

**BYLAWS
OF THE
DEPARTMENT OF CHEMISTRY AND CHEMICAL BIOLOGY
SCHOOL OF ARTS AND SCIENCES
RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
*Ratified: October 9, 2009***

ARTICLE I. PURPOSE AND ORGANIZATION

- Section 1. The Department of Chemistry and Chemical Biology (hereinafter CCB) provides undergraduate and graduate instruction in chemistry and chemical biology to the students in New Brunswick, conducts research in chemistry and chemical biology, and provides service to the community, state, and nation. The department seeks to provide a full and diverse curriculum, including appropriate options within the major, and to provide such offerings at a range of times and places for all students. All majors, options, minors, and courses approved by CCB are open to all students of the University who meet the requirements established for these offerings.
- Section 2. The affairs of CCB shall be administered by the Chair and governed by the voting members of CCB. The Chair shall be assisted by several vice-chairs, an executive committee, and various divisions, programs, and committees.
- Section 3. These bylaws are intended to govern the affairs of CCB in accordance with the provisions set forth in their several articles and with University Regulations. In the event of any conflict or inconsistency between these bylaws and University Regulations, University Regulations shall prevail.

ARTICLE II. VOTING

- Section 1. The voting members of CCB include: (1) all tenured or tenure-track members of the University Faculty whose tenure home (as defined by the SAS) is in CCB; and (2) all members of CCB on annual or other non-tenure-track appointments who hold the rank of Instructor or higher, who occupy at least fifty-one percent of a faculty line in CCB, and who have completed a year of service. Faculty members in category (2) shall not have a vote on personnel matters (e.g. election of the Chair, promotion or tenure cases).
- Section 2. Faculty members on leave maintain their voting membership in the department. Faculty members whose primary assignment is as a member of the University Administration shall not be voting members of CCB during the terms of their administrative appointment, unless, upon the request of the faculty member, CCB faculty vote to retain him or her among voting members. Other faculty may be granted voting membership in CCB upon approval by the CCB faculty.

ARTICLE III. OFFICERS

- Section 1. The Chair is the principal officer of CCB, as well as the Director of the Graduate Program in Chemistry and Chemical Biology, and is charged with supervising its administration and leading its faculty and staff in the creation and implementation of effective programs in instruction, research, and service. The responsibilities of the Chair includes recommending faculty appointments, reappointments, and promotions, allocating space, making teaching assignments, assigning relevant departmental service duties, and allocating the budget. The Chair shall preside at all meetings of CCB unless a Vice-Chair is designated by the Chair to preside.
- Section 2. Two Vice Chairs shall be appointed by the Chair: the Vice Chair for the Undergraduate Program (VCUP) and the Vice Chair for the Graduate Program (VCGP). The Chair may appoint additional vice chairs and assign them specific functions and responsibilities.
- Section 3. A Secretary of CCB, who shall be a tenured member of the faculty, shall be appointed by the Chair annually. The Secretary shall record all actions taken by the faculty of CCB and make available minutes of all meetings to each voting member of CCB. The Secretary shall maintain for reference an up-to-date compilation of the bylaws of CCB. Where the bylaws do not provide specific guidelines, the Secretary, in consultation with the Secretary of the School of Arts and Sciences, shall have the authority to decide who may vote in faculty and departmental elections; all such decisions may be appealed to the faculty of CCB. The Secretary shall conduct elections in accordance with the provisions of these bylaws.

ARTICLE IV. MEETINGS

- Section 1. A meeting of the faculty of CCB shall be held at least once each semester at the call of the Chair. The Chair may call additional meetings of the faculty as needed. The Chair must call a meeting of the faculty, within a reasonable time, upon petition signed by at least ten percent of the voting members of CCB. All tenured and tenure-track faculty members of the department shall be consulted on all new tenure track faculty appointments, regardless of rank, prior to the making of said appointments. Such consultation does not substitute for the requirement that the tenured members at or above the rank of the individual nominated for appointment formally act on the recommendation for appointment.
- Section 2. A quorum shall consist of at least fifty percent of the voting members of CCB. Voting shall be by simple majority of those present except as otherwise specified in these bylaws.
- Section 3. An agenda set by the Chair shall be circulated normally at least three days prior to a faculty meeting. Voting members of CCB may add items to the agenda for a meeting upon petition signed by three voting members, provided that the petition is received by the Chair at least one day prior to the meeting. Items not on the agenda may also be introduced after the call for New Business.

- Section 4. At the request of one-third of the voting members present, the final vote on any motion on the floor shall be conducted by a written ballot submitted to all voting members of CCB. A motion requesting such a ballot shall take precedence over calling the question. A motion to reconsider shall not be applicable to votes taken by ballot.
- Section 5. Participation at meetings of CCB (e.g., discussion of a motion) shall normally be restricted to voting members of CCB. Others may be allowed to participate, without vote, upon invitation of the Chair.
- Section 6. When appropriate, as in cases of promotional votes or when there is significant disagreement on procedure, meetings of CCB shall be conducted in accordance with the most recent edition of Robert's Rules of Order.
- Section 7. Attendance shall be taken at each meeting and recorded in the meeting minutes.

ARTICLE V. COMMITTEE STRUCTURE

- Section 1. An Executive Committee shall be appointed and convened by the Chair. It shall meet as necessary to advise the Chair on program priorities in such areas as faculty and staff hiring, staff and committee structure, faculty-line assignments, teaching, research, and service, in relation to the resources allocated to CCB and long-range planning in those areas.
- Section 2. There shall normally be standing committees charged with oversight of the graduate and undergraduate programs and curricula, graduate recruiting and admissions, safety, and key facilities. To further the work of CCB, the Chair may establish additional committees as needed.
- Section 3. Committees may have the Department Chair or a designee of the Chair serve as an ex-officio, nonvoting member.
- Section 4. All members of committees shall be appointed annually by the Chair. All faculty members of committees shall be voting members of CCB. Student and other members of committees, if any, shall not have access to confidential records.
- Section 5. All committees are advisory to the Chair and shall report at least annually to the faculty and the Chair.
- Section 6. Committees assume their responsibilities annually on September 1. A listing of committees and membership will be distributed to the faculty prior to that time.

ARTICLE VI. NOMINATION TO SERVE AS CHAIR

- Section 1. Only a voting member of the department who is a professor or associate professor, with tenure, is eligible to serve as Chair.

- Section 2. The term of office of the Chair shall be three years, with the possibility of renewal.
- Section 3. The Chair shall be appointed by the Executive Dean of the School of Arts and Sciences (SAS). In the event that a Chair must be appointed because of expiration of term or otherwise, the eligible voting members of CCB, as specified in Article II, Section 1, shall by ballot nominate to the Executive Dean one of its eligible members for appointment as Chair. The Secretary of CCB will conduct the ballot and report the results to the Secretary of the SAS.
- Section 4. The nomination process shall be conducted as follows:
- a. At least four and one-half months before the expiration of the term of the Chair, the Secretary of CCB shall convey to all members of the department eligible to vote for Chair (i) relevant portions of these Bylaws and of the Bylaws of the School of Arts and Sciences, and (ii) the names of all members of the department eligible to serve as Chair.
 - b. Within the following two weeks, the Secretary of CCB shall poll, by secret ballot, all members of the Department eligible to vote for Chair. The ballot shall contain the names of all eligible candidates and “recruit external Chair”; each faculty member eligible to vote shall vote for one choice on the ballot. The ballot shall be returned to the Secretary of CCB without signature and in an unmarked envelope contained within a signed envelope. Ballots shall be distributed to those on leave and sufficient time shall be allowed for the return of their ballots.
 - c. The ballots shall be opened and counted by the CCB Secretary in the presence of two other tenured members of the department. The candidate receiving the votes of a majority of those eligible to vote, shall be the nominee of the Department to the Dean.
 - d. If no candidate receives a majority on the first ballot, the Secretary of CCB shall prepare a second ballot containing the names of the two candidates with the most votes or, in the case of a tie for second place, the names of these three candidates. From this point on, the balloting procedure shall be the same as for the first ballot. If no candidate obtains a majority of those eligible to vote on the second ballot the names of the two candidates with the most votes shall be reported to the Dean.
- Section 5. Upon a petition signed by three members of the department, a particular instance of balloting to nominate a Chair shall be conducted by the Secretary of SAS.
- Section 6. If computer software and infrastructure become available to insure a level of security and anonymity equal to that provided by the balloting procedure detailed in subsection 4b above, the balloting for nomination of the Chair may, upon the approval of the CCB faculty and of SAS, be carried out electronically.

- Section 7. If a majority of those eligible to vote for Chair request that a Chair be recruited from outside the University, the Executive Dean shall appoint the Chair upon consultation with the voting members of CCB.
- Section 8. If the Chair leaves on travel or vacation for no longer than a month, or is otherwise unavailable to sign documents or make time-critical executive decisions such as those involving safety, one of the Vice Chairs chosen by the Chair will be permitted to perform Chair functions as Acting Chair. If the temporary absence of the Chair is to exceed one month but is less than six months, the Executive Dean shall appoint, without balloting, an eligible member of CCB as Acting Chair for the period in question. If the temporary absence of the chair is to exceed six months, CCB faculty shall nominate to the Executive Dean one of its eligible members to serve as Acting Chair in accordance with the above process.

ARTICLE VII. STUDENT AFFAIRS

- Section 1. Both undergraduate and graduate student views of departmental course offerings, teaching, and other activities will be gathered each year.
- Section 2. Undergraduate students will be assigned a faculty advisor by the Vice Chair for the Undergraduate Program as soon as they declare themselves to be chemistry majors.
- Section 3. Graduate students will be advised by a faculty member assigned by the Vice-Chair for the Graduate Program until they have been admitted into a research group, at which time the research advisor will become their primary advisor.
- Section 4. Student complaints will be dealt with initially at the level of the appropriate Vice-Chair. If resolution is not achieved, the Chair will review the complaint, and if further action is necessary, the complaint will be forwarded to the appropriate Dean's office.
- Section 5. A clearly articulated set of rules and regulations governing both undergraduate and graduate student requirements and expectations will be made available to all students.

ARTICLE VIII. AMENDMENTS

- Section 1. These bylaws may be amended at any meeting of the faculty of CCB, provided that written notice of the intent to amend and the text of the proposed amendment has been sent to all voting members at least two weeks prior to the meeting. Amendments may be initiated by the Chair, or by a petition signed by at least one third of the voting members of CCB. Amendments must be approved at two consecutive faculty meetings by a majority of the voting members present or by a majority of those voting if a ballot has been ordered in accordance with Article IV, Section 4.