, and the accompanying faculty status will be accorded to, individuals who hold an advanced degree in Chemical Engineering or a closely related field with relevant experience and who are assigned instructional, research, and/or other academic duties in the Department. Such individuals will not be granted tenure.

1.1.3 EMERITUS FACULTY

Tenured faculty who retire from the Department in good standing may be appointed as Emeritus faculty by the President of the University of South Florida upon recommendation of the Department Chair and the Dean of the USF College of Engineering. Granting of such Emeritus Faculty status is generally in recognition of continued work with the Department after retirement and/or outstanding service to the Department during the faculty member's career at USF.

1.1.4 VISITING PROFESSORS

Visiting appointments may be granted to scholars by the Department who will be in residence, either in-person or virtually at least part-time, with the department to conduct teaching and/or research on a temporary basis. These Visiting Professor positions carry a title that includes professorial rank at the level of Assistant, Associate and Full Professor as appropriate given the appointee's scholarly record. These appointments are normally reserved for scholars working within the department on a temporary basis who currently hold or have recently held positions at other academic institutions at the time of appointment within the Department or who are adequately prepared and are planning to pursue an academic career. In general, the award of visiting faculty appointments will be after majority approval from a vote of the department faculty based on a review of the merits of a particular case. In extenuating circumstances, e.g. time sensitive appointments, the Department Chair may award such a visiting faculty appointment for a period of one year at which point the case should be reviewed by the departmental faculty and voted on in terms of award of any extension to the appointment. If a visiting faculty appointment for an individual has been approved by vote of the faculty, the Department Chair may renew such a visiting faculty appointment once for a period equal to its original approved duration without requiring reconsideration and vote by the departmental faculty.

1.1.5 COURTESY FACULTY APPOINTMENT

Courtesy Faculty appointments, which do not otherwise carry professorial rank, are granted to scholars who have an active scholarly relationship with the Department. Individuals holding courtesy faculty appointments are welcome to participate in the Department's intellectual life. A courtesy faculty appointment can be made for a period of up to 3 years. In general, the award of courtesy faculty positions will be after majority approval from a vote of the departmental faculty based on a review of the merits of a particular case. In extenuating circumstances, e.g. time sensitive appointments, the Department Chair may award such a courtesy faculty appointment for a period of one year at which point the case should be reviewed by the departmental faculty and voted on in terms of award of a normal 3 year term. The Department Chair may renew a courtesy faculty appointment once for a period of up to 3 years as appropriate without requiring reconsideration by the departmental faculty. An individual can be reconsidered in the future for an unlimited number of terms as a courtesy faculty member in the Department, with each subsequent 3 year reappointment requiring a departmental faculty vote of approval that needs only majority approval. A Courtesy Faculty appointment can be revoked by a majority vote of the faculty at any time.

1.1.6 ADJUNCT FACULTY

The Department Chair may appoint qualified individuals as *Adjunct Faculty* to teach courses on an as needed basis. Such *Adjunct Faculty* appointments will be for the specific term/duration of the course(s) for which the individual was appointed to teach.

1.1.7 JOINT APPOINTMENTS

Faculty who hold primary appointments in any department on any campus of USF can be granted a joint appointment in the Department. The normal appointment period for a joint appointment is for 5 years and award of a joint appointment is based on a faculty vote which is advisory to the Department Chair who makes the final decision with respect to all joint appointments. A faculty member at USF holding a joint appointment in the Department can list the Department's name as an official affiliation on all communications and publications including e-mails, grant proposals, journal papers, etc. and is encouraged to do so. They can, as appropriate, list themselves as an Assistant Professor/ Associate Professor/ Full Professor/ Professor in the Department of Chemical and Biomedical Engineering at the University of South Florida.

1.2 VOTING

Tenured and tenure track faculty have voting privileges in all departmental voting. Joint tenure-track and tenured faculty with at least 50% of their appointment (i.e. typically corresponding to at least 50% of their salary being administered by the Department) will also have voting rights in all departmental matters. Non-tenure track faculty shall have voting rights in all departmental matters except for votes involving tenure and promotion of tenure-track and/or tenured faculty. No other faculty has voting privileges in the Department. Faculty members with voting privileges who are on sabbatical or leave from the Department shall retain voting privileges and may vote on issues before the Department either in person or through the mail, email, or other similar means.

1.3 RECRUITMENT

1.3.1 TENURE-TRACK FACULTY

Faculty recruitment for tenure track appointments, i.e. those that generally begin with a rank of Assistant Professor without tenure (though in some cases may start at higher professorial rank without tenure under some circumstances such as when the candidate has significant non-academic experience), will in general be conducted by search committees or interview panels whose members are nominated by the Department Chair. All committees and panels will conduct searches consistent with USF College of Engineering and University of South Florida guidelines. The committees or panels will establish a procedure for candidate screening in coordination with the Department Chair, and such procedures will be available for review by the departmental faculty. The committees or panels will, within the guidelines allowed by university hiring processes, provide a list of recommended candidates to the Department Chair for their consideration. The Department Chair will, at their discretion, then select a list of candidates with whom to conduct formal interviews. Those formal interviews will generally take place in-person on the University of South Florida campus, though under extenuating circumstances may be conducted in whole or in part through other means such as web conferences. Departmental faculty, or search panels as appropriate, will provide feedback to the Department Chair concerning the suitability of candidates with whom formal interviews are conducted. This feedback will generally include a vote of the faculty concerning extending an offer to a particular candidate. All such feedback is advisory to the Department Chair

who ultimately retains the right to recommend any candidate to the Dean of the USF College of Engineering for hiring as a tenure-track faculty member in the Department. For cases where an offer is to be made at a level above Assistant Professor, the Department Chair, in consultation with the faculty through means such as a faculty vote, will determine the appropriate rank at which to recommend the candidate be hired. The Department Chair, in consultation with the Dean of the College of Engineering, will conduct the final recruiting negotiations and negotiate formal offers as appropriate and consistent with the strategic objectives and missions of the Department, USF College of Engineering, and the University of South Florida.

1.3.2 TENURED FACULTY

Faculty recruitment for positions which will begin with the intention to immediately grant tenure, i.e. cases where tenure is immediately granted based on the individual's past scholarly record and previous position as a tenured faculty member at another academic institution, will in general be conducted by search committees or interview panels nominated by the Department Chair. All committees and panels will conduct searches consistent with USF College of Engineering and University of South Florida guidelines. The committees or panels will establish a procedure for candidate screening in coordination with the Department Chair, and such procedures will be available for review by the departmental faculty. The committees or panels will, within the guidelines allowed by university hiring processes, provide a list of recommended candidates to the Department Chair for their consideration. The Department Chair will, at their discretion, then select a list of candidates with whom to conduct formal interviews. Those formal interviews will in general take place in-person on the University of South Florida campus, though under extenuating circumstances may be conducted in whole or in part through other means such as web conferences. Departmental faculty, or search panels as appropriate, will provide feedback to the Department Chair concerning the suitability of candidates with whom formal interviews are conducted. This feedback will generally include a formal vote of the faculty concerning extending an offer to a particular candidate. Normally such tenured faculty members would be hired at a rank commensurate their existing rank at their current academic institution as appropriate. For cases where an offer would be made at a level above the candidate's current academic rank at another institution or where a rank above Assistant Professor is to be granted for a candidate not holding a professorial rank at another institution at the time they are hired, the Department Chair in consultation with the faculty (e.g. through means such as a faculty vote) will determine the appropriate rank at which to recommend the candidate be hired. All such feedback is advisory to the Department Chair who ultimately retains the right to recommend any candidate to the Dean of the USF College of Engineering for hiring as a tenured faculty member in the Department. The Department Chair, in consultation with the Dean of the College of Engineering, will conduct the final recruiting negotiations and negotiate formal offers as appropriate and consistent with the strategic objectives and missions of the Department, USF College of Engineering, and the University of South Florida.

1.3.3 DIRECT RECRUITMENT OF TENURE-TRACK OR TENURED FACULTY

In cases where there are opportunities to directly recruit outstanding early, mid-career, and senior faculty members who already have an established record that would justify their direct recruitment and hiring, the Department Chair can make a recommendation to the faculty that such a direct recruitment should occur and the departmental faculty will be allowed to provide feedback to the Department Chair on the suitability of the candidate for a position within the Department. This feedback on such a direct recruitment candidate will generally include a faculty vote concerning extending a formal hiring offer to the candidate. In general, such tenure-track or tenured faculty members would be hired at a professorial rank commensurate their existing rank at the academic institution from which they are being recruited. For cases where an offer would be made at a level above the candidate's current academic rank at another institution or where a rank above Assistant Professor is to be granted for a candidate not holding a professorial rank at another institution at the time they are hired, the Department Chair in consultation with the faculty (e.g. through means such as a faculty vote) will determine the appropriate rank at which to recommend the candidate be hired. Generally, if a candidate holds tenure at another academic institution, they will be hired with the immediate intention to award them tenure at the University of South Florida upon their hiring. The Department Chair, in consultation with the department faculty, can decide in extenuating circumstances to make such a hiring offer without immediate application for tenure of a candidate already holding tenure at another institution. All such feedback on possible direct recruitment candidates is advisory to the Department Chair. The Department Chair retains the right to recommend hiring of such a candidate to the Dean of the College of Engineering, and in consultation with the Dean of the College will conduct the final negotiations and negotiate formal offers as appropriate and consistent with the strategic objectives and missions of the Department, USF College of Engineering, and the University of South Florida.

1.4 ANNUAL EVALUATION CRITERIA

First version drafted by the Bylaws Committee in Fall 2022; Faculty discussion, input, and edits in Fall 2022 & Spring 2023; Pre-Final version drafted by Chair in August 2023; Approved by Dr. Steven Tauber, Vice Provost, August 17, 2023

Presented to ChBME faculty at meeting on August 18, 2023 for review and edit suggestions.; Voted by ChBME faculty (9: yay, 0: abstain, 0: nay) to accept the document during faculty meeting on August 18, 2023.

Appended to the ChBME governance document and sent to the Provost's office for their records on August 18, 2023.

The Annual Evaluation Criteria (AEC) is an assessment of an individual faculty member's effort in assigned duties during the academic year. Assigned duties are in the categories of teaching, research, and service. The percentage weighting of each category is determined by the department chair in consultation with each faculty member to balance the needs of the department and the professional goals of each faculty member. Assignments will be provided in writing to each faculty member by the department chair at the beginning of each annual evaluation period. In the situation where an

assignment must be changed due to changes in departmental needs, the department chair will provide the faculty member with 60 days' notice of the change. A scale of 1-5 will be used (0.5-point increments may be assigned).

The AEC is distinct from the tenure and promotion process, which is a summative assessment of contributions commensurate with the expectations of tenure and promotion as judged and assessed by the guidelines/procedures set forth by the UFF Collective Bargaining Agreement. Cumulative positive evaluation results on the AEC do not guarantee tenure or promotion.

Evaluation criteria balance the short and long-term goals of the department and each faculty member. Variation among faculty is anticipated, and a wide range of activities may be met with a satisfactory performance in a weighted average on the AEC. Expectations in each category will be in correlation to the faculty rank and ratings will be based on all the information provided by the faculty in an annual report and will also consider the amount of effort assigned to each faculty in a category. Failure to submit a complete annual report of a ChBME faculty member by the established deadline will result in a rating of 0 in all areas of assigned duties.

All evaluative criteria outlined below are general guidelines and are not exhaustive.

I. RESEARCH

Outstanding (5) in research enhances the research mission of ChBME. This rating might entail a combination of activities such as, but not limited to, those described below:

(a) Funding of grants or contracted research
(b) Publication of peer reviewed manuscripts or book chapters
(c) Publication of books
(d) Innovation and discovery in engineering by patents, licensing, and commercialization activity
(e) Delivery of research presentations and invited seminars
(f) Major prizes or awards related to research
(g) Evidence of outstanding research supervision of postdoctoral scholars and multiple graduate students supported on external research funding. This could include mentorship of students through major research milestones such as journal publications with student co-authors and receipt of major awards by students.

Strong (4) in research maintains the research mission of ChBME. This could include, but is not limited to:

(a) Submission of proposal for external grants or contracted research
(b) Grant administration and grant-related research activities involving ongoing grants (e.g., instrument development, data collection, data analysis and interpretation)
(c) Post-grant activities (e.g., reporting)
(d) Publication of peer reviewed manuscripts or book chapters

(e) Preparation or submission of book(s) for publication
(f) Research presentations
(g) Prizes or awards related to research
(h) Active research supervision of multiple graduate students.

Satisfactory (3) in research reflects efforts to support the research mission of ChBME. This rating might entail a combination of activities such as, but not limited to, those described below:

(a) Documentation of progress towards a grant proposal/contract or submission of grant proposal/contracts
(b) Documentation of progress towards the submission of peer reviewed manuscripts or book chapters
(c) Documentation of research supervision of either graduate or undergraduate students, or postdoctoral scholars, or REU or RET participants
(d) Documentation of research presentations.

Weak (2) in research reflects a lack of contributions and progress towards support the research mission of ChBME. This rating reflects the following:

(a) Lack of substantive progress towards a grant proposal /contract or submission of a grant proposal/contract
(b) Lack of substantive progress towards submission or publication of peer reviewed manuscripts or book chapters
(c) Lack of substantive progress towards preparation, submission, or publication of books
(d) Lack of progress towards preparation and/or delivery of research presentations
(e) Lack of research mentorship of undergraduate or graduate students

Unacceptable (1) in research reflects no effort to support the research mission of ChBME. To receive this rating, all the following must be met:

(a) No evidence of preparation, submission, or funding of grants or contracted research
(b) No evidence of preparation, submission, or publication of peer reviewed manuscripts or book chapters
(c) No evidence of preparation, submission, or publication of books
(d) No evidence of preparation and/or delivery of research presentations
(e) No research mentorship of undergraduate or graduate students

II. TEACHING

Outstanding (5) in teaching enhances the teaching mission of ChBME. This rating might entail a combination of activities such as, but not limited to, those described below:

(a) Contributions to student learning through the implementation of teaching innovations
(b) New course development
(c) Leadership in curriculum development or assessment

(d) Receipt of teaching awards
(e) Mentorship of undergraduate and/or graduate students through significant career milestones, e.g., graduation, employment
(f) Contributions to the intellectual development of students through supervision of undergraduate or graduate theses or dissertations
(g) Student evaluations of teaching significantly above department or college average and/or student narratives indicative of instructor effectiveness
(h) Demonstrated use of evaluations for continual teaching improvement
(i) Publication of books, articles, or book chapters related to teaching or teaching pedagogy

Strong (4) in teaching maintains the teaching mission of ChBME. This rating might entail a combination of activities such as, but not limited to, those described below:

(a) Contributions to student learning through significant course revisions/development
(b) Documentation of improving teaching as evident by participation in teaching workshops, peer evaluation, etc.
(c) Nominations and/or honorable mention for teaching awards
(d) Student evaluations of teaching at or above department or college average and/or student comments indicative of instructor effectiveness
(e) Regularly teaching curriculum-critical courses and/or courses with significant enrollment
(f) Contributions to the intellectual development of students through participation in undergraduate or graduate theses or dissertation committees

Satisfactory (3) in teaching reflects efforts to support the teaching mission of ChBME. This rating might entail a combination of activities such as, but not limited to, those described below:

(a) Evidence of satisfactory teaching of assigned courses
(b) Documentation of instructional improvement plans based on student evaluations.
(c) Documentation of progress towards the submission of a peer reviewed manuscript related to teaching or teaching pedagogy

Weak (2) in teaching reflects a lack of contributions sufficient to maintain the teaching mission of ChBME. This rating reflects the following:

(a) Documented teaching quality or outcomes well below departmental standards.
(b) If an instructional improvement plan is in place addressing prior unsatisfactory or unacceptable teaching ratings, lack of progress towards the outcomes of an instructional improvement plan.
(c) No active participation in curricular or pedagogical development and/or innovation in engineering education

Unacceptable (1) in teaching reflects no effort to support the teaching mission of ChBME. To earn this rating, all the following must be met:

(a) No teaching of a class at the undergraduate or graduate level.
(b) No participation on thesis committees at the undergraduate, masters, or PhD level.

(c) No preparation, submission, or publication of books or manuscripts or presentations related to teaching or pedagogy.

III. SERVICE

Outstanding (5) in service enhances the service mission of ChBME. This rating might entail a combination of multiple activities such as, but not limited to, those described below:

(a) Leadership positions in international, national, or regional professional organizations
(b) Leadership activities related to societies, organizations, or publishers, including conference or symposium organization, or professional workshops.
(c) Serving on boards or review panels for award granting agencies.
(d) Engaged leadership or major contributions to service activities within the department, college, or university level. This could include but is not limited to the following: active leadership of a departmental committee; major contributions to the success of a committee; leadership of or major contributions to departmental curricular development, recruiting, or administration; leadership of assessment activities for degree programs
(e) Awards for service and/or outreach related activities

Strong (4) in service maintains the service mission of ChBME. This rating might entail a combination of multiple activities such as, but not limited to, those described below:

(a) Significant contributions to service activities within the department, college, or university level. This could include but is not limited to the following: significant contributions to a departmental committee; significant contributions to departmental curricular development, recruiting, or administration
(b) Peer review activities in the publication of scientific works
(c) Peer review in the funding process
(d) Organization and participation in department seminars
(e) Outreach or service to the community and other institutions

Satisfactory (3) in service reflects efforts to support the service mission of ChBME. This rating might entail a combination of activities such as, but not limited to, those described below:

(a) Efforts to participate in service-related activities (e.g. running for a leadership position, adviser of student chapters of professional organizations)
(b) Efforts to introduce initiatives at the department, college, or university level
(c) Record of substantive contributions to departmental, college, and/or university-level committees or shared-governance activities

Weak (2) in service reflects minimal efforts to support the service mission of ChBME. This rating reflects the following:

(a) membership in few committees within the department and university

(b) no record of substantive contribution to activities at a level consistent with normal faculty contributions to shared governance (e.g. routinely is absent from faculty meetings without cause, does not share in duties of the committees, etc.)
(c) minimal effort for service in the community and in professional organizations
(d) minimal service at the national/international level

Unacceptable (1) in service reflects no effort to support the service mission of ChBME. To earn this rating, all the following must be met:

(a) No service within the department, college, or university.
(b) No service at the community level.
(c) No service at the professional level.
(d) No service at the national/international level.

2. ADMINISTRATION

2.1 DEPARTMENT CHAIR

2.1.1 SELECTION OF A DEPARTMENT CHAIR

2.1.1.1 INTERNAL SEARCH

All senior tenured faculty in the Department (Associate Professor or above) are eligible to be appointed as Department Chair for the Department of Chemical and Biomedical Engineering. The Dean of the College of Engineering will appoint a search committee to identify, including by self-nomination of a faculty member, and interview eligible candidates for the position. The search committee will make recommendations to the Dean of the College of Engineering who will then select and appoint the Department Chair.

2.1.1.2 EXTERNAL SEARCH

The Dean of the College of Engineering will appoint a search committee after consultation with the faculty. The search committee will develop a list of candidates, manage the interviews, and identify a roster to be recommended to the Dean for the position upon consultation with the faculty. The Dean of the College of Engineering, in consultation with the Provost, shall appoint the Department Chair. Every effort should be made to find a permanent Department Chair within one year after the appointment of an Interim Chair, if such an Interim Chair is appointed.

The Department Chair must be a tenured member of the Department or meet all tenure criteria for the department.

2.1.1.3 UNSUCCESSFUL SEARCHES

If the Dean of the College of Engineering decides not to select any of the candidates presented to them, from either an internal or external search as appropriate, they will appoint an Interim Chair in consultation with the faculty and reopen the search for a permanent Department Chair.

2.1.2 TERM OF OFFICE OF THE DEPARTMENT CHAIR

The Department Chair will normally be appointed for a five year term. The Department Chair serves at the pleasure of the Dean.

If the Department Chair is temporarily unable to serve for an extended period (defined as 3 months or more), the Dean shall appoint (in consultation with the current Department Chair and the members of the faculty), an Acting Chair for the period during which the Department Chair will be unable to serve and fulfill their duties. The Acting Chair may serve for a maximum of one year before their continued service as Acting Chair must be approved by majority faculty vote. No Acting Chair can serve for more than a total of two years. If the permanent Department Chair becomes unable to fulfill their duties for a period of more than one year, a search for a new permanent chair shall be conducted. If the permanent Department Chair is unable to resume their duties within two years from the time an Acting Chair is appointed, a new permanent Department Chair shall be named based on the search conducted. If that search is unsuccessful and a new permanent Department Chair cannot be named within two years of the Department Chair becoming unable to fulfill their duties or if the Department Chair position becomes vacant, the Dean shall appoint an Interim Chair from amongst eligible tenured faculty within the department. Upon appointment of an Interim Chair, a process to appoint a permanent Chair should be initiated by the Department and the Dean as soon as possible through either an internal or external search as appropriate. Every effort should be made to find a permanent Department Chair within one year after the appointment of an Interim Chair.

2.1.3 RESPONSIBILITIES OF THE DEPARTMENT CHAIR

The Department Chair is the Executive Officer of the department and has the nominal powers and responsibilities as delegated by the President, Provost, and Dean of the College. The Department Chair will provide leadership and direct administration of the Department. The Department Chair advocates the Department's needs and promotes policies that would advance both the Department and the College of Engineering.

The Department Chair will present a summary of the expenditures of the Department for the previous year to the departmental faculty for discussion on an annual basis. The Department Chair will also present on an annual basis a summary of the budget for the upcoming year that has been proposed to the administration. A summary of the final budget, approved by the College of Engineering and other administration as appropriate, shall be presented to departmental faculty, if and when available.

In addition to the general administration of department affairs, the Department Chair's duties include the following:

1. Foster excellent teaching, research, service, and other scholarly activities in the Department.
2. Foster the development of each faculty member's academic talents and interests.
3. Propose Department goals and coordinate strategic planning within the Department.

4. Promote and publicize the academic, research, and outreach missions and programs of the Department.

5. Coordinate the recruitment of new faculty members and negotiate salaries and terms for hiring of such new faculty members.

6. Negotiate and obtain commitments for salary, start-up packages, and other hiring offer needs from the College of Engineering, the USF Provost's Office, and the Office of Research and Innovation for hiring of new faculty;

7. Prepare and transmit departmental recommendations on promotion and tenure.

8. Allocate all departmental funds, space, and staff services.

9. Schedule courses and assign faculty teaching responsibilities.

10. Assign, discuss, and approve all assigned duties with faculty members.

11. Perform annual reviews of faculty.

12. Make recommendations to the Dean of the USF College of Engineering in an appropriate manner with regard to faculty salary increases after considering annual faculty reports and evaluations.

13. Transmit to the departmental faculty members, individuals, committees, or other groups of faculty any University and College guidelines, procedures and policies that are pertinent to their role as soon as possible upon receipt of such information by the Department.

14. Make appointments to departmental committees where the Department Chair shall seek broad representation of the interests and experience of the Faculty, consistent with the purpose for which the Committees are established.

15. Make appointments for supporting administrative positions in the Department. The Department Chair shall work with each of these individuals to determine and assign various duties to each of these positions to support both the undergraduate and graduate programs within the department.

16. Create and appoint faculty to ad hoc committees as needed, often in consultation with existing departmental committees, the faculty, or the Faculty Advisory Committee (FAC).

17. Coordinate external reviews of the Department.

The Department Chair, as appropriate and as needed, may elect to delegate any of these responsibilities in-part or in-whole to one of the four supporting academic leadership positions within the department, to individual departmental faculty, and/or to departmental staff. The Department Chair shall seek the advice of members of the department, the Faculty Advisory Committee, and departmental committees as appropriate. The Department Chair shall, where possible and appropriate, solicit the opinions and advice of departmental faculty in major decisions affecting the instructional, financial, and material resources of the Department.

2.1.4 EVALUATION OF THE DEPARTMENT CHAIR

In accordance with the bylaws of the College, the College Governance Committee shall oversee a faculty evaluation of the Department Chair every spring. The evaluation consists of votes of approval or disapproval and written comments collected from the departmental faculty members. The results of the evaluation shall be forwarded to the Department Chair and the Dean of the College of Engineering by the representative member of the College Governance Committee.

2.1.5 REMOVAL OF THE DEPARTMENT CHAIR

The faculty may recommend the removal of the Department Chair to the Dean of the USF College of Engineering by a two-thirds vote of the non-tenure track, tenure-track, and tenured members of the departmental faculty.

2.2 ASSOCIATE CHAIRS

The Department Chair may be assisted by one or more Associate Chairs. Typically, the Department will at any given time have an Associate Chair for Undergraduate Studies and an Associate Chair for Graduate Studies, though a Department Chair has the right to eliminate during their term any of these positions or to create new Associate Chair positions as needed. These Associate Chair positions will be appointed at the discretion of the Department Chair and serve at the pleasure of the Department Chair. While an Associate Chair is generally responsible for oversight and coordination of all portions of the Department's activities that fall within the purview of their position, they will generally focus on outward facing operations of the department (e.g. the Associate Chair for Undergraduate Studies will have as one responsibility to focus on developing and maintaining corporate relations to enhance amongst other things undergraduate placement and the Associate Chair for Graduate Studies will have as one responsibility to focus on graduate student recruitment). The faculty can vote to recommend removal of an Associate Chair by the Department Chair upon two thirds vote of the voting faculty. The Associate Chairperson(s) shall be members of the non-tenure track, tenure-track, or tenured departmental faculty. An Associate Chair shall not be a member of the Faculty Advisory Committee during their terms of service as Associate Chair.

2.3 DEPARTMENTAL COORDINATORS

The Department Chair may be assisted by one or more Departmental Coordinators. Typically, the Department will at any given time have an Undergraduate Coordinator and a Graduate Coordinator, though a Department Chair has the right to eliminate during their term any of these positions or to create new Departmental Coordinator positions as needed. These Departmental Coordinator positions will be appointed at the discretion of the Department Chair and serve at the pleasure of the Department Chair. Departmental Coordinators will generally be responsible for oversight and

coordination of portions of the Department's activities that fall within the purview of their position and will generally focus on inward facing operations of the department (e.g. the Undergraduate Coordinator will oversee undergraduate advising activities and activities related to improving matriculation rate of students while the Graduate Coordinator will oversee graduate student advising and activities related to graduate student matriculation). The faculty can vote to recommend removal of a Departmental Coordinator by the Department Chair upon two thirds vote of the voting faculty. The Departmental Coordinator(s) shall be members of the non-tenure track, tenure-track, or tenured departmental faculty.

3. FACULTY MEETINGS

1. A quorum is defined as the presence/participation of a majority in number of the voting faculty in residence for the semester during which the faculty meeting is called. Faculty on sabbatical or on leave of absence are not considered to be in residence and are not counted in the total number of faculty required for obtaining a quorum, but they retain their voting rights and can count as a present/participating faculty member if they choose to participate in a meeting in-person or through other means such as a web conference.

2. The Department Chair will convene the faculty at least once each semester. Other meetings may be called by the Department Chair as needed. Meetings may also be called by a petition signed by at least 33 percent of the faculty in residence. Meetings will be scheduled so as to maximize the number of faculty who can attend. All faculty meetings, except those that may be required for extenuating circumstances or in emergency situations, will be announced via email, calendaring system, or other similar means and announced at least 48 hours prior to the meeting. Any faculty serving on college and/or university committees shall report on such activities as needed and appropriate during such faculty meetings.

3. Ordinarily the Department Chair will chair the faculty meeting. In cases where the Department Chair will be unable to chair a faculty meeting, they can appoint another faculty member to chair the meeting. The Department Chair may make proposals and suggestions, participate actively, and lead discussions, but shall not make formal motions during a faculty meeting. The Department Chair is a voting member of the department and their right to vote is not confined to the case of breaking a tie. However, the Department Chair will refrain from participating in voting as a faculty in tenure and promotion cases since the chair holds a separate vote and method of input on such matters.

4. Informality is desired in the conduct of the faculty meetings. However, in the case of unresolved disagreements as to procedure, Robert's Rules of Order shall apply except as otherwise specified in these bylaws.

5. A secret ballot will be taken if a personnel issue is involved, if the Department Chair believes the issue demands one, or if any faculty member requests a secret ballot either before or during the meeting for any vote that will take place.

6. Minutes of all meetings will be kept, distributed to the faculty, and retained as a permanent record in the department. The actions taken regarding students, faculty, faculty recruiting or

other personal matters will be confidential and will not be included in the general minutes. Records of such matters will be retained by the Department Chair who shall make them available only to those appropriate and as needed.

7. The representative from the Department that serves on the College Governance Council will be appointed by the Department Chair, in consultation with the faculty through means such as a faculty vote.

4. COMMITTEES

4.1 APPOINTED STANDING COMMITTEES

The Department shall maintain the following standing committees. Assignment of faculty to these committees for open positions, i.e. those other than ex-officio positions on committees occupied automatically by faculty who hold other leadership positions relevant to the committee, shall be at the discretion of the Department Chair. Each committee shall also have a Committee Chair selected by the Department Chair. In addition to these standing committees, the Department Chair, in consultation with the faculty and other departmental leadership, shall retain the right to form other ad-hoc committees as are deemed necessary and helpful to the continued operations of the Department.

Assessment Committee

The mission of this committee is to oversee activities associated with assessment of our educational programs for accreditation and program review activities. This committee will create and oversee policies and procedures with respect to such internal and external review activities.

Membership: Relevant departmental leadership including *ex officio members:* ABET & SACS Coordinator, Department Chair, Undergraduate Coordinator, Associate Chair for Undergraduate Studies, Chair of Undergraduate Studies Committee, Associate Chair for Graduate Studies, Graduate Coordinator, Chair of Graduate Studies Committee

Bylaws Committee

The mission of this committee is to periodically review the departmental bylaws and propose revisions and amendments as appropriate.

Membership: 5 or more members, *ex officio members:* Department Chair, Associate Chair for Graduate Studies, Associate Chair for Undergraduate Studies.

Communications Committee

The mission of this committee is to oversee internal and external departmental communications to its stakeholders. A primary duty for the committee is to coordinate the publication of a biannual newsletter and maintenance of a quality departmental website.

Membership: 7 or more members, *ex officio members:* Department Chair, Associate Chair for Graduate Studies, Graduate Coordinator, Associate Chair for Undergraduate Studies, Undergraduate Coordinator, Academic Service Administrator for the Department.

Faculty Awards Committee

The mission of this committee is to identify awards for which our faculty could be eligible, to solicit input from faculty on potential award nominations, and to work with faculty to put together nomination packages and oversee the nomination of faculty for awards. A primary source of input to this committee is the yearly annual report from each faculty member which in general shall contain a section regarding which awards each faculty member feels they would be eligible for in the coming year.

Membership: 4 or more members, *ex officio members:* Department Chair.

Graduate Recruiting and Admissions Committee

The mission of this committee is to oversee activities related to graduate student recruiting and admissions for the department.

Membership: 5 or more members, *ex officio members:* Associate Chair for Graduate Studies, Chair of Graduate Studies Committee, Graduate Coordinator, and Department Chair.

Graduate Studies Committee

The mission of this committee is to monitor and review all activities associated with the graduate education activities of the department and to act as the primary faculty body that proposes changes in the way the department accomplishes its graduate education mission. Therefore, it is anticipated that the committee will work to develop proposals for changes to existing policies and procedures, new activities, new courses, curriculum revisions and changes, and other matters related to graduate education within the department so that the full faculty can vote on such issues.

Membership: 7 or more members, *ex officio members:* Associate Chair for Graduate Studies, Graduate Coordinator, Department Chair. Two or more members of the faculty other than *ex officio* members and two or more graduate student representatives.

Safety Committee

The mission of the safety committee is to oversee and review policies and procedures with respect to the safety practices involving all aspects of department activities (e.g. both undergraduate and graduate level activities, both teaching and research activities etc.). The committee will develop proposals for faculty review and voting with regard to departmental safety practices. The committee will also then exercise oversight to ensure enforcement and compliance with university, college, departmental, and other appropriate safety policies.

Membership: 6 or more members, *ex officio members:* Department Chair, Associate Chair of Graduate Studies, Graduate Coordinator, Associate Chair for Undergraduate Studies, and Undergraduate Coordinator.

Seminar Series Committee

The mission of the seminar series committee is to work with the Department Chair and faculty to program a dynamic seminar series that brings in seminar speakers that reflect the range of diverse fields representative of modern chemical engineering.

Membership: 2 or more faculty members

Student Awards

The mission of this committee is to oversee recurring student awards for which the department must select or nominate students, identify and advertise awards for which our undergraduate and graduate students are eligible, solicit input from faculty and students on potential award nominations, and work with faculty and students to put together student nomination packages and oversee their nomination for awards.

Membership: 5 or more members, *ex officio members:* Undergraduate Coordinator, Graduate Coordinator, Associate Chair for Graduate Studies, Associate Chair for Undergraduate Studies, AIChE Student Chapter Advisor)

Undergraduate Studies Committee

The mission of this committee is to monitor and review all activities associated with the undergraduate education activities of the department and to act as the primary faculty body that proposes changes in the way the department accomplishes its undergraduate education mission. Therefore, it is anticipated that the committee will work to develop proposals for changes to existing policies and procedures, new activities, new courses, curriculum revisions and changes, and other matters related to undergraduate education within the department so that the full faculty can vote on such issues.

Membership: 7 or more members, *ex officio members:* Undergraduate Coordinator, Associate Chair for Undergraduate Studies, Department Chair, American Institute of Chemical Engineers (AIChE) Student Chapter Advisor. Two members of the faculty in addition to *ex-officio members* plus two or more undergraduate student members.

4.2 TENURE AND PROMOTION COMMITTEE

The departmental Tenure Committee shall consist of all tenured faculty in the department. The departmental Promotion Committee shall consist of all tenured faculty of rank greater than the candidate under consideration. The chair of these committees shall be appointed by the Department Chair prior to their first meeting of the academic year which will be called by the Department Chair if and when needed in a year in which a tenure or promotion case will be considered by the Department. The Department Chair will be a nonvoting member of both the Tenure and Promotion Committees since the Department Chair has a separate vote and input into both tenure and promotion process matters.

4.2 ELECTED STANDING COMMITTEES

4.2.1 FACULTY ADVISORY COMMITTEE (FAC)

4.2.1.1 COMPOSITION

The departmental Faculty Advisory Committee (FAC) is established according to the directives of the university. The Faculty Advisory Committee is composed of at least four members elected by secret written ballot. At least half of the members of the committee must be tenured full professors in the Department unless a sufficient number of the tenured full professor faculty members of the department eligible to serve on the FAC decline their nomination or election to the committee. Representation of each rank present in the faculty body should also exist on the FAC at all times unless all of the faculty members of a particular rank eligible to serve on the FAC decline their nomination or election to the committee.

4.2.1.2 ELECTION

All non-tenure, tenure-track, and tenured faculty are eligible for election. The Department Chair or a delegated representative shall poll the non-tenured, tenure-track, and tenured faculty to determine who wishes to have their names placed on the ballot for election at the beginning of the academic year. The non-tenure, tenure-track, and tenured faculty will then vote by written secret ballot.

4.2.1.3 TERMS

Members are elected for two year terms. Terms shall coincide with the academic year and be staggered so that no more than one half plus one of the members are elected in any given year. Faculty members will not be permitted to serve consecutive terms on the Advisory Committee unless it is required in order to meet composition requirements of the committee as stated above.

4.2.1.4 DUTIES

In general, the Faculty Advisory Committee shall counsel the Department Chair with regard to implementation of department policy and make recommendations on any matters of department governance it wishes to bring to the attention of the Department Chair and/or faculty.

4.3 AD-HOC COMMITTEES

The Department Chair may create and appoint ad-hoc committees on an as needed basis in consultation with the faculty.

5. CENTERS AND INSTITUTES

Institutes and centers that are composed wholly or in part of tenured and/or tenure-track faculty from the department and that involve a substantial proportion of the departmental faculty member's

efforts or use of departmental resources shall require approval of and report to the Department Chair. The faculty shall be advised of the establishment and the annual operation of these centers and institutes. Such institutes and centers must conform to university policies and procedures.

6. FACULTY CONCERNS

Nothing in this document shall be construed as preventing a tenure-track faculty, tenured faculty, non-tenure faculty, adjunct faculty member, and/or any group of faculty members from approaching the Department Chair or the chair of a committee with concerns or matters requiring consideration.

7. AMENDMENTS

7.1 PROPOSAL AND APPROVAL

Any faculty member may propose amendments to these departmental bylaws. A proposed amendment must be submitted in writing to the Department Chair and the Bylaws Committee Chair for further consideration. The Bylaws Committee will then present the proposed amendment, an analysis of the impact of the proposed amendment, and any recommendations for amendment of the proposed amendment to the faculty at a faculty meeting along with a recommendation on whether to accept or reject the amendment. This review of the proposed amendment and its presentation to the faculty at a faculty meeting by the Bylaws Committee must be completed within 8 weeks of the original submission of the proposed amendment to the Department Chair and the Bylaws Committee Chair, unless that 8 week period ends outside of the normal Fall and Spring academic semesters, in which case it must be completed within the first 4 weeks of the next available Fall or Spring academic semester. Once presented to the faculty at a faculty meeting, a vote on the amendment will be taken at the next faculty meeting which occurs at least one week later than the meeting at which it was presented by the Bylaws Committee. The vote should be by secret written ballot. A 2/3 vote of all voting faculty members is necessary to pass such amendments. Faculty not in residence may submit their votes via mail or other equivalent means.

7.2 DOCUMENTATION OF REVISIONS

DATE	DESCRIPTION
Dec 10, 2008	First version of the document was created and approved
4/27/2011	First Revision of the document created and adopted by the faculty.
4/3/2020	Complete revision of document by Bylaws Committee proposed.
4/10/2020	Approval of revised version of bylaws
8/18/2023	Approval and Addition of Section 1.4 Annual Evaluation Criteria