

SBC Faculty Bylaws Version: 5-15-2019

[This set of bylaws presented below serves as a place holder and governing document for the School of Biological and Chemical Sciences (SBC) until July 1, 2020. In Fall, 2019 in a series of meetings, the SBC faculty will review each Article of these bylaws and modify these by amendment as needed. The final amended bylaws will then be sent to UM system for approval.]

**University of Missouri - Kansas City**  
**The Bylaws of the Faculty**  
**of the School of Biological and Chemical Sciences (SBC)**

The regulations, policies and procedures of the School of Biological and Chemical Sciences (SBC) shall conform to and abide by all University of Missouri regulations.

(The Articles)

**ARTICLE I**

**Membership**

1. There are three academic Departments in SBC: the Department of Cell Biology & Biophysics (CBB), the Department of Chemistry (DOC) and the Department of Molecular Biology & Biochemistry (MBB). The CBB and MBB departments operate under the umbrella of a Division of Biology (DBS), which provides an administrative structure to facilitate various cooperative activities of the CBB and MBB departments. The Chairs of the MBB and CBB departments serve as co-chairs of the DBS.
2. The Faculty of SBC shall consist of the President of the University, the Chancellor and Provost, the Dean of SBC and all persons with full-time, regular or non-regular academic appointments in SBC. Faculty members holding joint appointments with other schools may participate in SBC's faculty meetings and be voting members if their primary appointments are designated to be in SBC. The faculty may elect others to membership if their qualifications are such that they would be otherwise eligible for full-time appointment.
3. The voting Faculty for elections at the UM system level, the campus level or the SBC level shall consist of all persons who hold primary regular academic appointments in SBC and those persons holding primary full-time non-regular academic appointments in SBC with the rank of Assistant Research Professor, Associate Research Professor, Research Professor, Assistant Teaching Professor, Associate Teaching Professor, Teaching Professor, or Instructor.

**ARTICLE II**

**Officers and Their Responsibilities**

1. The officers of the Faculty are the Dean, the Chair of the Faculty, Vice Chair of the Faculty, and the Secretary of the Faculty.
2. The Department Chairs of the three Departments must all be tenured faculty.

3. The Dean may call Special Meetings of the Faculty. The Dean shall be an ex officio member of all committees.
4. The Chair of the Faculty presides over all Faculty meetings, both Special and Regular, and may call Special Meetings of the Faculty.
5. Chairs, Directors, Assistant Deans and Associate Deans must have academic appointments within SBC and are appointed by the Dean for a five-year term.
6. The Secretary of the Faculty assists in the preparation of the agenda, administers ballots, counts votes, prepares and distributes the minutes of the Faculty meetings. The Secretary shall be assisted by a recording secretary (non-faculty) provided by the SBC Dean.
7. The Chair, Vice Chair, and the Secretary of the Faculty shall be elected for three-year terms by secret mail or online ballot (if there are two or more nominees) from nominations made at the April meeting of the Faculty. A majority of those voting shall be required for election to each office. The Vice Chair acts in the absence of the chair.
8. Interim, acting, or any title implying temporary status for any administrative position is discouraged.
9. In situations where staggered committee representation is not maintained (resignations, replacements, or initial elections), representatives will be elected for shorter terms to re-establish the staggered representation of the committee.
10. After regularly scheduled elections, the terms of office for elected representatives commence on August 1 to prepare for the Fall Term.

### **ARTICLE III**

#### **Rules for Retention and Selection of permanent, interim or acting Department Chairs**

1. The Dean shall recommend appointment or replacement of permanent, interim or acting Department Chairs only after consultation with the faculty of the Department (see Faculty Bylaws of UMKC 300.020.E.3.e).
2. The SBC Dean shall use the following consultation procedure in recommending Department Chairs to the Chancellor.
  - a. When a vacancy occurs, or a replacement of the Department Chair is desired by the Dean or by a majority of the voting faculty members of the Department, the Dean shall request that a committee of Departmental voting faculty act as a nominating committee
  - b. The nominating committee shall identify a slate of tenured faculty candidates. This slate may include candidates identified through an external search, if such an external search is requested by the Dean, Provost, Chancellor or President. The slate may also include recommendations of consulting faculty in related fields, if such faculty have participated in an external search process or if such recommendations are requested by either the Dean or the voting Departmental faculty.
  - c. The slate of candidates will be approved by a majority vote of the voting faculty of the Department.
  - d. After approval by the faculty, the slate of candidates will be sent to the Dean along with all pertinent data that may assist the Dean in formalizing this appointment.

- e. The Dean will invite comments from all voting SBC faculty, so that individual members may communicate privately with the Dean their views on the Department's recommended slate.
  - f. The Dean will recommend to the Provost the new Chair from the slate of nominees.
  - g. Should the Dean reject the entire slate of nominees, reasons must be given by the Dean for the rejection of each nominee. If the entire slate of nominees is rejected, the Dean will request that the Department submit a new slate.
3. The SBC Dean will institute a formal review of each SBC Department Chair, Director, and Assistant/Associate Dean in year three of their appointment. The Faculty Advisory Committee (FAC) in consultation with the Dean will be responsible conducting review procedures. A full report of the results of the review will be provided to the faculty and staff within 30 days of the completion of the review process.
  4. The Dean of SBC will be asked to institute a vote of confidence in a Department Chair if requested by one-half of the voting faculty members in the Department, not including the Chair. The Dean will be asked to institute the procedure for selection of a new Chair for any Department whose Chair fails to receive an affirmative vote of a least a majority of the voting members of the Department not including the Chair.

#### **ARTICLE IV**

##### **Meetings**

1. Faculty Meetings shall be of two (2) types: Regular and Special. A quorum shall consist of a majority of the voting faculty.
2. There shall be four regularly scheduled Faculty meetings each year. These shall be held in the months of September, November, February and April, preferably on the second Tuesday of the month. The Chair of the Faculty shall inform the Faculty of the location and time of the meeting at least two weeks in advance. The Chair of the Faculty, in concert with the Dean and the Secretary of the Faculty, is responsible for compiling the agenda for each Regular Faculty Meeting and distributing it to the Faculty at least one week prior to the meeting.
3. Special Faculty meetings may be called by the Chancellor, SBC Dean, Chair of the Faculty or by petition of 25 percent of the voting Faculty. The officer responsible for calling a Special Meeting shall be responsible for compiling the agenda and distributing it to the Faculty at least seventy-two (72) hours before that meeting.
4. Faculty meetings shall be conducted in conformance with the current edition of Robert's Rules of Order. Copies of the minutes of each meeting shall be supplied to each SBC Faculty member.
5. For all voting actions, a quorum is defined as a majority of eligible voting members. Voting by proxy is allowed. Major votes are encouraged to be performed electronically.

#### **ARTICLE V**

##### **Committees**

1. The Faculty Advisory Committee

- a. The Faculty Advisory Committee shall be composed of one faculty member from each SBC Department elected to a two-year term, as well as the three Department Chairs, the SBC Director of Research, and the elected Secretary, Chair, and Vice Chair of the Faculty. The Chair of the Faculty shall be the Chair of the Committee.
- b. The Faculty Advisory Committee shall serve as a liaison between the Faculty and the Dean and shall inform and advise the Faculty on issues and opportunities related to the professional development of SBC faculty members. The committee shall consider such topics as teaching and research effectiveness, support services and seminar programs. The committee serves as the SBC Budget Committee.

## 2. The SBC Curriculum Committees

- a. The roles of the SBC Undergraduate and Graduate Curriculum Committees are to review and make recommendations regarding the approval of new and revised undergraduate or graduate courses, programs, requirements, degrees and academic policies brought forth from the respective Division of Biological Sciences (DBS) Curriculum Committee or the DOC Curriculum Committee. The SBC Committees will forward recommendations to the applicable UMKC Campus Curriculum Committee for approval, while also ensuring compliance with relevant UMKC policies.
- b. The Undergraduate Curriculum Committee of SBC shall consist of five members – one elected faculty from each of the three departments, as well as the Chair of the Undergraduate Curriculum Committee from the DBS and the Chair of the Undergraduate Curriculum Committee from the DOC. Elected members shall serve for three years and rotate off at staggered intervals.
- c. The Graduate Curriculum Committee of SBC shall consist of five members – one elected graduate faculty from each of the three departments, as well as the Chair of the Graduate Curriculum Committee from the DBS and the Chair of the Graduate Curriculum Committee from the DOC. Elected members shall serve for three years and rotate off at staggered intervals.
- d. The SBC Undergraduate and Graduate Curriculum Committees will meet jointly to discuss programs that include both graduate and undergraduate curriculum issues.

## 3. The Promotion & Tenure (P&T) Committee

- a. These are standing Departmental P&T committee(s) selected among SBC's tenured faculty.
  - i. Candidates from DOC will be evaluated by the Chemistry Departmental P&T Committee, which consists of all tenured Chemistry faculty members of rank equal to or greater than the rank for which the candidate has applied, excluding the DOC Chair. If there are not three eligible Department faculty, the Dean may appoint a faculty member, with appropriate rank, from SBC or a related science unit at UMKC or other campus of the UM System.
  - ii. Candidates from CBB and MBB will be evaluated by a joint DBS committee for the two departments, known as the Biology P&T Committee. The Biology P&T Committee consists of three regular Professors and one Associate Professor, who are elected from the tenured faculty of the two Departments, and a Department Chair,

- who is appointed by the Dean, and who is not from the Department in which the candidate has a primary appointment. The Department Chair acts as Chair of the committee. Terms of the elected committee members are for three years. If any of the committee members steps down from the committee, the Dean will appoint a new member from the eligible DBS faculty to fill the position until the next election. If there are no eligible DBS faculty, the Dean may appoint a faculty member, with the appropriate rank, from SBC or a related science unit at UMKC or other campus of the UM System.
- iii. For evaluations of candidates from CBB or MBB for promotion to the rank of Professor and for retention at the rank of Professor with tenure, the Associate Professor member of the Biology P&T Committee will be replaced by the Dean's appointment of a faculty member, with rank of Professor, from SBC or a related science unit at UMKC or other campus of the UM System.
  - b. Promotion and Tenure deliberations will follow the process and procedures contained in the UMKC "Guidelines for Promotion and Tenure Consideration," including Chancellor's Memorandum #35 as well as unit-specific criteria.
  - c. Recommendations from the P&T Committees are sent to the Department Chair for their recommendation. Recommendations from the Department Chair and the P&T Committees are sent to the Dean. Recommendations from the P&T Committee, the Department Chair, and the Dean are sent to the Campus-wide P&T Committee. The applicant will have an opportunity to respond to each of the recommendations before it is sent to the next step in the review.
  - d. Joint, adjunct or similar appointments that carry obligations or privileges of an academic or administrative character at SBC must be approved by the Departmental P&T Committees by majority vote.
  - e. The P&T committees act as the committee for evaluation and recommendation of faculty for UMKC doctoral or graduate faculty status in any of the appropriate disciplines.
  - f. Awarding of tenure at the time of appointment shall require approval by a vote of the Departmental P&T Committee members of equal or higher academic rank.
  - g. When non-regular academic faculty are considered for promotion,
    - i. the DOC P&T Committees will include all regular and non-regular faculty of the rank equal to or greater than the rank for which the candidate is applying.
    - ii. the DBS P&T committee will include one non-regular DBS faculty of the rank equal to or greater than the rank for which the candidate is applying. If no such faculty member of higher rank is available, the Dean may choose to appoint a non-regular academic faculty member of appropriate rank from outside the Division or SBC, or decide that the standing P&T Committees consisting of SBC regular academic faculty (as specified in Article V Section 3) will consider the promotion without the appointment of a non-regular academic faculty member

## **ARTICLE VI**

### **Faculty Senate Representatives**

1. The SBC Faculty shall elect two members to serve on the Faculty Senate (at least one should be regular faculty).

## **ARTICLE VII**

### **Amendments**

1. Proposed amendments to these Bylaws must be submitted to the Chair of the Faculty and distributed to the faculty at least two weeks prior to the meeting at which they are to be presented to the Faculty.
2. Amendment of the Bylaws must be ratified by a two-thirds majority vote of the voting faculty members. Voting will be by electronic ballot.