

DEPARTMENT OF BIOLOGICAL SCIENCES POLICIES & PROCEDURES

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Mission Statement

The Department of Biological Sciences (Department) is committed to preparation of life sciences students through quality instruction and research opportunities. The main focus of the Department is to motivate students to explore characteristics and complexities of living systems through rigorous classroom experiences and laboratory and field investigations. The Department provides a supportive environment where both faculty and students can grow intellectually through a modern curriculum that explores the ever expanding and multifaceted field of biology. Students majoring in degree programs at both the undergraduate and graduate level in the Department will be prepared for admission to graduate or professional schools, or employment in an appropriate field.

Governance Document

This set of policies and procedures serves as the primary governance document for the faculty in the Department of Biological Sciences at Eastern Kentucky University (EKU). The policies and procedures of the Department will be consistent with the most recent edition of the *EKU Faculty Handbook* and policies of the College of Science. For policies and procedures related to issues not addressed in this document, see the most recent edition of the *EKU Faculty Handbook*.

Review and Revision of Policies & Procedures

To ensure proper departmental governance and to respond to the changing nature of the discipline, policies and procedures of the Department of Biological Sciences will be regularly reviewed and, where necessary, updated at least once every five years. Any faculty member may request a review of a policy or procedure by requesting the Chair add the item to the agenda of the next scheduled department faculty meeting. Any changes made to this document must be approved by a majority vote of the faculty in the Department of Biological Sciences.

DEPARTMENT OF BIOLOGICAL SCIENCES: POLICIES

**Meetings
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Class Attendance
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Student-Centered Research Program
Mentoring of Non-tenured Faculty
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MEETINGS

The Department of Biological Sciences will meet at least once every month during the Fall and Spring semesters. The Chair of the Department of Biological Sciences (hereafter ‘Chair’) will determine a meeting time and date for faculty meetings that will maximize the number of faculty who can attend. In addition to faculty, a graduate student (elected by the department’s graduate student population) will be invited to attend faculty meetings. Either the Chair or a faculty member may call for a special meeting of the faculty. The Chair (or a designee) will distribute an agenda for the meeting at least three days prior to the faculty meeting. Faculty who wish to place an item on the agenda must notify the Chair at least one week before the meeting. The Chair, or a member of the Department designated by the Chair, will preside over the meetings. A record of the meeting will be maintained by the Department Recorder. Parliamentary procedures will follow the most recent edition of *Roberts Rules of Order*.

VOTING

Faculty members of the Department of Biological Sciences holding the rank of professor, associate professor, assistant professor, senior lecturer, or lecturer shall be permitted to vote on items brought before the faculty. However, only tenured and tenure-track members of the faculty may vote on issues related to promotion and tenure. Unless an alternative method of voting, e.g., secret ballot, is requested by a faculty member or a specific procedure is stipulated in the ECU *Faculty Handbook*, voting shall be by a show of hands or voice vote. All votes [except those relating to selection, retention, or replacement of the Department Chair and promotion and tenure] shall be decided by a simple majority of members present and voting. *Roberts Rules of Order* states, ‘In a strictly deliberative assembly, no member can vote who is not present when the question is completely put.’, hence absentee voting, i.e., absentee ballot, is not permitted.

PROMOTION AND TENURE

Faculty in the Department of Biological Sciences seeking tenure, promotion to associate professor, or promotion to professor, must use the application form and follow the application procedures outlined in university Policy 4.6.4P and the ECU *Faculty Handbook*. The Department will follow the criteria and procedures pertaining to tenure and promotion outlined by the university (see Appendix 1 for a timeline).

The ECU *Faculty Handbook* stipulates that department policies for tenure and promotion shall state the specific criteria for each of teaching, scholarly/creative activities, and service to be used in the evaluation of faculty for promotion and tenure and how they shall be applied. The

Faculty Handbook also indicates that, in reviewing all three areas, collegiality¹ shall be considered. The Department of Biological Sciences will use the “Tenure-Track Faculty Annual Report” (Appendix 2) as the mechanism for collecting data related to an individual faculty member’s teaching, scholarly/creative activities, and service.

Promotion to Associate Professor

Using the scoring system outlined in the Tenure-Track Faculty Annual Report, the candidate for promotion to associate professor within the Department of Biological Sciences must, in two out of his/her last three years, achieve a minimum average score of 35% in teaching, 15% in Scholarly/Creative activities and 15% in Service, with an overall minimum average of 70%; **and** publish at least one manuscript in a national or international peer-reviewed journal² **or** at least two manuscripts in regional peer-reviewed publications. The teaching score includes review of student evaluations of teaching and peer evaluations of teaching (the department’s second systematic method for the evaluation of teaching; see Assessment of Teaching section of this document and appendices 2, 3, and 4). An article which has been accepted for publication, without further revisions, shall be considered to be a published paper. In multiple-authored manuscripts, the sequence in which the candidate’s name appears has no bearing on the article’s

¹ **Collegiality:** The ability of an individual to interact with colleagues with civility and professional respect; to engage in shared academic and administrative tasks necessary to meet Department, College, and University goals and to work productively with faculty, students, and staff. Collegiality should not be confused with sociability or likability but rather is the professional criterion relating to teaching, scholarly/creative activities, and service (source: ECU Policy 4.6.4P, 2013).

²Peer reviewed journals are defined as journals in which articles have been reviewed by experts in the field before the article is published in the journal. The P&T Committee is tasked with determining if a journal is designated as a national or international peer-reviewed journal versus a regional peer-reviewed publication. Faculty may seek confirmation regarding the designation of a journal in advance of submitting an article, and the official determination by the committee will be included as part of the faculty member’s annual review.

acceptability. Note: If promotion to Associate Professor has occurred during the tenure probationary period, accomplishments used in support of the promotion application may also be applied to the tenure application.

Tenure

Using the scoring system outlined in the Tenure-Track Faculty Annual Report, the candidate for tenure within the Department of Biological Sciences must hold the rank of Assistant Professor or above **and** in four out of his/her last five years, achieve a minimum average score of 35% in teaching, 15% in Scholarly/Creative activities and 15% in Service, with an overall minimum average of 70%; **and** publish at least two manuscripts in a national or international peer-reviewed journal² **or** at least four manuscripts in regional peer-reviewed publications **or** one manuscript in a national or international peer-reviewed journal AND two manuscripts in regional peer-reviewed publications. The teaching score includes review of student evaluations of teaching and peer evaluations of teaching (the department's second systematic method for the evaluation of teaching; see Assessment of Teaching section of this document and appendices 2, 3, and 4). An article which has been accepted for publication, without further revisions, shall be considered to be a published paper. In multiple-authored manuscripts, the sequence in which the candidate's name appears has no bearing on the articles acceptability. Once a faculty member has obtained tenure, he/she is no longer required to submit a Tenure-Track Faculty Annual Report; the faculty member will be evaluated using the annual review of tenured faculty process (see Annual Review of Tenured Faculty policy). However, if a faculty member intends to seek promotion beyond the rank held when he/she received tenure, he/she will need to continue to submit a Tenure-Track Faculty Annual Report in order to compile the data required for promotion.

Promotion to Professor

Using the scoring system outlined in the Tenure-Track Faculty Annual Report, the candidate for promotion to full professor within the Department of Biological Sciences must hold the rank of Associate Professor **and** in four out of the last five years, achieve a minimum average score of 40% in teaching, 18% in Scholarly/Creative activities and 18% in Service, with an overall average of 85% **and** publish, since promotion to associate professor, at least two manuscripts in a national or international peer-reviewed journal² **or** at least four manuscripts in regional peer-reviewed publications **or** one manuscript in a national or international peer-reviewed journal AND two manuscripts in regional peer-reviewed publications. The teaching score includes review of student evaluations of teaching and peer evaluations of teaching (the department's second systematic method for the evaluation of teaching; see Assessment of Teaching section of this document and appendices 2, 3, and 4). An article which has been accepted for publication, without further revisions, shall be considered to be a published paper. In multiple-authored manuscripts, the sequence in which the candidate's name appears has no bearing on the article's acceptability.

ANNUAL REVIEW OF TENURED FACULTY

It is expected that tenured faculty in the Department of Biological Sciences will: (a) provide instruction that is relevant and current, and demonstrate a status/rating of *satisfactory* on any instrument(s) used to assess teaching effectiveness; (b) continue to grow professionally through involvement in research and/or scholarly activities; and (c) continue to be involved in service to the university, community, and the profession. Eastern Kentucky University's Annual Review of Tenured Faculty Policy (Policy 4.6.17P) indicates that the goal of reviewing tenured faculty

members is to recognize exemplary performance, identify areas for potential growth, establish goals, and create professional development plans. The policy dictates that department chairs will collaborate annually with tenured faculty to create and support individual goals and professional development plans. In accordance with the procedures outlined in Policy 4.6.17P, the Chair of the Department of Biological Sciences will conduct an annual review of tenured faculty using the form developed by the department.

CLASS ATTENDANCE

Regular class attendance is required of all students. **Credit for a course in the Department of Biological Sciences will not be allowed when a recorded unexcused absence of 20% has been accumulated by a student during the semester.** According to ECU Policy 4.1.6R (Student Absence from Class), “In general, excusable reasons for absence from class may include illness; serious emergencies; special curricular requirements (e.g., field trips and professional conferences); military obligation; inclement weather conditions; religious holidays; court-imposed legal obligations; approved accommodations by the Center for Student Accessibility; medically necessary absences due to pregnancy or childbirth; and participation in official university-sponsored activities....Absences from class for bereavement must be excused if involving a mother/father (to include step-mother or father); a brother/sister (to include half-brother or sister); a spouse; a sponsored dependent; a child (to include step-child); a grandparent or grandchild; in-laws of the same kind; other persons with whom the student has a ‘loco parentis’ relationship... To the extent possible, students should notify the instructor in advance of an absence. Students are encouraged to complete scheduled assignments prior to the absence

whenever possible. If students cannot give advance notice of an absence, they should notify the instructor as soon as possible of the reason for the absence with appropriate documentation. Students who are to be absent for participation in activities sponsored by the University shall show their instructors the official notice of such approval; the Athletics Office shall provide notice for absences due to University athletic activities. Such notice does not constitute an excuse from meeting course requirements; rather, it is an explanation of the fact that the activity has been approved as legitimate use of the school day. In the case of such absence, the student shall be provided an opportunity to make up class work missed.”

ABSENCE FROM ASSIGNED TEACHING DUTIES

Except in cases of emergency or illness, all requests to be absent from assigned teaching duties must be approved by the Chair of the Department of Biological Sciences. At least two days prior to the time the instructor plans to be absent, he/she must submit a completed ‘Request to be Absent from the Institution’ form to the Chair. If a faculty member needs to cancel a class due to illness, he/she must notify the department office before the class is scheduled to meet. Staff in the department office will see that a ‘Class Cancelled’ notice is posted outside the cancelled course’s classroom door. If a faculty member needs to cancel a class due to an emergency, he/she must notify the department office as soon as possible. Unless classes are cancelled by the university, a faculty member is ill or has an emergency, or a ‘Request to be Absent from the Institution’ form has been approved by the Chair, all faculty are expected to fulfill their assigned teaching duties. Failure to meet teaching duties can lead to dismissal of a faculty member in accordance with ECU Policy 4.6.16P (Dismissal of Faculty).

REASSIGNED TIME

The Department of Biological Sciences recognizes that reassigned time provides an opportunity for faculty to participate in service and scholarly work that would otherwise not be possible when teaching a full academic load. The department recognizes two categories of reassigned time activities.

a. ***Administrative Reassigned Time.*** Administrative Reassigned Time activities include responsibilities that directly contribute to the functioning of the department, the college, or the university. Assignments are made by the chair (or in the cases of appointments outside the department, endorsed by the chair) taking into account the instructional needs of the department.

b. ***Scholarship Reassigned Time.*** Scholarship Reassigned Time activities include activities that support the development of faculty scholarship (including, but not limited to, preparing a grant proposal, carrying out a research project). Any member of the faculty (tenured, tenure-track, senior lecturer, lecturer) may submit a request for Scholarship Reassigned Time. The request should include a brief written statement of how the time will be used, measurable outcomes (objectives), how the activity will contribute to the faculty member's professional development and the mission of the department and, if applicable, a summary of the outcomes of previous Scholarship Reassigned Time. Scholarship Reassigned Time requests for either the Fall or Spring semester should be submitted to the department Chair prior to the academic year in which the reassigned time would be taken. Scholarship Reassigned Time will be awarded at the discretion of the Chair, taking into account the instructional needs of the department, and is subject to approval by the Dean of the College of Science. Faculty requests for reassigned time as part of an externally funded project (e.g., buying out teaching time with grant money) are not covered by this procedure. Such requests will be negotiated by the faculty member and the department chair and subject to approval by the Dean of the College of Science.

Student-Centered Research Program

Student-Centered Research Program: Tenured and Tenure-track Faculty

The goal of the Department of Biological Sciences Student-Centered Research Program is to support faculty who are fully engaged both in the scientific process (i.e., grant-writing, research, presentations, and publications) and in student-focused activities involving teaching, training, and research that constitute extraordinary efforts. To facilitate graduate and undergraduate student-centered research in the Department of Biological Sciences, faculty who participate in the Student-Centered Research Program will receive three hours of reassigned time per semester, allotted for single-year increments by the Chair concurrent with the drafting of the Fall teaching schedule. Requests for reassigned time under this policy will be submitted concurrent with submission of requested teaching schedules, and requests to the chair should justify this reassigned time by reporting on: the past year's research success, ongoing research commitments with students that will result in peer-reviewed submissions and awarded/pending grant funds that will provide for student-centered research in the future year. The reassigned time associated with this program cannot be used to reduce teaching loads below 6 hours for fulltime faculty. Reassigned time awarded through this program is in lieu of (not in addition to) reassigned time awarded as per grant requirements, as grant match, or as buy-out or reassigned time paid for by grants or other entities. Students mentored for one semester will be counted as 0.5 students/year. The summer will be considered the equivalent of a semester. A year is defined as 1 August to 31 July so as to have Fall, Spring, and Summer semesters included as whole units within a one-year period. Faculty members that co-mentor students will each receive half credit for those students. Students being mentored by faculty as part of the Student-Centered Research

Program must be either (1) paid to conduct the research (e.g., through grant funds, institution funds, etc.), (2) enrolled in a research course or internship (i.e., BIO 598/798, WLD 489W, HON 420, BIO 349, BIO 839, BIO 881, or BIO 891), or (3) conducting research as volunteers, provided the Volunteer Program Guidelines of ECU Human Resources Department are followed.

To be eligible for the Student-Centered Research Program in the Department of Biological Sciences, tenured and tenure-track faculty must mentor at least two ECU students (graduate and/or undergraduate students) within the year and give two research presentations (oral or poster) with students as presenters or co-authors. Additionally, within a three-year period, faculty must either submit one peer-reviewed article with at least one mentored ECU student as a co-author OR submit a research proposal that clearly provides support for students (i.e., student salary, travel, and/or supplies).

Each year, faculty are required to submit in digital format: (a) the Student-Centered Research Annual Report form (Appendix 7), which includes information about students mentored and research deliverables, (b) a final report for each completed student project (i.e., honor's thesis, WLD 489W report, MS thesis, etc.) or a brief progress report [which is written by the student for ongoing projects and describes accomplishments and plans] and (c) abstracts of any oral presentations or any posters presented. Abstracts and posters must list students as presenters or co-authors. All materials accrued under this policy will be maintained and showcased by the Department as evidence of faculty and student research accomplishments.

Once a faculty member is participating in the Student-Centered Research Program, s/he must continue to meet the program's requirements to continue in the program. The Department Chair, or designee, will conduct an annual review of faculty for reappointment. Faculty not passing an annual review will be suspended from the program. If research faculty status is lost,

status can be regained beginning in the first Fall semester after meeting eligibility requirements or by developing a research plan with the Chair. New faculty hires will be appointed into the program during their first two years, after which time they will be required to meet requirements. Current faculty that are not in the program can be appointed beginning in a Fall semester after meeting eligibility requirements during the previous academic year or by developing a research plan with the chair.

Student-Centered Research Program: Lecturers

Full-time lecturers in the Department of Biological Sciences may receive one hour of reassigned time from teaching for every 3 hours of student credit generated for WLD 489W, BIO 598/798, or HON 420 for which they are the primary research project mentor. This reassigned time may be awarded either in, or after, the semester in which the student is enrolled; successful completion of the course by each student is required for continued participation in the program. If approved by the Chair, lecturers are eligible for up to a total of 3 hours of reassigned time each semester under this program.

MENTORING OF NON-TENURED FACULTY

The mentoring process in the Department of Biological Sciences is designed to help new faculty adjust to the department and facilitate progress toward achieving promotion and tenure. Each new non-tenured faculty member will, by the end of the first month of Fall semester classes, be assigned a mentor from the pool of tenured faculty within the department. The faculty member and mentor will meet as needed and prepare a five-year plan for achieving promotion and tenure; and participate in any new faculty mentoring program offered by the College or University.

EVALUATION OF FIRST-YEAR TENURE-TRACK FACULTY

A first-year tenure-track faculty member in the Department of Biological Sciences is required to submit the following information to the Department Chair no later than January 5 of his/her second semester: (a) a self-evaluation (no more than one page) describing his/her progress in the areas of teaching and scholarship during the preceding semester [this description should focus on goals, accomplishments, concerns, and future plans] and (b) syllabi and exams for all courses taught in the preceding semester.

University policy 4.6.5P states that the Chair of the department shall meet with the first-year non-tenured tenure-track faculty member no later than January 15 and provide written feedback on his/her performance during the academic year to-date. The faculty member may respond to the evaluation and recommendation by (a) accepting the evaluation and recommendation; after which the report is forwarded to the Dean; or (b) filing a statement (to be appended to the report, including any documentation desired) outlining why they do not accept the evaluation and recommendation. This statement shall be submitted to the Department Chair within five days. The report and the appended material are then forwarded to the Dean. No later than February 1, the Chair shall submit to the Dean a recommendation for reappointment/non-reappointment of full-time faculty members in their first year of service, along with a justification of no more than one page.

TRAVEL

All in-state and out-of-state faculty travel, for which reimbursement of travel costs will be sought, must conform to the procedures and travel requirements outlined in university policy 6.1.3R.

COURSE SYLLABI

In accordance with ECU Policy 4.1.4P (Course Syllabi) each course and each section of each course taught in the Department of Biological Sciences must have a complete syllabus. Faculty members will distribute a complete syllabus (either in paper form or in electronic form) typically on the first day of class but no later than 8 a.m. of the last day of the Add/Drop period. The format and content of the syllabi will conform to the requirements for a syllabus outlined in Policy 4.1.4P.

PRE-FINAL EXAMINATION WEEK

In accordance with ECU Policy 4.1.5P (Pre-final Examination Week), no major examinations or assignments shall be given during the week preceding final examinations. Exceptions must be approved by the Chair of the Department of Biological Sciences and shown in the course syllabus.

DEPARTMENT OF BIOLOGICAL SCIENCES: PROCEDURES

Assessment of Teaching Elected Committees Appointed Committees

Assessment of Teaching

Assessment Using the University Instrument for Student Evaluation of Teaching: Student input about all classes offered by the Department will be solicited using the eXplorange Blue. Results from the evaluations should be reported by each faculty member in the teaching section of the Tenure Track Faculty Annual Report (Section I. Teaching Effectiveness item A. Student Evaluations; see Appendix 2) or on the BIOS Faculty Professional Development Plan Addendum, for those not required to submit the annual report.

Peer Assessment of Teaching/Classroom Observation: The Chair of the Department of Biological Sciences will determine what course or class section is to be evaluated via peer-review. Using a scoring rubric approved by the faculty (see Appendix 3 & 4), course assessments will be conducted during the Fall and Spring semesters of an academic year (no assessments will be conducted during winter and summer terms). The Associate Chair of the department will be responsible for scheduling peer-reviews and will consult with the instructor of a course selected for evaluation to determine: (1) the date and time for the review, (2) the faculty deemed acceptable to conduct the review, and (3) what mechanism of peer-review the instructor wishes to have used, i.e., in-class review by faculty present in the classroom, videotape review (the class session will be videotaped and the video made available to faculty selected to conduct the assessment), or on-line course review. A minimum of two members of the Faculty Annual

Progress Report Review Committee (or other specifically selected individuals) will evaluate the course and return the evaluation forms to the Associate Chair, who will distribute the evaluation forms to the faculty member reviewed.

Any faculty member who wishes to appeal the score he/she received on a peer assessment of teaching form, must submit his/her appeal in writing to the Chair of the Department of Biological Sciences. The appeal should outline in detail the faculty member's concerns. The Chair will call a meeting of the department's Third-Year Review Committee for Tenured Faculty. The Third-Year Review Committee shall determine (by majority vote) the disposition of the appeal.

Tenure-track faculty in their first year at EKU will not be subject to peer assessment of teaching.

Tenure-track faculty entering their second year, and faculty who have not yet obtained tenure, will have *one class per semester* subject to peer assessment of teaching. Results of the evaluation are to be included as part of Section I. Teaching Effectiveness, item B. Peer Evaluations (15 pts max.) in the faculty member's Tenure-Track Faculty Annual Report (see Appendix 2A & 2B).

Tenured faculty who will be seeking promotion: will have *one class per academic year* subject to peer assessment of teaching. Results of the evaluation are to be included as part of Section I. Teaching Effectiveness, item B. Peer Evaluations (15 pts max.) in the faculty member's Tenure-Track Faculty Annual Report (see Appendix 2A & 2B).

Tenured faculty not seeking promotion: will have *one class per academic year* subject to peer assessment of teaching. Results of the evaluation are to be included as part of the faculty member's annual Professional Development Plan Addendum (Appendix 6).

COMMITTEES IN THE DEPARTMENT OF BIOLOGICAL SCIENCES

Standing committees composed of faculty members from the Department of Biological Sciences will have the responsibility of conducting the affairs for the Department and representing faculty in governance issues. These committees are either elected or appointed by the Chair. The Chair of the Department of Biological Sciences shall appoint members of the faculty to serve on other (non-standing) committees deemed necessary for the functioning of the Department. Unless otherwise designated, members of the Department holding the rank of professor, associate professor, assistant professor, lecturer, or instructor, shall be eligible to be members of committees.

Elected committees:

Promotion and Tenure Committee
Space, Facilities, and Equipment Committee
Academic Practices Committee
Third-Year Review Committee for Tenured Faculty

Promotion and Tenure Committee (P&T Committee)

The Promotion and Tenure Committee (P&T Committee) shall consist of five members elected from the full-time tenured faculty; each member will serve for a period of two years. New members are elected to the committee at the conclusion of each academic year, alternating with the election of three persons one year and then two the next year. The committee shall be elected no later than September 10 of the year in which it is to function. At any given time, total membership on the committee will consist of new persons and carry-over members from the previous academic year. After serving for a period of two years, a faculty member is not eligible for re-election to the committee for a period of one year. One Alternate will be elected each year (for a 1-year term) to serve on the committee only if one of the regular members becomes

ineligible to serve. Each academic year, the committee chair will be selected by the members of the P&T Committee following the committee election. If a faculty member or a member of his or her family/household is being considered for tenure, promotion, or sabbatical leave, the faculty member may not serve on the P&T Committee that year.

The Promotion and Tenure Committee's review of **applications for promotion** in the Department of Biological Sciences will conform to the procedures outlined in the *EKU Faculty Handbook*. The P&T Committee will make a copy of the candidate's application for promotion available to the faculty and solicit non-anonymous feedback (peer opinions) concerning the application. The P&T Committee will consider the candidate's application, formal student evaluations, the Department's second systematic method of assessing teaching performance, and peer opinions in conducting its review of the candidate's application for promotion. A record of meetings of the P&T Committee in which promotion is discussed shall be maintained and will include the names of attending members and a record of the vote count. All committee recommendations shall be based on secret ballot and majority vote (absentee ballots are not permitted). A tie vote is considered a negative vote on the recommendation. The committee shall make a written recommendation, stating the reasons for or against promotion. The voting members of the committee shall complete the appropriate recommendation form for promotion. Members of the committee shall sign the form, indicating the report's accuracy as it was approved by the majority of the committee. The application, the written recommendation, and the signed recommendation form shall be submitted to the Department Chair.

The Promotion and Tenure Committee's review of **applications for tenure** in the Department of Biological Sciences will conform to the procedures outlined in the *EKU Faculty Handbook*. The P&T Committee will make a copy of the candidate's application for tenure

available to the faculty and solicit non-anonymous feedback (peer opinions) concerning the application. The P&T Committee will consider the candidate's application, formal student evaluations, the Department's second systematic method of assessing teaching performance, and peer opinions in conducting its review of the candidate's application for promotion. A record of meetings of the P&T Committee in which tenure is discussed shall be maintained and will include names of attending members and a record of the vote count. All the committee's recommendations shall be based on secret ballot and majority vote (absentee ballots are not permitted). A tie vote is considered a negative vote on the recommendation. The committee shall make a written recommendation, stating reasons for or against tenure. The voting members of the committee shall complete the appropriate recommendation form for promotion. Members of the committee shall sign the form, indicating the report's accuracy as it was approved by the majority of the committee. The P&T Committee will call a meeting of the tenured faculty for the purpose of reviewing the committee's evaluation and tenure recommendation(s). Using a ballot (absentee ballots are not permitted), tenured faculty members will vote to endorse or reject the P&T Committee's recommendation. An endorsement shall consist of a majority of the tenured faculty present voting in support of the committee's recommendation. A letter ('faculty letter') indicating the date of the meeting, name of the candidate for tenure, number of tenured faculty members present, the number of votes which supported the P&T Committee's recommendation, and the number of votes which rejected the P&T committee's recommendation, will be prepared by the chair of the P&T Committee. The application of the candidate for tenure, signed recommendation form, faculty letter, and ballots from the faculty meeting shall be submitted to the Department Chair.

The Promotion and Tenure Committee's review of **applications for sabbatical leave** in the Department of Biological Sciences will conform to the procedures outlined in the EKU *Faculty Handbook*. Sabbatical leave applications will be reviewed, ranked and recommendations provided to the Chair. Sabbatical leave applications will be evaluated based on the application's indication the proposed activity will strengthen the faculty member's teaching, and/or scholarship, and/or service to the institution.

Space, Facilities, and Equipment Committee (SF&E Committee)

Tenured and tenure-track individuals and lecturers shall be eligible to be members of the Space, Facilities and Equipment Committee (SF&E Committee). The committee shall consist of five faculty representatives; the Administrative and Facility Coordinator will serve as an *ex officio* member of the committee. An attempt should be made to have individuals who teach in the various degree programs in the Department of Biological Sciences represented on the committee. Faculty representatives shall be elected to two year terms. After serving a two year term, a member must wait one year before being eligible for reelection. New members are elected to the committee at the conclusion of each academic year, alternating with the election of three persons one year and then two the next year. The Space, Facilities and Equipment Committee shall make recommendations to the Chair concerning:

- a. Proposals for spending of department portion of grant indirect funds (F&A Budget) on research and unspent course fees budget on instruction needs;
- b. Maintenance, evaluation, and updating of the department's ranked capital equipment list, bringing the current list before the faculty for approval the first week of October and the first week of February of each year;

- c. Allocation and use of current (or newly acquired) facilities and vehicles;
- d. Proposals submitted to the committee by individual faculty members or groups of faculty for reallocation or other changes in use of space based on needs and potential benefits (e.g., newly funded grant needs, new research initiatives, improvements in instruction, improved services, etc.).

Academic Practices Committee

The Department of Biological Sciences Academic Practices Committee shall consist of two members and one alternate elected annually from the faculty (tenured and tenure-track individuals and lecturers), one student member, and one student alternate. The faculty members of the committee shall be elected by a majority vote of the department faculty no later than September 10 of the year in which the committee is to operate. The student member of the committee shall be the student elected to serve on the department's Graduate Affairs Committee. The Chair of the department shall select the student alternate from among the officers of student organizations within the department. The faculty alternate shall serve in the event that a complaint is lodged against one of the regular members of the committee. The student alternate will serve if the regular student member is not available or has a conflict of interest. The Academic Practices Committee shall follow the procedures outlined in ECU Policy 4.1.15P.

Third-Year Review Committee for Tenured Faculty

ECU Policy 4.6.17P (Annual Review of Tenured Faculty) dictates the tenured faculty review policy will consist of annual reviews over a three year recurring cycle of assessment. In year one and two of the review cycle, tenured faculty in the Department of Biological Sciences will meet

with the Chair to discuss the faculty member's achievements with specific reference to the goals set in the previous conference and faculty member's previous Professional Development Plan. In year three of the review process (Year Three Review), tenured faculty members will prepare a brief (1-3 page) reflection of their work since the last Year Three Review. No later than March 1, the Chair will hold a conference with each tenured faculty members subject to a Year Three Review. The purposes of the conference are to evaluate work from the previous three years and to establish the professional development goals for the faculty member for the next year (Year One of a new three year review cycle). For the Year Three Review, the Chair will use the department's minimum performance standards and the faculty member's workload to assess the tenured faculty member as "exceeds standards", "meets standards", or "below standards" in each of three areas (teaching, scholarly/creative activities, and service) as well as an overall rating (see Appendix 5). Third Year Reviews receiving a "below standards" overall or in any of the three areas will be reviewed by the department's Third Year Review Committee for Tenured Faculty prior to review by the Dean. The Third Year Review Committee shall indicate in writing, with an explanation, whether it concurs with the assessment of each "below standards" rating. The Chair will submit all Year Three Reviews and any report from the Third Year Review Committee to the Dean no later than April 1.

The Department of Biological Sciences' Third Year Review Committee for Tenured Faculty shall conform to the following guidelines:

- a. The Department shall elect no fewer than three members and one alternate. Committee members shall be elected from the full-time tenured faculty;
- b. All members of the committee are eligible to vote;

- c. No member of the committee may also serve on the University Post-Tenure Review Committee,
- d. A member of the committee shall not participate in the review of a case where there is a conflict of interest;
- e. The members of the committee will serve two-year staggered terms. A member cannot serve more than two consecutive terms; and
- f. The committee shall be elected no later than May 1 (Policy 4.6.17P) of the year prior to the year in which it is to function.

Any faculty member who wishes to appeal the score he/she received on a peer assessment of teaching form, must submit his/her appeal in writing to the Chair of the Department of Biological Sciences. The appeal should outline in detail the faculty member's concerns. The Chair will call a meeting of the department's Third-Year Review Committee for Tenured Faculty. The Third-Year Review Committee shall determine (by majority vote) the disposition of the appeal.

Appointed committees:

**Curriculum
Faculty Annual Progress Report Review
Graduate Affairs
Greenhouse
Vivarium
Honors & Awards
Planning
Seminars & Speakers
Biological Collections**

Curriculum Committee

The Curriculum Committee will review all curriculum proposals and changes submitted, bring each proposal/change before the Department of Biological Sciences' faculty (with a recommendation to approve or reject), and present curriculum items approved by the faculty to the College Curriculum Committee; review all new undergraduate and graduate special topic course syllabi (in-house) and recommend to the Department Chair for approval/disapproval; and conduct reviews of academic programs.

Faculty Annual Progress Report Review Committee

The Faculty Annual Progress Report Review Committee will review all Annual Faculty Progress Reports and conduct the department's peer assessment of teaching.

Annual Faculty Progress Report Review. Each member of the committee will evaluate each annual report, assigning it a numerical score based on the scoring rubric provided in the annual report. The committee will meet and discuss each annual report (committee members will supply the numerical value they assigned to each report and, if requested, discuss their evaluation process). Based on the average numerical value calculated for each faculty member's Annual Faculty Progress Report, faculty members will be ranked from the highest to lowest individual

mean score. Using the ranked list of faculty members, the chair of the committee will prepare a report which lists next to each faculty member's name, the individual scores provided by each committee member and the final mean score. The report will be submitted to the Department Chair two weeks prior to any deadline by which the Chair must report the findings to the Dean

Peer Assessment of Teaching. Peer assessment of teaching will be conducted using the rubrics, and procedures, outlined in the Peer Assessment of Teaching section of this document.

Graduate Affairs Committee

The Department of Biological Sciences Graduate Affairs Committee shall consist of the Graduate Affairs Coordinator (who will serve as chair of the committee), four representatives selected from the tenured and tenure-track faculty, and one graduate student (elected by the graduate students within the department each Fall semester). The Chair of the department may attend meetings and participate in discussions, but will not vote. The graduate student representative will be involved in all aspects of the Graduate Affairs Committee except he/she will not review the applications of students seeking admission to the department's Graduate Program; nor will he/she vote on admitting a student to the department's graduate program or the awarding of assistantships. The four faculty members (not including the Graduate Affairs Coordinator) will each serve two year terms, with two members rotating off of the committee each year. All meetings of the committee are open to all faculty members.

The Graduate Affairs Committee will be responsible for:

- a. reviewing all applications and selecting students for admission to the department's Graduate Program. Each member of the Graduate Affairs Committee will evaluate

applications and vote on whether the applicant should be accepted, rejected, or whether further discussion of the application is warranted. If the majority of members of the committee vote to accept or reject the student, no further discussion will be held and the Graduate Program Coordinator will submit the appropriate paperwork to the Graduate School. However, if any member of the committee wishes to discuss the application of a student, the Graduate Program Coordinator will call a meeting, the application will be discussed, and a decision will be made.

- b. awarding graduate assistantships (GAs) made available to the Department of Biological Sciences. Students who have been accepted for admission to the Department's graduate program and have requested to be considered for a GA will have their applications reviewed. The committee will seek input from the faculty, and will evaluate and rank the candidates. The ranked list will include those students to be offered a GA and those students who will be placed on a waiting list. Criteria for awarding GA's may vary, depending upon the composition of the pool of candidates. In general, overall grade point average (GPA) and/or GRE scores will be considered, as well as letters of recommendation, student's prior teaching experience and statement of interest. Students already enrolled in the graduate program, but not supported by a GA, will also be considered when GA's are awarded. However, an attempt will be made to maintain approximately equal numbers of GA's for both first- and second-year students. If non-renewable GA's become available before the beginning of classes in the Fall semester, the next student on the waiting list will be offered the GA. If classes have already begun, the committee will meet to determine the recipient. Assuming adequate performance, GA's will automatically be renewed for a second academic year. The Department Chair

and the Graduate Program Coordinator will determine the teaching and service assignments for GA's.

- c. selecting the recipient(s) of research assistantship(s) and David Jones Award;
- d. reviewing the graduate curriculum and making recommendations for changes;
- e. working with faculty to improve recruitment of high quality applicants;
- f. evaluating the equitability of different GA assignments;
- g. developing and implementing methods to assess faculty coordinators of multi-section lab courses taught by the department's graduate students;
- h. organizing and running (prior to the start of classes in the Fall semester) the Graduate Student Orientation Session.

Greenhouse Committee

The Department of Biological Sciences Greenhouse Committee will consist of faculty members appointed by the Chair of the Department. The Administrative and Facilities Coordinator will serve as an *ex officio* member of the committee. It is the policy of the department that the Greenhouse Committee will manage the greenhouse in accordance with the practices outlined in the 'Greenhouse Use Procedures' document.

Vivarium Committee

The Department of Biological Sciences Vivarium Committee will consist of faculty members appointed by the Chair of the Department and the department's Administrative and Facilities Coordinator, who will serve as an *ex officio* member of the committee. At least one member of

the Vivarium Committee must also be a current member of the Institutional Animal Care and Use Committee. The Vivarium Committee will:

- a. review requests from the faculty for space in the vivarium for teaching, research, and service/outreach. For requests approved, the committee will designate the space in the vivarium for the approved activity;
- b. make recommendations to the department for usage fees/cost recovery to allow continued operation of the facility;
- c. make recommendations to the department concerning staffing needs and duties to ensure safe and humane treatment of animals in the facility;
- d. work closely with the Institutional Animal Care & Use Committee (IACUC) to ensure the vivarium meets all federal guidelines for the care and use of animals; and
- e. develop, disseminate, and revise (as necessary) standard operating procedures dealing with the use of the vivarium and enforce said procedures.

Honors and Awards Committee

The Department of Biological Sciences Honors and Awards Committee will select outstanding students as recipients of departmental awards and scholarships; and plan and implement an Honors Recognition Ceremony each Spring semester. More specifically the committee will:

- a. Seek applicants and nominations for all department student honors and oversee the final selection process at a faculty meeting before March 1;
- b. Recommend student nominees for college and university awards in a timely manner;

- c. Maintain an on-line application form which describes all awards and scholarships, outlines eligibility requirements, and provides application instructions.
- d. Plan and run the annual awards ceremony, to occur in the Spring semester. Duties include notifying award and scholarship recipients, creating certificates, and seeing that plaques to be presented/displayed at the ceremony have been made or appropriately engraved with the recipient's name;
- e. Update and verify names and year of award of all past award recipients and file a corrected copy of the list of past and current recipients with the Department Chair and the department web master;
- f. maintain a site (bulletin board or display case) which displays: (a) photos of the most recent winners of department awards and (b) any plaques which list the most recent, and past, winners of department awards.

Planning Committee

The Department of Biological Sciences Planning Committee will meet at least monthly to discuss ideas for moving the department forward and bring recommendations to faculty meetings (e.g., new tenure-track position requests, new programs or revisions to current programs, recruitment of students, fundraising, faculty development, etc.). The committee will make recommendations concerning a Fall or Spring faculty retreat that consists of getting input, making all arrangements, and running the event. The committee will develop and run a program for Assurance of Learning Day.

Seminars and Speakers Committee

The Department of Biological Sciences Seminars and Speakers Committee will recommend/schedule outside speakers, and be in charge of all logistics associated with a speaker's visit and presentation. The committee will make recommendations concerning advertising and promoting attendance at all departmental seminars.

Biological Collections Committee

The Department of Biological Sciences Biological Collections Committee will review and recommend actions to increase the visibility and use of the department's teaching and research collections, including:

- a. increasing the integration of collection activities and specimens into courses;
- b. furthering and coordinating among collections digitization and archival efforts;
- c. identifying funding possibilities and creating grant proposals to support collections-related activities;
- d. leveraging the department's collections for publicity, including presenting open houses, seeking volunteer help, and creating brochures and posters.

All faculty members are eligible to serve on the Biological Collections Committee.

ADMINISTRATIVE ORGANIZATION AND SERVICE POSITIONS WITHIN THE DEPARTMENT OF BIOLOGICAL SCIENCES

Chair
Academic Advisors
Department Recorder
Graduate Program Coordinator
Cooperative Education Coordinator
Curators of Biological Collections
College Curriculum Committee Representative
Safety Officer
Faculty Senators

Chair

A. Duties and Responsibilities

The department Chair shall serve as a faculty member with teaching, scholarly, and service responsibilities; and shall represent the Department at the college and university-levels, and provide leadership in several areas, including departmental governance, instruction, faculty affairs, student affairs, external communications, budget, resources management, office management, and professional development.

- a. Departmental governance:** The department Chair shall conduct regular scheduled departmental meetings; develop and implement long-range departmental goals, plans, programs, and policies; oversee delivery of departmental services to the University, community, and state; prepare departmental accreditation and evaluation documents; serve as departmental advocate; and encourage and motivate faculty and staff to communicate ideas for improving the department.
- b. Instruction:** The department Chair shall be responsible for scheduling classes; preparing catalog copy; supervising and evaluating class instruction; and coordinating curriculum, course and program revisions.

- c. **Faculty affairs:** The department Chair shall lead the department in recruiting, selecting, and assigning faculty; monitoring and evaluating faculty service and performance for promotion, tenure, and merit pay purposes; making recommendations concerning unsatisfactory faculty and staff performance and termination; preventing and resolving conflict among departmental faculty and staff; and maintaining morale through motivation and encouragement of faculty and staff. The department chair shall be charged with articulating the responsibilities for part-time, adjunct, and special faculty appointments (such as those faculty holding joint appointments), including expectations for research, creative activity, and service.
- d. **Student affairs:** The department Chair shall lead the department in recruiting, selecting, advising, and counseling of students.
- e. **External communication:** The department Chair shall communicate departmental needs to college and university administrators; enhance the department's image and reputation; maintain liaison with outside individuals, groups, agencies and institutions including correspondence, requests for information, completion of forms and surveys related to the Department.
- f. **Budget and resources:** With input from the faculty, the department chair shall prepare and administer the department budget including establishing priorities for capital outlay and use of travel and other funds, seeking outside funding and encouraging writing of grant proposals, and preparing annual reports.
- g. **Office management:** The department Chair shall oversee the management of department equipment and facilities including security and maintenance, supervising and evaluating clerical and technical staff, and maintaining student and departmental records.

- h. **Professional development:** The department Chair shall encourage and support faculty in the areas of teaching, research, publication, and participation in professional meetings and societies.

B. Selection, Evaluation, Tenure of Service and Replacement of the Chair

- a. **Selection of the Chair:** The Department of Biological Sciences shall select a candidate to become Chair and forward that endorsement to the Dean of the College of Science. At a meeting attended by at least 75% of the faculty (tenured and tenure-track, senior lecturers and lecturers), the chair of the search committee or chair of the Promotion and Tenure Committee (whichever is appropriate) will supervise the selection of a candidate to become Chair. To be selected as Chair will require the candidate to be supported by two-thirds of the faculty present at the meeting. The vote shall be conducted using a secret ballot.
- b. **Tenure of service for the Chair:** The tenure of a Chair in the Department of Biological Sciences shall be 6 years. After the initial 6 years of service, the Chair may be replaced, or reappointed for no more than an additional 6 year term. The decision to replace or reappoint will be determined by a majority vote of the faculty.
- c. **Annual Performance Review:** An annual performance review will be conducted by the P&T Committee.
- d. **Replacing the Chair:**
 - 1. **Chair initiated process:** The Chair of the Department of Biological Sciences may decide to retire or resign the position.
 - 2. **Faculty initiated process:** A call for a vote to replace the Chair of the Department of Biological Sciences may be made by any faculty member of the Department. A request for a faculty meeting to conduct such a vote must be made in writing to the

chair of the P&T Committee. The written request must be endorsed by at least one other faculty member and must outline, in detail, why the faculty member submitting the written request feels the Chair needs to be replaced. The chair of the P&T Committee will inform the Department Chair that such a request has been made and provide the Chair and Dean of the college with a copy of the faculty member's letter. The chair of the P&T Committee must schedule (and chair) a meeting of the faculty (including the Chair) no sooner than 2 weeks, nor more than 4 weeks, after receiving the faculty member's written request to replace the department chair. The format of the faculty meeting will be as follows:

- (a) the chair of the P&T Committee will call the meeting to order and determine if 75% of the faculty (tenured faculty, tenure-track faculty, senior lecturers, lecturers) are present. If 75% of the faculty members are not present, the meeting will be adjourned and another meeting scheduled. If 75% of the faculty are present, the P&T Committee chair will read aloud the faculty member's letter requesting a vote to replace the Chair;
- (b) the faculty member who requested the vote to replace the Chair will be provided an opportunity to speak;
- (c) the Chair of the department will be provided an opportunity to speak;
- (d) the floor will be open for discussion; and
- (e) a ballot will be distributed to each faculty member on which each faculty member will indicate if he/she wishes to "keep the current Chair" or "replace the current Chair".

If more than two-thirds of the faculty members present at the meeting (i.e., more than half of the entire faculty) vote to "replace the current Chair", the chair of the P&T Committee will submit a memo to the Dean of the College informing him/her of the faculty decision and requesting that the department be allowed to replace the Chair. Minutes of the faculty meeting will be provided to the chair of the P&T Committee, who will place in the P&T Committee's files a copy of the faculty meeting minutes, the original faculty member's letter calling for a vote to replace the Chair, and any related memos that were sent to, or received from, the Dean of the College.

Academic Advisors

It is the responsibility of undergraduate and graduate academic advisors in the Department of Biological Sciences to:

- a. provide assistance to advisees that will facilitate the student's ability to complete his/her course of study in a timely manner, and
- b. make advisees aware of opportunities outside the classroom (e.g., research experience, internships, co-ops) that would enhance the student's future employment potential or admission to professional or graduate schools.

It is expected that advisors will keep themselves up-to-date concerning university, college, and department policies and procedures related to the program in which they advise.

Advising Undergraduate Students. Unless exempted by the Chair of the Department of Biological Sciences, full-time tenured and tenure-track faculty shall serve as academic advisors in the department. Full-time tenure track faculty will not serve as advisors during their first two years at EKU. All undergraduate majors in the Department of Biological Sciences will be

assigned to an advisor. Advisor assignments are made by the ECU Advising Office and, with input from the department chair, assignments are to be made in a manner that results in students being advised, if possible, by faculty within the department's programs who have a background in the area of the student's major or concentration.

Advising effectiveness in the Department of Biological Sciences will be assessed once per year via a College of Science survey given to seniors when they apply for graduation. Data from the survey will be used in two ways: (1) aggregate data will be reported by the Department Chair as a measure of departmental advising effectiveness in the department's Strategic Plan; and (2) data for individual advisors will be given to each advisor, along with aggregated department data, so advisors can assess their advising approach/methods. The Department Chair will also receive data for individual advisors to use in assessing advising by faculty members within the department.

Advising Graduate Students. Applicants for admission to the graduate program in the Department of Biological Sciences are required to indicate in their application that they have communicated with a member of the faculty. The student must indicate on his/her application that he/she has received a commitment from a specific faculty member to serve as the student's graduate advisor should the student be accepted into the department's graduate program.

Department Recorder

Departmental recorder shall attend all faculty meetings and retreats. If the recorder cannot attend a meeting, it is the responsibility of the recorder to find a substitute. Notes will be taken summarizing the significant outcomes of the meetings. The recorder will distribute the minutes of the meetings to each faculty member within 14 days of the meeting/retreat and keep a copy

for the department records. Should the department recorder be absent, the Department Chair will appoint an individual to take notes during the faculty meeting or retreat.

Graduate Program Coordinator

To hold the position of Graduate Program Coordinator in the Department of Biological Sciences, an individual must be a tenure-track or tenured faculty member, hold at least associate graduate faculty status with the Graduate School, and have been the major advisor for at least one graduate student. Persons interested in applying for the position shall write a letter stating such to the Chair of the department. The Graduate Affairs Committee shall make all applications available to the faculty to review. The Graduate Program Coordinator will be chosen by a vote of the faculty. The term of Graduate Program Coordinator will be three years with subsequent three year reappointments if approved by the faculty. The person holding the position will be given three hours of reassigned time each semester. During the summer the main responsibilities of the Graduate Program Coordinator will revert to the Chair of the Department of Biological Sciences. The responsibilities of the Coordinator shall include the following:

- a. processing of student applications. Once the Graduate School has supplied the department's Graduate Program Coordinator with complete applications, the Coordinator will establish a file for each applicant. The Coordinator will provide each member of the Graduate Affairs Committee with an overview of each applicant's credentials and make the complete application available to any faculty member who wishes to review it;
- b. direct the process of selecting Graduate Assistants. The Graduate Program Coordinator will summarize the credentials of all candidates for GA's and distribute the information to all members of the Graduate Affairs Committee along with the date of the first scheduled meeting for selection of GA's. The committee will rank the candidates. The

Graduate Affairs Coordinator will contact the prospective GA's, outline the financial offer and the duties of the position, and seek a commitment from the student. If a student declines the offer, the next person on the waiting list will be offered the award;

- c. chairing the Graduate Affairs Committee;
- d. coordinating the advertisement of the graduate program;
- e. communicating and meeting with potential graduate students;
- f. preparing annual program assessment reports indicating achievement of relevant learning outcomes, placement of students, graduation rate, and changes made to improve the program; and
- g. coordinating efforts to periodically review the curriculum to ensure it is relevant and meets the post-graduation employment needs of students in the program.

Cooperative Education (Co-op) Coordinator

The Department of Biological Sciences Cooperative Education Coordinator will be chosen by a vote of the faculty. Persons interested in applying for the position shall write a letter stating such to the Chair of the Department. Applications will be made available to the faculty for review. The term of service for the Cooperative Education Coordinator will be five years. The Coordinator may be re-elected for subsequent five year terms. The Cooperative Education Coordinator will serve as the department's liaison with EKU's Center for Career and Cooperative Education, assist students seeking information concerning co-op opportunities, and (for student's involved in a co-op activity) serve as the department's contact person between the student and his/her workplace.

Curators of Biological Collections

At the discretion of the Department Chair, and with the understanding that certain courses must be offered each semester, faculty may be provided with reassigned time to perform curatorial duties in the Branley A. Branson Museum, the Ronald L. Jones Herbarium, and/or other department collections. Faculty in these positions perform critical duties related to growing and maintaining the quality and viability of the biological collections at EKU; collections that provide important resources to facilitate the teaching, research, and service functions of the Department. These positions should be filled by faculty members involved in biodiversity and conservation research, and in the teaching of the upper division and graduate-level field classes in botany and zoology. In most cases, the curatorial positions will be associated with a particular faculty position. In the event that a new faculty member is hired, the curatorial duties associated with the position will be explained in the job description. If a person hired is unable to fulfil their curatorial responsibilities, a new curator may be selected by the Department Chair in consultation with interested faculty. Curators may receive up to 3 hours of reassigned time each semester. Curatorial duties may include the following:

- a. collection, preparation, and preservation of specimens;
- b. oversee student workers in specimen preparation and specimen filing;
- c. oversee specimen transactions with other institutions;
- d. oversee the development and maintenance of a database of the collections;
- e. oversee the scheduling of visitors and tour groups;
- f. work toward obtaining grants and raising funds to support the collections;
- g. assist in the identification of specimens for faculty, staff, students and the public;
- h. supervise the purchasing of supplies and equipment for the collections;

- i. develop and maintain exhibits;
- j. provide specimens for classroom use at the request of other faculty;
- k. work with colleagues at other institutions to develop community standards for digitizing data and specimen images;
- l. maintain proper climate and pest control for specimen protection; and
- m. establish public outreach programs.

College Curriculum Committee Representative

Unless designated otherwise by the Chair, the Department of Biological Sciences representative to the College Curriculum Committee will be the chair of the department's Curriculum Committee. The Chair of the department will serve as the department's alternate representative to the College Curriculum Committee.

Safety Officer

The Department of Biological Sciences' Safety Officer will work with the Chair, department's Administrative and Facilities Coordinator, College Safety Officer, and ECU Environmental Health and Safety Office to ensure the department's facilities and personnel are in compliance with all health and safety rules and regulations.

Faculty Senators

Faculty senators and alternates will be elected by a vote of members of the Department holding the rank of professor, associate professor, assistant professor, senior lecturer, lecturer, or

instructor. Faculty senators will be elected to three year terms. The number of consecutive terms a faculty member can serve as senator will be dictated by current Faculty Senate policy.

Appendix 1

Timeline for the promotion and tenure process for faculty in the Department of Biological Sciences^{a,b} seeking tenure, promotion to associate professor, or promotion to professor.

Dean informs department chairs of candidates eligible for tenure	April 15 ^c
Department Chair informs candidates eligible for tenure	May 1 ^c
Candidates notify Chair and Dean, in writing, of intent to apply for tenure and/or promotion	September 1 ^c
Election of department promotion and tenure committee	September 10 ^c
Department Chair informs the promotion and tenure committee of candidates for promotion and/or tenure	September 12
Candidate submits application to department (<i>hard copy and identical electronic version; supporting material: hard copy only</i>)	September 20
Committee provides Department Chair with its evaluation and recommendation	October 31
Department Chair and chair of department P&T committee reviews recommendations with candidate, provides candidate with report(s) and secures candidate's signed receipt	November 9
Department Chair notifies candidate of results of reconsideration by department committee and/or department chair	November 28
Department chair presents recommendations to the dean (<i>hard copies and electronic versions</i>)	December 1 ^c

^aThe stated actions can be completed before the given deadlines.

^bIf a given date occurs on a weekend or holiday, the deadline for the requested action shall be the first day on which the University administrative offices are open after the weekend or holiday.

^cThis deadline is mandated by university or college policy.

Appendix 2.

Department of Biological Sciences Tenure-Track Faculty Annual Report form.

DEPARTMENT OF BIOLOGICAL SCIENCES TENURE-TRACK FACULTY ANNUAL REPORT

Faculty members name: _____

Academic Year _____

I. Teaching Effectiveness (Total Points = 50)

$$[(A+B+C)/40] \times 50 = \text{Total Teaching Effectiveness Points}$$

A. Student Evaluations (10 pts. max.)

Provide a list of classes you taught for the review period covered by this report AND the average score you received in each class for the eXplorance Blue assessment instrument question, "*Faculty instruction supported the learning goals of this course*". Since the current maximum score on the eXplorance Blue question is "5.0", the mean value earned by the faculty member in each course evaluated will be adjusted to a 10-point scale. The final score assigned will be the average of the adjusted scores from all courses evaluated.

B. Peer Evaluations (15 pts. max.) Provide the over-all average score based on the peer assessment of teaching feedback you received.

C. Professional Growth and Development in area of Teaching/Student Mentoring (15 pts. max.)

1. Curriculum Development (up to 10 pts each).
 - a. Develop a new specialty area (Please list).
 - b. Preparation to teach a new course in your discipline (provide syllabus and evidence of preparation).
2. New techniques and materials (up to 5 pts. each)
 - a. Organized or participated in instructional improvement seminars. (Please list and include pertinent documentation).
 - b. Development and use of audiovisual aids for classroom or online learning (Please list and provide documentation).
 - c. Experimented with new teaching technologies (provide examples).
 - d. Varied teaching techniques such as discussion techniques rather than lecturing.
3. Evidence of a planned program of independent reading and study (explain; 2 pts. max.).
4. Faculty Development (provide documentation for each)
 - a. Participation in conferences, workshops, etc., related to teaching assignments (2 pts. each)
 - b. Courses taken to improve teaching area (2 pts. each)
 - c. Miscellaneous faculty development (5 pts. max)
5. Supervisory/Guidance
 - a. Graduate student supervision
 1. Director of completed M.S. thesis as submitted to the Graduate School. (List

- Names). (5 pts ea.)
- 2. Director of completed MS non-thesis (3 pts. each)
- 3. Director of M.S. students actively working towards completion of thesis degree. (List Names). (2 pts. ea.)
- 4. Director of MS students actively working towards completion on non-thesis degree. (2 pts. ea.)
- 5. Member of graduate committee while student is actively working towards completion of degree. (List Names). (1 pt. each)
- b. Supervision of BIO 598 Special Problems (List students and provide copies of final student reports). (2 pt. each)

II. **Research and/or Scholarly Achievement** (Total Points = 25)

Maximum set at 45; $[(A+B+C+D)/45] \times 25 = \text{Total Research/Scholarly Points}$

- A. Publications (give titles, journals, publishers)
 - 1. Articles published in refereed national journals (10 pts. ea.)
 - 2. Articles published in non-refereed national journals (6 pts. ea.)
 - 3. Articles in state refereed journals (8 pts. ea.)
 - 4. Authorship and publication of a book (15 pts. ea.)
 - 5. Revision of a book (7 pts. ea.)
 - 6. Section or chapter(s) of a published book (10 pts. ea.)
 - 7. Laboratory manual (5 pts. ea.)
 - 8. Revision of a laboratory manual (4 pts. ea.)
 - 9. Locally published lab manual (3 pts. ea.)
 - 10. Articles published in popular press (science related) (Up to 6 pts.)
- B. Research Proposals (list agency and proposal title)
 - 1. Funded proposals submitted to outside agency (15 pts. ea)
 - 2. Non-funded proposals submitted to outside agency (8 pts. ea.)
 - 3. Funded EKU proposals (8 pts. ea.)
 - 4. Administration of extramural grants (list title and dates). (5 pts.)
- C. Papers and speeches presented (list titles and organizations)
 - 1. Presented at national or international meetings by invitation (provide documentation of invitation; 10 pts. ea).
 - 2. Presented at national or international meetings (7 pts. ea).
 - 3. Presented at regional or state meetings by Invitation (6 pts. ea).
 - 4. Presented at regional or state meetings (4 pts. ea).
 - 5. Presented at another institution (4 pts. ea).
 - 6. Presented at local meetings (e.g., seminars, talks at club meetings, etc.) (2 pts. ea).

III. **Service** (Total Percent = 25)

Maximum points is set at 50; $[(A+B+C+D+E)/50] \times 25 = \text{Total Service Points}$

- A. Committee Activities - Committee assignments will be listed according to the calendar year. For each committee listed, please indicate the period of spring and/or fall terms, and how you contributed to the effectiveness of the committee. (Extra points for summer term committee meetings).
 - 1. University related committee assignments
 - a. Chair of University committee (up to 6 pts. ea.)

- b. Member of University committee (up to 2 pts. ea.)
 - 2. College related committee assignments
 - a. Chair of College committee (up to 6 pts. ea.)
 - b. Member of College committee (up to 2 pts. ea.)
 - 3. Departmental related committee assignments
 - a. Chair of Departmental committee (up to 6 pts. ea.)
 - b. Member of Departmental committee (up to 2 pts. ea.)
 - 4. Other committee assignments (up to 2 pts. ea.)
 - 5. Chair of departmental Promotion and Tenure Committee (up to 10 pts)
 - 6. Member of departmental Promotion and Tenure Committee (up to 6 pts)
 - 7. Member of Faculty Senate (4 pts.) Yes No
 - 8. Miscellaneous committee service
- B. Outside Professional Service (list activities)
 - 1. Chair of national, regional or state committee (5 pts. ea.)
 - 2. Officer at regional or national level (up to 10 pts. ea)
 - 3. Officer at the state level (up to 5 pts. ea.)
 - 4. Chair or secretary of a scientific section (up to 3 pts. ea.).
 - 5. Member of national committee (up to 3 pts. ea.).
 - 6. Member of regional or state committee (up to 3 pts. ea.).
 - 7. Attendance of professional meetings (up to 2 pts. ea.)
 - 8. Miscellaneous Professional Service
- C. Departmental Service (list activities)
 - 1. Activities to promote recruitment of students (up to 10 pts)
 - 2. Organization of and assisting with conferences, symposia, workshops, etc., within the department or university. (up to 10 pts)
 - 3. Sponsorship of student organizations (list organizations). (up to 8 pts)
 - 4. Set-up of displays, experiments, and other activities when high school students visit our campus Math-Science Day, SMAP, EKV Spotlight). (List Activities). (up to 5 pts)
 - 5. Maintenance of scientific equipment (up to 5 pts)
- D. Community Service
 - 1. Extended Campus Teaching (List Course Title, Site and semester). (up to 5 pts)
 - 2. On-Campus teaching overload (List course, title and semester). (up to 3 pts. ea)
 - 3. Consulting (List organization/person, type, length of time, dates). (up to 10 pts)
 - 4. Professionally related leadership role in appropriate community organization. (List organization, type of activity, dates). (up to 10 pts)
 - 5. Development of significant relations with professional groups that relate to our department (gift solicitation, sponsorship, etc.; what, when and where and how much). (up to 5 pts)
 - 6. Externally presented conferences, workshops, seminars (List title, organization, where and dates). (up to 5 pts)
- E. Editorial Activities (list books, journals, agencies and titles).
 - 1. Editor of book (10 pts. ea).
 - 2. Editor of national professional journal (15 pts. ea).
 - 3. Editor of state professional journal (13 pts. ea).
 - 4. Reviewer of journal articles (3 pts. ea).
 - 5. Reviewed manuscripts for major publisher (2 pts. ea).

6. Reviewed grants for a federal or state agency (5 pts. ea).
 7. Miscellaneous Editorial Activities
- F. Other Service Duties (Value up to 10 pts. for each item).
1. Coordinator of Department Graduate Program. (A summary of activities - may be listed on additional pages).
 2. Departmental Academic Advisor (Submit a summary of accomplishments)
 3. Coordination of Cooperative Education (Submit a summary of accomplishments)
 4. Assisting in the Placement of Students (Submit a summary of accomplishments)
 5. Curator of fauna or flora collection (Summarize Activities)
 6. Supervision of Graduate Teaching and Service Assistants
 7. Miscellaneous Departmental or University duties

Appendix 3
PEER ASSESSMENT OF TEACHING EVALUATION FORM

Instructor's Name: _____

Course number & Name of class: _____

Term: Fall _____ Spring _____

Scoring Guide: 2 pts = Strength 1 pt = Average/Acceptable 0 pts = Needs Improvement

Comments: Comments that provide encouragement/recommendations are encouraged; but **comments MUST be provided for any item scored as "0 pts" = Needs Improvement**

Score	Observation	Comments
-------	-------------	----------

_____	Demonstrates adequate voice volume (can be heard by all students) and flexibility (not a monotone); attempts to maintain eye contact with the class.	
-------	--	--

_____	Lectures at appropriate rate (i.e., students can take notes before projected material is changed).	
-------	--	--

_____	Encourages student questions and participation.	
-------	---	--

_____	Indicates how material being covered relates to student (addresses question 'Why do I need to know this?').	
-------	---	--

_____	Makes effort to ensure that students are "getting it", e.g., stops to assess student understanding of what has been covered thus far or assess students at end of class.	
-------	--	--

_____	Demonstrates command and currency of material presented	
-------	---	--

_____	Shows respect for students.	
-------	-----------------------------	--

Instructor used class time efficiently; did not start class late or "go over" class time.
 _____ used time efficiently (1 pt) _____ did not use time efficiently (0 pts)

Evaluation summary score: _____ *pts out of a possible 15 pts*

PLEASE ADDRESS ITEMS ON THE BACK OF THIS SHEET

What things went well for the instructor and/or class?

What things did not go so well during this particular class?

What are some suggestions for improvement?

Other comments and/or recommendations.

Appendix 4
PEER ASSESSMENT OF TEACHING: ON-LINE COURSE EVALUATION FORM

Instructor's Name: _____

Course number & Name of class: _____

Term: Fall _____ Spring _____

Scoring Guide: 3 pts = Strength 2 pt = Average/Acceptable 0 pts = Needs Improvement

Comments: Comments that compliment or provide encouragement/recommendations are encouraged; but *comments MUST be provided for any item scored as "0 pts" = Needs Improvement*

Score	Observation	Comments
_____	The instructional materials contribute to the achievement of the stated course and module/unit learning objectives.	
_____	The learning activities promote the achievement of the stated learning objectives.	
_____	Learning activities foster instructor-student, content-student, and if appropriate to the course, student-student interaction.	
_____	The tools and media support the learning objectives and are appropriately chosen to deliver the content of the course.	
_____	Navigation throughout the course is logical, consistent, and efficient.	

Evaluation summary score: _____ pts out of a possible 15 pts

ON THE BACK OF THIS SHEET PLEASE ADDRESS THE FOLLOWING:

What things did you consider strong points of the presentation?

What are some suggestions for improvement?

Other comments and/or recommendations.

Third Year Review Committee's Statement:

The Committee _____ concurs _____ does not concur with the chair's evaluation.
Explanation:

Committee Member's Name (Printed/Typed)	Signature
_____	_____
_____	_____
_____	_____
_____	_____

Additional Documentation:

____ The faculty member's brief reflection (1-3 pages) of his/her work during this review period is attached.

____ A written response to the evaluation by the chair and/or Third Year Review Committee is attached to this report.

Dean's Review:

Dean, College of ScienceDate

[Document developed by Biology Dept. Chair Dr. Malcolm Frisbie, Feb. 2019]

Appendix 6
Department of Biological Sciences
Tenured Faculty Professional Development Plan
Summary of Activities Addendum

Academic Year: _____

Faculty Member's Name: _____

I. TEACHING EFFECTIVENESS

Student Evaluations

University assessment data (eXplorance Blue) for lecture sections:

For each class taught during the previous academic year, provide the mean score you received on each of the following eXplorance Blue course evaluation core questions:

Courses taught in Fall XXXX: BIO XXX BIOXXX BIO XXX

The overall quality of this course was...(Scale 1-5, excellent to poor)

The instructor was available to provide help if requested (Scale 1-5, Agreement, non-applicable option)

The instructor provided feedback on my performance (Scale 1-5, Agreement)

Course activities and materials such as lectures, assignments, reading, videos, discussion, etc., supported the learning goals of this course. (Scale 1-5, Agreement)

My knowledge of the course topic has increased as a result of taking this course (Scale 1-5, Agreement)

I strengthened skills such as critical thinking, writing, communication, technical abilities, etc. as a result of taking this course (Scale 1-5, Agreement)

Faculty instruction supported the learning goals of this course.

(Scale 1-5, Agreement)

Courses taught in Spring XXXX:

BIO XXX

BIOXXX

BIO XXX

The overall quality of this course was...(Scale 1-5, excellent to poor)

The instructor was available to provide help if requested (Scale 1-5, Agreement, non-applicable option)

The instructor provided feedback on my performance (Scale 1-5, Agreement)

Course activities and materials such as lectures, assignments, reading, videos, discussion, etc., supported the learning goals of this course. (Scale 1-5, Agreement)

My knowledge of the course topic has increased as a result of taking this course (Scale 1-5, Agreement)

I strengthened skills such as critical thinking, writing, communication, technical abilities, etc. as a result of taking this course (Scale 1-5, Agreement)

Faculty instruction supported the learning goals of this course. (Scale 1-5, Agreement)

Student Evaluations

University assessment data (eXplorance Blue) for laboratory sections:

For each laboratory class taught during the previous academic year, provide the mean score you received on each of the following eXplorance Blue lab course evaluation core questions:

Lab courses taught in Fall XXXX:

BIO XXX

BIOXXX

BIO XXX

The lab instructor was welcoming and prepared. (Scale 1-5, Agreement)

The goals and objectives for each lab session were clearly explained.
(Scale 1-5, Agreement)

The safety practices were explained, observed, and enforced in all lab sessions.
(Scale 1-5, Agreement)

The lab instructor interacted frequently and effectively to assist students and answer their questions.
(Scale 1-5, Agreement)

Faculty instruction supported the learning goals of this course. (Scale 1-5, Agreement)

Lab courses taught in Spring XXXX:

BIO XXX

BIOXXX

BIO XXX

The lab instructor was welcoming and prepared. (Scale 1-5, Agreement)

The goals and objectives for each lab session were clearly explained.
(Scale 1-5, Agreement)

The safety practices were explained, observed, and enforced in all lab sessions.
(Scale 1-5, Agreement)

The lab instructor interacted frequently and effectively to assist students and answer their questions.
(Scale 1-5, Agreement)

Faculty instruction supported the learning goals of this course. (Scale 1-5, Agreement)

Peer Assessment of Teaching

Identify the course that you had evaluated by your peers. Course: _____

Semester: _____

Provide the over-all average score you received on the peer assessment of teaching feedback for the academic year covered by this report (15 points maximum).

Mean peer assessment score: _____

Other information relevant to teaching:

You may include additional information relevant to teaching here.

II. RESEARCH AND/OR SCHOLARLY ACHIEVEMENT

Graduate Student Research

List the names of graduate students who had their thesis accepted by the Graduate School and for which you the major professor:

List the names of graduate students who completed the requirements for the non-thesis M.S. degree and for which you the major professor:

List the names of graduate students who are actively working toward completion of their M.S. thesis-option degree program and for which you are the major professor:

List the names of graduate students who are actively working toward completion of their M.S. nonthesis-option degree program and for which you are the major professor:

How many committees are you a member of in which a graduate student is actively working towards completion of his/her degree: _____

List the names of graduate students you supervised who were enrolled in BIO 798 Special Problems and who successfully completed the proposed research project:

Undergraduate Student Research

List the names of undergraduate students you supervised who were enrolled in BIO 598 Special Problems and/or WLD 489 Wildlife Research & Writing and successfully completed the proposed research project:

How many undergraduate students, not enrolled in BIO 598 or WLD 4898, did you provide research experience for, e.g., working in your lab, assisting your graduate students? _____

Publications & Presentations

Provide the citation for any article published in a refereed national journal in which you were listed as the author or as a co-author. NOTE: if one of the co-authors was an EKU graduate student,

please put the name in bold font; if one of the co-authors was an ECU undergraduate student, please underline the name.

Provide the citation for any article published in a referred state journal, non-refereed journal or proceeding in which you were listed as the author or as a co-author. NOTE: if one of the co-authors was an ECU graduate student, please put the name in bold font; if one of the co-authors was an ECU undergraduate student, please underline the name.

Indicate any other publications that you were involved in, e.g., publication of a book, revision of a book, chapters in a book, lab manual, science-related articles in the popular press, etc.

Provide the authors, title, name of meeting/conference, and date of meeting, for any **posters** presented. NOTE: if one of the co-authors was an ECU graduate student, please put the name in bold font; if one of the co-authors was an ECU undergraduate student, please underline the name.

Provide the title of each **oral presentation** you gave at professional meetings; also indicate the name of the meeting/conference, and date of presentation.

Grantsmanship

Indicate the title of each funded proposal obtained, the amount received, and the name of the funding agency/organization.

Other information relevant to scholarship:

You may include additional information relevant to scholarship here.

III. SERVICE

Indicate the number of university committees you served on: _____

Indicate the number of college committees you served on: _____

Indicate the number of department committees you served on: _____

Indicate the number of professionally-related committees at the state or national or international level you served on: _____

Other information relevant to service:

You may include additional information relevant to service here.

Appendix 7.

BIOS Student-Centered Research Annual Report

Faculty Member:

Year:

Student Name	Semester			Project title	Ongoing/ Complete	Course number or "Volunteer"	Report Type*
	Fa	Sp	Su				
<p><u>Presentations:</u> format should be Authors. Title, Conference, City, State, month/year. Follow the citation with "Poster" or "Oral" to delineate. Add a superscript U for undergraduates and G for graduate students.</p>							
<p><u>Publications:</u> format should be Authors. Year. Title. Journal Name Volume: Page range. Adjust format as needed for books and book chapters. Add a superscript U for undergraduates and G for graduate students.</p>							
<p><u>Grants:</u> format should be PIs and Co-PIs. Year. Title, Agency, dollar amount. Add a superscript U for undergraduates and G for graduate students.</p>							

* Report type should be "final" or "progress"