

**CONSTITUTION OF THE  
DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY  
THE UNIVERSITY OF TOLEDO**

(as revised by the Faculty 9/5/14)

**Article I      Faculty**

The faculty are those persons holding full-time, tenure or tenure-track appointments at the rank of Instructor or above, or full-time lecturer appointments in the Department of Chemistry and Biochemistry.

Persons holding part-time, superannuate, emeritus, visiting, temporary and/or adjunct status shall be accorded restricted faculty privileges.

Adjunct status at the appropriate rank shall be awarded for periods of one year (renewable) on recommendation of a majority of the faculty to persons of professional standing considered equivalent to a faculty rank. Such persons shall be allowed to contribute to the teaching and research mission of the department.

**Article II      Organization**

**Section 1      Chairperson**

**1.1      Duties of the Chairperson**

The Chairperson is the administrative head of the Department. The Chairperson shall be responsible for running the Department and for administering funds allocated to the Department in the annual budget or from other sources. The Chairperson shall be responsible for preparing the Department budget request. The Chairperson shall be responsible to the Dean for other duties required of the Department by the University administration. The Chairperson shall make teaching assignments, appoint Departmental committees and make research space allocations. Support staff shall be directly responsible to the Chairperson. The Chairperson shall prepare an annual report on the activities of the Department.

**1.2      Appointment and Reappointment**

1.2.1 Candidates for the position of Chairperson shall be recommended to the Dean by means of a majority vote of the faculty. If the Dean does not accept the recommendation, it is recognized that an appointment may be made directly by the Dean.

1.2.2 Every five years the faculty will debate and vote on their confidence in the chairperson and report their findings to the Dean.

1.2.3 The Chairperson may appoint an Associate Chairperson and determine that individual's duties.

Section 2 Faculty

2.1 Duties of the Faculty

The faculty shall assure that the teaching needs of the Department are met. The faculty shall engage in scholarly activities and share the administrative load by serving on Departmental and other committees.

2.2 Appointment

New appointments shall be made following the recommendation of a properly constituted search committee through the Chairperson to the Dean (Article IV, Section 7).

Reappointment, promotion and tenure shall be recommended through the Chairperson by the appropriate subcommittee of the Personnel Committee (Article IV, Section 6).

**Article III Department Meetings**

Section 1 Meetings of the faculty shall be held once a semester. Other meetings may be called by the Chairperson or through the Chairperson by three faculty members.

Section 2 A majority of faculty who are eligible to vote as specified in Section 4 below shall constitute a quorum.

Section 3 Records

3.1 A minute book shall be kept of all Department meetings and the following information recorded:

- a. the time and place of the meeting.
- b. all motions and resolutions with the names of proposer and seconder, and the result of the vote.
- c. the location of any documents referred to in the motion or resolution.

3.2 The minute book shall not record the debate.

- 3.3 Approval of the minutes of the previous meeting shall be the first item on the agenda of any meeting and should be signed by the Chairperson as a true record.
- 3.4 The minute book shall constitute a part of the Department files and records.

Section 4 Voting

- 4.1 Only the faculty (Article I) shall be eligible to vote at Department meetings. They shall retain this right while on sabbatical leave but not while on unpaid leave.
- 4.2 Persons with part-time, superannuate, emeritus, visiting, temporary or adjunct status shall not be eligible to vote.
- 4.3 Persons without graduate faculty status shall not be eligible to vote on items related to the graduate program.
- 4.4 Unless otherwise provided in this document, in the Bylaws, by a higher authority of the University or by the Ohio Board of Regents, motions voted on and approved by a majority of the faculty shall be binding on the Chairperson and the faculty.
- 4.5 Voting by voice, by mail, by name, by open ballot and by proxy shall be permitted. The specific procedures to be used shall be given in the Bylaws.
- 4.6 Departmental changes to any degree requirements shall only be adopted if they are approved by two thirds of the faculty present and by one half of the total faculty.

**Article IV Departmental Committees**

Section 1. The faculty shall have responsibility for Departmental decisions in all academic and curricular matters.

Section 2 The Department shall be organized through the Chairperson by means of various committees.

Section 3 Personnel Committee

- 3.1 The Personnel Committee shall consist of all tenured faculty who are members of the bargaining unit. The committee shall be formally reconstituted at the last regularly scheduled faculty meeting of the academic year.

- 3.2 The Personnel Committee shall be responsible for evaluations, reviews and assessments of tenured and tenure-track faculty performance. The Personnel Committee shall include a Merit Evaluation Subcommittee and additional *ad hoc* subcommittees as the need arises in order to conduct its business in a timely and efficient manner.

#### Section 4 Merit Evaluation Subcommittee

- 4.1 The Merit Evaluation Subcommittee shall consist of four members of the Personnel Committee elected by the faculty at the last regularly scheduled faculty meeting of the academic year.
- 4.2 The Merit Evaluation Subcommittee shall evaluate each faculty member on an annual basis in the areas of teaching, scholarly activity and service. A report and numerical evaluation shall be made in each area. An overall numerical merit evaluation shall be obtained as a weighted sum of the three areas according to the individual workload agreements in accordance with the current collective bargaining agreement.
- 4.3 For faculty on sabbatical leave, the proposal filed in the sabbatical leave request shall replace the workload agreement in 4.2.
- 4.4 The Merit Evaluation Subcommittee shall present their complete reports (4.2) to the Personnel Committee for ratification. The final report of the Personnel Committee shall be forwarded through the Chairperson.

#### Section 5 Merit Evaluation

- 5.1 If a Merit Evaluation Subcommittee recommendation is not ratified by the Personnel Committee, a new majority evaluation shall be prepared by the full Personnel Committee according to the criteria set out in 4.2.
- 5.2 A minority report may also be forwarded through the Chairperson if a minority group of the Personnel Committee so decides.
- 5.3 The Personnel Committee shall prepare their recommendations independently of the Chairperson.
- 5.4 The Chairperson may consult with the Personnel Committee for any clarification required before preparing the Chairperson's recommendations.
- 5.5 The Chairperson shall prepare independent evaluations and recommendations to be forwarded to the Dean along with the majority and (if applicable) minority recommendations from the Personnel Committee.

- 5.6 The Chairperson recommendations shall be made available to the Personnel Committee.
- 5.7 Faculty shall receive their individual evaluations and recommendations both from the Personnel Committee and the Chairperson.

## Section 6 Tenure and Promotion

- 6.1 Untenured tenure-track faculty shall be evaluated with respect to a tenure recommendation by the Personnel Committee at the appropriate time in accordance with the current collective bargaining agreement.
- 6.2 Assistant and Associate professors shall be evaluated with respect to promotion by members of the Personnel Committee of senior rank at the appropriate time in accordance with the current collective bargaining agreement.
- 6.3 Recommendations or petitions for early tenure or promotion shall be considered by the appropriate members of the Personnel Committee (6.1, 6.2).
- 6.4 Written recommendations and the numerical votes shall be forwarded through the Chairperson.
- 6.5 A minority report may also be forwarded through the Chairperson if a minority group of the Personnel Committee so decides.
- 6.6 The Chairperson may consult with the Personnel Committee for any clarification required before preparing the Chairperson's recommendations.
- 6.7 The Chairperson's recommendations shall be transmitted to the appropriate members of the Personnel Committee (6.1, 6.2).
- 6.8 Persons being evaluated for either promotion or tenure shall receive the evaluations and recommendations both from the Personnel Committee and the Chairperson.
- 6.9 Full-time lecturers shall be evaluated by the Chairperson in accordance with the current collective bargaining agreement.

## Section 7 New Appointments

- 7.1 The general guidelines for the selection of each new faculty member shall be discussed and voted at a faculty meeting convened for that purpose.

- 7.2 A search committee shall be created on the recommendation of the Chairperson.
- 7.3 The search committee shall advertise the position following the agreed guidelines (7.1) and those of the Office of Affirmative Action.
- 7.4 The search committee shall evaluate the applications received.
- 7.5 The search committee shall organize visits and interviews of a short-list of candidates.
- 7.6 The search committee shall make available to the faculty the short-listed candidates' files.
- 7.7 The search committee shall seek faculty input into the evaluation process.
- 7.8 The search committee shall present their evaluation and eventual recommendation through the Chairperson.

**Section 8 Other Committees**

- 8.1 The Chairperson shall appoint other committees as deemed necessary for the smooth running of the Department.
- 8.2 Records of meetings, decisions and recommendations of each committee shall be kept by the committee chairperson and a summary report prepared at the end of the academic year to aid in the preparation of the Annual Departmental Report by the Chairperson (Article II, 1.1).

**Article V Ratification and Amendments**

- Section 1 This constitution shall go into effect when it has been ratified by two-thirds of the faculty, including those on sabbatical leave.
- Section 2 Amendments to this constitution shall go into effect and become part of this document if they are approved by two-thirds of the faculty, including those on sabbatical leave.