

Department of Chemistry and Biochemistry

Bylaws

I. Preamble

The Department of Chemistry and Biochemistry at UCCS (hereafter referred to as the Department) has the following mission: to provide undergraduate and graduate (MSc) students with the fundamental knowledge of chemistry and biochemistry, tools for lifelong learning, and professional success.

We achieve our mission by:

Teaching our students fundamentals of chemistry and biochemistry while fostering problem-solving, critical thinking, communication, and team-work skills.

Our **faculty are teaching and research scholars** who involve undergraduate and graduate students in **original research** in chemistry and biochemistry. Our students work closely with faculty mentors in these scholarship activities, resulting in co-authored presentations and peer-reviewed publications in the scientific literature. Students are encouraged to be involved in faculty-led research and may start early in their college careers.

All of our **faculty are student-focused and truly devoted to undergraduate and graduate students** and their success. We specialize in undergraduate education and use the latest methods of instruction. We encourage student learning through modern teaching technology and pedagogy. We maintain close working relationships with the Excel Science Center and the Student Success offices.

Our faculty are engaged with **advising and mentoring students**. Faculty are keenly aware of advising issues that arise owing to our many degree options, course prerequisites, and course requirements. Student advising materials are available online at the Department website, in the Department main office, on the Academic Advising web site, and at advising sessions organized by the faculty. Faculty also mentor students, assisting in placement in graduate or professional programs, internships, research experiences, and interview/resume-writing skills. Faculty work closely with graduate students to advise them on courses and to hone their research, writing, and presentation skills.

Safety in the teaching and research laboratories is one of our core values and we recognize that laboratory safety, chemical hygiene, proper waste management, and environmental stewardship are everyone's responsibility. The Department is focused on creating the safest workplace possible by providing safety training, appropriate response, and measures for preventing accidents. Laboratories are inspected yearly by external entities.

Our faculty **actively participate in service** to the Department, the College, the UCCS campus, the community, and the profession in a variety of capacities. We encourage outreach and educational initiatives to broadly enrich the lives of citizens with whom we participate.

Our vision and core values are offered in our **Strategic Plan**. The purpose of this document is to outline the bylaws of our Department to assist in governance. It is noted that any UCCS bylaws of the college, campus, or regents supersede the bylaws written here.

II. Structure of Department

A. The Department consists of the following:

1. full-time tenure-track and tenured faculty (TTF; at assistant, associate, and full professor ranks)
2. full-time and part-time senior instructors, instructors, and lecturers (NTTF)
3. faculty at the attendant rank
4. faculty at the adjoint rank
5. visiting faculty
6. scholars in residence
7. emeritus faculty
8. full-time and part-time classified staff

All faculty and staff members may attend department meetings and participate in discussion. Voting rights within the Department are extended to all faculty and staff with at least 0.50 FTE in the Department for issues related to curriculum, space, and resources. Voting on personnel issues relating to faculty (excepting search committees, please see II.B.2.e) is limited to TTF.

B. Committees

1. The Chair of the Department has the right to appoint the following committees and is considered an *ex officio* member. Further description of each committee is provided in the *Strategic Plan*.
2. Committees may include:
 - a. The General Chemistry Curriculum Committee
 - b. The Curriculum Committee
 - c. The Assessment Committee
 - d. The Space and Resources Committee
 - e. Search committees, which will consist of a Search Committee Chair (TTF), search committee members not limited to TTF or NTTF in the sub-discipline, a diversity champion, and at the discretion of the Search Committee Chair, may include a search committee member outside of the Department.
 - f. Any *ad hoc* committees

III. Personnel

A. The Chairperson

1. The Department Chair is a tenured faculty member at either the associate or full professor rank selected from the ranks of the Department faculty. The position of Chair typically rotates through the tenured faculty of the Department with a typical term length of the Chair of three to four years. At the close of a term, the Chair may be re-elected by the voting TTF and NTTF. Discussions between the Chair and faculty are encouraged to ensure that the expectations of the faculty are being met. No term limits are imposed and a Chair may seek re-election indefinitely so long as the Department faculty are supportive. Per Regent rules, the Department faculty will nominate and recommend a faculty member to the Dean of the College. If the Dean disagrees with the recommendation, the Dean will meet with the Department faculty to discuss the disagreement. Appointment of the Chair is ultimately approved by the Chancellor.

2. The rights and responsibilities of the Chair are outlined in the Laws of the Regents, Appendix B: Roles and Responsibilities of Department Chairs (www.cu.edu/regents/appendix-b-roles-and-responsibilities-department-chairs). This Regent document supersedes any statement included here.
3. At the time of appointment of a new Chair, potential candidates from the Department faculty will be interviewed prior to selection to ensure that person's willingness to assume the duties of Chair. The recommendation of a new Chair will be forwarded to the Dean with the ultimate appointment made by Chancellor. Chairs are tasked with the duties designated in Appendix A, though this list may be adjusted with the duties of the Associate Chair, described in III.B.1 and Appendix B.
4. The Chair will select an Acting Chair in event of his or her extended absence. The Acting Chair may be a former Chair of the Department or the current Associate Chair. Should the Chair be unable to continue in office, a new Chair will be selected as described in III.A.1.
5. Department meetings are held monthly and all faculty and staff are welcome to attend and participate in the discussion. Items for the agenda should be submitted to the Chair for communication prior to the meeting. Items not on the agenda may be considered but not necessarily voted upon at that meeting, though this is at the discretion of the Chair. Meeting times are to be held when there are as few lecture and laboratory sections scheduled as possible so that the highest possible number of faculty and staff members may attend the meeting.
6. As needed, there will be discussions with the Chair to discuss the *Strategic Plan*, these Bylaws, and to include a five year review of these documents.
7. The Chair will complete annual evaluations of faculty and staff within the unit according to the rubric in Appendices D (TTF) and E (NTTF).

B. Other faculty administrative positions

1. Other faculty administrative positions include the following:
 - a. Associate Chair. The Associate Chair is appointed by the Dean based on the recommendation of the Chair. The term of office of the Associate Chair is at the discretion of the Chair and the person currently serving in that role. The typical term length of an Associate Chair is 2-4 years, although there are no term limits for this position. The Associate Chair is to have a performance evaluation with the Department Chair yearly. Duties of the Associate Chair are included in Appendix B.
 - b. Director of the Master of Sciences (M.Sc.) program
 - i. The Director of the M.Sc. program is elected by the Department faculty. The term is typically 2-4 years, although there are no term limits for this position.
 - ii. Duties are included in Appendix C.
 - c. Chair of Assessment

C. Faculty

1. All faculty are expected to contribute to the Departmental mission (teaching, research, and service) in proportion according to their contractual load agreement. This educational load can include teaching at the undergraduate and graduate levels, in lecture or laboratory, and may include mentorship in research activities, internships, or a teaching practicum.

2. Please note that for NTTF, service loads typically constitute no more than 5% FTE (although some may have a higher service load for coordination of labs or TAs) and as such, Departmental service loads should be limited. However, any NTTF member is indeed welcome and encouraged to participate should they desire to contribute to Department governance.
3. Faculty are expected to develop a syllabus and schedule for each course they teach. Inclusion of learning objectives in the course syllabus is required. Faculty are encouraged to post in digital format their syllabus, schedule, and other course materials on the learning management site. Faculty are expected to observe policies from the Office of the Registrar (www.uccs.edu/registrar/facultystaff.html) and to meet contact time requirements appropriate for the assigned credit hours of the course. All faculty are expected to hold office hours each week to support the students in their courses.
4. Faculty rights and responsibilities are highlighted in Article 5 of the Laws and Policies of the University of Colorado Board of Regents (www.cu.edu/regents/laws-and-policies/regent-laws/article-5-faculty and www.cu.edu/regents/regent-policy-0). This Regent document supersedes any statement included here.
5. Faculty are expected to support and advance a culture of safety in the Department. All faculty working in a teaching or research laboratory are expected to update annual training certification with UCCS Environmental Health and Safety. Faculty who oversee teaching and research activities in the laboratory are expected to provide supervision to students and employees and to be in compliance with all safety regulations. Research faculty are also referred to the PI Responsibilities document at EH&S (www.uccs.edu/pusafety/environmental.html).
6. Teaching rotations or priority assignments for off-term (summer, Winterim, spring break, or Weekend University) courses may emerge. If a faculty member is interested in teaching such a course and that course meets Departmental, college, and campus criteria for the period in question, the course may be added to the schedule. If there are enough faculty interested in teaching these off-term courses, an appropriate rotation policy will be developed to allow equal opportunity for all interested and qualified faculty to teach a particular course.

IV. Communication

- A. Communication among Department members may take many forms, including verbal announcements at monthly Departmental meetings, email announcements, or announcements via the Department website.
- B. For sensitive communications (such as annual reviews or letters stemming from review for promotion and tenure), non-electronic forms of communication are preferred and to be marked as “personal and confidential”.

V. Financial

- A. The Chair is responsible for the orderly financial administration of the Department, working closely with the administrative assistant for the Department and the financial analyst of the College. General fiscal responsibilities are part of the Chair’s duties.
- B. The Chair is responsible for developing financial policies to include: (1) allocation of professional development funds (travel funds) especially if there may be a hierarchical structure for dispersal of additional funds; (2) allocation of F&A funds or other indirect costs recovered from contracts and grants; and (3) allocation of monies secured through other funding sources such as Weekend

University, Extended Studies, CU Succeed, Laboratory Fees account, etc. The Chair may seek to develop an *ad hoc* committee to discuss financial issues or put discussions of large expenditures to the voting faculty at monthly Department meetings.

VI. Denouement

- A. These bylaws, as all future revisions of these bylaws, shall be adopted if agreed up by two-thirds of the voting Department faculty.
- B. Appendices included.

Appendix A: Chemistry and Biochemistry Chair Duties*

To Serve:	Duties	Frequency
Students	Issue permission numbers	Semester
	Deal with concerns	As needed
	Maintain list of prospective graduate teaching assistants (GTAs)	As needed
	Maintain list of prospective graders	As needed
	Confirm graduates with departmental honors	Semester
	Select outstanding graduates	Annual
Faculty & Staff	Monitor teaching loads	Semester
	Review FCQs	Semester
	Administer performance evaluations	Annual
	Prepare promotion and tenure-track review proposals	As needed
	Prepare adjoint faculty proposals	As needed
	Department	Lead department meetings
Prepare ACS annual report		Annual
Prepare ACS periodic report		5 Year
Schedule/present awards ceremony		Annual
Make budgetary decisions		As needed
Maintain degree programs		As needed
Maintain web site		As needed
Prepare new position proposals		As needed
Prepare new degree programs		As needed
Review <i>Strategic Plan</i> and bylaws		5 Year
College		Attend Chairs & Directors meetings
	Meet with Dean	Monthly
	Attend C&R meetings	As needed
	Submit budget requests	As needed
Campus	Maintain course schedule	Semester
	Add/change/cancel course sections	Semester
	Maintain catalog	Annual
	Monitor lab fees	Annual
	Manage program review	7 Years
	Review CU Succeed proposals	As needed

*May be revised as needed

Appendix B: Chemistry and Biochemistry Associate Chair Duties*

To Serve:	Duties	Frequency
Students	Issue permission numbers	Semester
	Schedule advising sessions	Semester
	Maintain list of prospective graduate teaching assistants (GTAs)	As needed
	Maintain list of prospective graders	As needed
	Manage scholarships and assistantships	Semester
	Address concerns [†]	As needed
Department	Schedule intro/gen/org chemistry laboratory instructors	Semester
	Monitor course enrollments	Semester
	Confirm Majors sheets and DARS audits	Annual
	Organize PPRSF award	Annual
	Coordinate review and maintain strategic plan, bylaws, and policy statements	2-4 Year
College	Attend Chairs & Directors meetings [†]	Monthly
	Attend C&R meetings [†]	As needed
†If Chair is unavailable		

*May be revised as needed

Appendix C: Director of the M.Sc. Program Duties

To serve:	Duties	Frequency
Prospective Students	Reviews and addresses new applications	As needed
	Recruits new applicants, particularly BS/MSc and guides the student applicant through the process of applying	As needed
	Evaluates applicant credentials and submits borderline applications to the Graduate Committee	As needed
	Approves admission/provisional admission or denies admission to the program	As needed
	Works with Department Administrative Assistant to respond to inquiries, advise potential applicants, appraise applications for completeness	As needed
Current students	Helps student to find a mentor and that the mentor has agreed to sponsor a student	At the start of each student's program
	Meets with students to check student plan, progress towards degree, and meeting program requirements	Semester
	Monitors provisional student progress	Semester
	Addresses student questions and complaints	As needed
Department	Attends Graduate Executive Committee meetings	Monthly
	Solicits suggestions for changes and additions to the programs or program plan documents	As needed
	Solicits suggestions for development of new programs	As needed
	Develops handouts, brochures, bulletins for distribution to faculty and students	As needed
	Represents Department programs at graduate fairs and advising sessions	Yearly

Appendix D: Evaluation Rubric for Chemistry and Biochemistry Tenure-Track Faculty¹

Teaching Points²:

- 2 first time prep or major revision
- 2 developing/teaching online course
- 1 teaching grant, award, or honor
- 1 teaching workshop, conference
- 1 incorporating interactive technology
- 1 applying assessment strategies
- 1 using peer evaluation
- 1 teaching unpaid overload, Gateway Program, etc.
- x Chair discretion

$$\text{Teaching Rating} = (\text{Overall}^3 \times 5/6) - 0.5 + \text{Teaching Points}/10$$

Research Points²:

- 10 published refereed research manuscript
- 10 major external grant funded (NSF, PRF, Research Corp, etc.)
- 5 research manuscript in review or under revision
- 5 research presentations at professional meetings
- 3 minor research grant funded (CRCW, etc.)
- 3 each submitted grant proposal
- 3 each graduate research student (per AY⁴)
- 3 new project/facilities development
- 2 other manuscripts or presentations (regional, state, local)
- 2 funding agency report
- 2 each undergraduate research student (per AY⁴)
- 2 student/faculty research award
- x Chair discretion

$$\text{Research Rating} = 0.1 \times \text{Research Points} + 2.0^5$$

Service Points²:

- 4 departmental participation, curriculum planning, etc.
- 4 professional service (review manuscripts, proposals, etc.)
- 4 major work committee (+2 for chair)
- 2 minor work committee (+2 for chair)
- 2 primary committee (+2 for chair)
- 2 search committee (+2 for chair)
- 2 instrument maintenance
- 1 establishing internship
- 1 advising, orientation, majors/minors fair, etc.
- 1 open house, awards ceremony, or other event participation
- 1 participation at invited local meeting
- 1 each 5 letters of recommendation
- 1 community service (Science Fair, Science Olympiad, community outreach, etc.)
- x Chair discretion

$$\text{Service Rating} = 0.15 \times \text{Service Points} + 2.0^6$$

Rating Scale

- 4.8-5.0 Outstanding
- 3.8-4.7 Exceeding Expectations
- 2.8-3.7 Meeting Expectations
- 1.8-2.7 Below Expectations
- < 1.8 Fails to Meet Expectations

¹ Adjusted to the new 5-point system

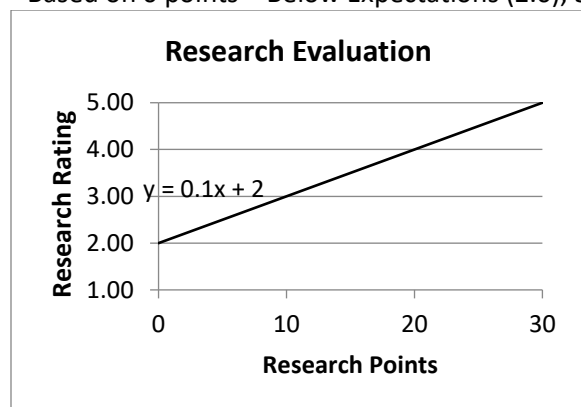
² Some items are multiplicative, *e.g.*, 2 research presentations = 10 pts; 3 minor work committees = 6 pts, etc.

$$^3 \text{Overall} = \left(\frac{\text{Instr}}{6} \times 0.75 + \frac{6}{\text{Prior}} \times 0.05 + \frac{\text{Avail}}{6} \times 0.05 + \frac{\text{Chall}}{6} \times 0.1 + \frac{\text{Resp}}{6} \times 0.05 \right) \times 6 + \text{Int} \left(\frac{\text{Forms}}{30} \right) \times 0.1$$

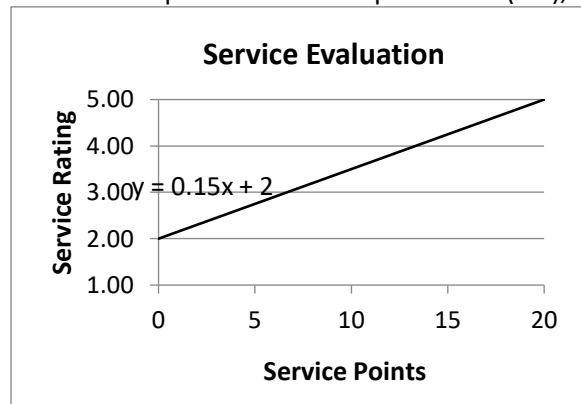
- Instructor overall carries the most weight: 75%
- Inverse correlation to Prior interest: 5%
- Availability is important: 5%
- Strong correlation to Challenge: 10%
- Instructor's respect is important: 5%
- For classes larger than 30 students, 0.1 point for each additional multiple of 30

⁴ *E.g.*, 1 research student working over two semesters = 1; 1 research student in the fall but a different one in the spring still = 1.

⁵ Based on 0 points = Below Expectations (2.0), 30 points = Outstanding (5.0)



⁶ Based on 0 points = Below Expectations (2.0), 20 points = Outstanding (5.0)



Appendix E: Evaluation Rubric for Chemistry and Biochemistry Instructors¹

Teaching Points²:

- 2 first time prep or major revision
- 2 developing/teaching online course
- 1 teaching grant, award, or honor
- 1 teaching workshop, conference
- 1 incorporating interactive technology
- 1 applying assessment strategies
- 1 using peer evaluation
- 1 teaching unpaid overload, Gateway Program, etc.
- x Chair discretion

$$\text{Teaching Rating} = (\text{Overall}^3 \times 5/6) - 0.5 + \text{Teaching Points}/10$$

Service Points²:

- 4 departmental participation, curriculum planning, etc.
- 4 professional service (review manuscripts, proposals, etc.)
- 4 major work committee (+2 for chair)
- 2 minor work committee (+2 for chair)
- 2 primary committee (+2 for chair)
- 2 search committee (+2 for chair)
- 2 instrument maintenance
- 1 advising, orientation, majors/minors fair, etc.
- 1 open house, awards ceremony, or other event participation
- 1 participation at invited local meeting
- 1 each 5 letters of recommendation
- 1 community service (Science Fair, Science Olympiad, community outreach, etc.)
- x Chair discretion

$$\text{Service Rating} = 0.25 \times \text{Service Points} + 2.0^4$$

Differentiated Workload

Default = 95% teaching, 5% service

Additional service:

- 5% coordinating TAs
- 20% general chemistry laboratory coordination

Rating Scale

- 4.7-5.0 Outstanding
- 3.7-4.6 Exceeding Expectations
- 2.7-3.6 Meeting Expectations
- 1.7-2.6 Below Expectations
- < 1.7 Fails to Meet Expectations

¹ Adjusted to the new 5-point system

² Some items are multiplicative, e.g., 2 major revisions = 4 pts; 2 workshops = 2 pts, etc.

$$^3 \text{Overall} = \left(\frac{\text{Instr}}{6} \times 0.75 + \frac{6}{\text{Prior}} \times 0.05 + \frac{\text{Avail}}{6} \times 0.05 + \frac{\text{Chall}}{6} \times 0.1 + \frac{\text{Resp}}{6} \times 0.05 \right) \times 6 +$$

$$\text{Int} \left(\frac{\text{Forms}}{30} \right) \times 0.1$$

- Instructor overall carries the most weight: 75%
- Inverse correlation to Prior interest: 5%
- Availability is important: 5%
- Strong correlation to Challenge: 10%
- Instructor's respect is important: 5%
- For classes larger than 30 students, 0.1 point for each additional multiple of 30

⁴ Based on 0 points = Below Expectations (2.0), 12 points = Outstanding (5.0)

