September 15, 2015
Department of Biological Sciences
Appointed and Elected Committee Members and Charges[a]

Chair: Bob Frederick

Recorder: Lindsay Calderon Parliamentarian: Malcolm Frisbie

2015 - 2016 Academic Year

Promotion and Tenure [committee elects chair] – Elected Committee

Bill Staddon	(2nd year of 2-year term), Chair
Marcia Pierce	(2nd year of 2-year term)
David Hayes	(1st year of 2-year term)
Pat Calie	(1st year of 2-year term)
Chuck Elliott	(1st year of 2-year term)
Sherry Harrel	(Alternate; 1-year term)

Examine and make recommendations concerning

A. Year-2 through 5 annual evaluations of tenure-track faculty Luke Dodd, Lindsay Calderon, Brad Ruhfel, Oliver Oakley
B. Tenure and Promotion for Amy Braccia and Jennifer Koslow
C. Make recommendations to the Chair (optional) with respect to continuation of non-tenure-track lecturers, Ken Blank, Barbara Davis, Max Ezin, Jamie Lau, Lisa Middleton, Marcia Watkins, and Andrew Wigginton
D. Write department tenure and promotion recommendations based on self evaluations received from applicants, following all Department, College, and University policies.
E. Evaluate and rank all sabbatical leave applications
F. Receive and evaluate all faculty annual ranking system forms and scores received from the Annual Faculty Review Committee and send final scores to the chair 1 week prior to the deadline date by which the Chair must provide these to the Dean or by Feb 1, whichever comes first.

(See College Calendar and Department documents for deadlines and due dates)

Space Facilities and Equipment [committee elects chair] – Elected Committee

Marcia Pierce	(2nd year of 2-year term), Chair
Lindsay Calderon	(2nd year of 2-year term)
Amy Braccia	(1st year of 2-year term)
Barbara Davis	(1st year of 2-year term)
Luke Dodd	(1st year of 2-year term)

Tim Weckman, *ex officio*

Examine and make recommendations to the full faculty 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 our ranked capital equipment list, bringing the current list before the faculty for approval **the first week of October and the first week of February each year.**

C. Appropriate allocation and use of current or newly acquired facilities
    a. Greenhouse
    b. Animal Care facility
    c. Research space in the Dept.
    d. Vehicle needs and use
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.)

Faculty Annual Review Policy (NEW)

Chuck Elliott - Chair
Suzanne Byrd
Malcolm Frisbie
Brad Ruhfel
Stephen Sumithran

As per our last regular faculty meeting and emailed announcements on April 30, 2015, Dr. Sumithran was asked to bring this committee together, elect a chair, and propose a timeline for completion of their charges as follows:

(1) propose department policy with respect to annual review of tenured faculty consistent with anticipated changes to University policy,
(2) propose an alternative to our current annual ranking system (merit ranking system that is the currently-approved default mechanism unless we change this to something more consistent with the University focus on individual faculty development plans and annual review of all faculty) to be used to set standards for (a) tenure, (b) promotion to Associate Professor, and (c) promotion to Professor, and post-tenure annual review
(3) complete the scoring of tenured and tenure-track faculty Annual Faculty Ranking System forms for each faculty member by the prescribed deadline in fall semester
(4) Seek input from faculty to bring us a proposal before the faculty to approve early in the fall semester.

A. Collect the self-scored, completed Annual Faculty Ranking System forms and documentation from all tenured and tenure-track faculty
B. Review the forms and scores submitted, and recommend/justify any adjustments needed to make scores equitable among faculty members to the Department Promotion and Tenure Committee and Department Chair
C. Provide the adjusted scores and report to the P&T Committee and Chair 2 weeks prior to any deadline by which the Chair must report the findings to the Dean or by the last day of regular classes in the fall semester, whichever is first.
D. Propose a department policy with respect to annual review of tenured faculty consistent with anticipated changes to University policy

Curriculum

Amy Braccia– Chair and Alternate representative to the CAS Curriculum Committee
Sherry Harrel - Curriculum Committee Representative to the CAS Curriculum Committee
Brad Ruhfel -
Gary Ritchison -
Lisa Middleton –
Graduate Student – Amelia Fleitz nominated by the graduate student organization
Phi Sigma President - David Aeh (undergraduate student rep.)

A. Review all curriculum proposals and changes submitted, bringing each forward to the department faculty with a recommendation, and passing on to the college committee when approved by the full faculty, in that order.
B. Review all new Bio 599/799 and 802 (topics) course syllabi (in-house) and recommend to the Department Chair for approval/disapproval.

Graduate Affairs

Oliver Oakley, Chair (Biomedical)
Gary Ritchison (Behavior; 1st yr of 1-yr term)
Amy Braccia (Aquatic Biology; 2nd yr of 2-yr term)
Marcia Pierce (Micro; 1std yr of 2-yr term)
Luke Dodd (Wildlife/Ecology; 1st yr of 2-yr term)

A. As per graduate affairs committee document: (a) Evaluate applicants for our graduate program, and (b) Rank applicants for Graduate Assistantships
B. Work with faculty to improve recruitment of high-quality applicants from the variety of areas within the biological sciences represented by our faculty researchers
C. Develop and implement methods to assess faculty coordinators of multi-section lab courses taught by our graduate students
D. Evaluate the procedures for assignment of GAs to service areas, including which courses are assigned TAs and which are not, under what circumstances, and why, and to make recommendations regarding which areas are to be assigned GAs and how often, all seeking to fulfill the various service needs given the limited availability of GAs.
E. Evaluate the equitability of different GA assignments
F. Organize and run the Grad Student Orientation Session in August or September

Greenhouse

Jennifer Koslow, Chair
Brad Ruhfel
Pat Calie
Valerie Peters
Tim Weckman, *ex officio*

A. Monitor, approve/disapprove, and prioritize use of the greenhouse
B. Oversee planning of the New Science Building Greenhouse

Honors and Awards

Lindsay Calderon, Chair
Luke Dodd
Suzanne Byrd
David Hayes
Valerie Peters

A. Seek applicants and nominations for all department student honors by 15 February 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. During fall semester, create and maintain a display (bulletin board or display case) advertising all awards, eligibility requirements, and procedures for application and selection, including the availability of a handout and applications, and to coordinate these activities with the department's web manager.
D. Plan and run the annual awards ceremony, to occur in September, including the notification of recipients and grant award administrators, creation of certificates and nameplates as appropriate.
E. Update and verify names and year of award of all past award recipients and to file a corrected copy of the list of past and current recipients with the department chair and the department web master.

Planning

Bill Staddon, Chair
Amy Braccia
David Brown
Luke Dodd
Oliver Oakley

A. Meet at least 50-minutes monthly to discuss new ideas for moving the Department forward and bring ideas to faculty meetings (e.g., formation of centers, specialty areas for new tenure-track requests, ideas for new programs or changes in our current programs (majors and their curricula), recruitment of undergraduate and graduate students, seeking donations, grants, and sponsors, hosting of symposia, and others).
B. Examine and make recommendations concerning a fall or spring Faculty Retreat
   a. get input and finalize an agenda
   b. make all arrangements with the assistance of the office staff
   c. run the event

Recruitment, Retention, and Academic Advising

Stephen Sumithran (academic advising coordinator and Chair)
Malcolm Frisbie
Amy Braccia
Oliver Oakley
David Hayes

Examine and make recommendations concerning

A. Recruitment of Undergraduate Students, including high-school recruiting events, distribution of department brochures, development of PR items such as pens, t-shirts, etc. (contact the College office to seek assistance available at the university level for this)
B. Policies on academic advising and assessment of academic advisors
C. Working with the department advising coordinator, college advising staff, and the department Undergraduate Research Coordinator
D. Training for the department advisors

Safety

Malcolm Frisbie, Chair
Marcia Pierce
Suzanne Byrd
Max Ezin
Pat Calie
Tim Weckman, *ex officio*

A. Work with College Safety officer, _____, Larry Miller, and the EKU Director of Environmental Health and Safety to make sure our facilities are safe and in compliance with any rules and regulations
B. Communicate with all our department faculty, graduate assistants, full and part-time staff, and students what their responsibilities are with respect to obtaining any required training and carrying out their duties
C. Work with the department chair and lab manager to accomplish the above

Seminars and Speakers

Oliver Oakley, Chair
Stephen Richter
Luke Dodd
Rebekah Waikel
Valerie Peters

A. Develop a list of Graduate Seminar Series Speakers by the 3rd week of each semester, working closely with the graduate seminar course (BIO 890) course coordinator (usually the committee chair) to identify and invite guest speakers for graduate seminar and other special seminar events.
B. Examine and make recommendations concerning improved advertising, promotion, and attendance of all department seminars with emphasis on ***improving and maintaining faculty and student attendance***.

Special Events

Suzanne Byrd, Chair
David Brown
Stephen Richter
Marcia Watkins
Sheila Cornett and Barbara Rupard, *ex officio*

A. Plan and organize a fall department picnic to take place in early to mid September each fall.
B. Work with *Honors and Awards Committee*, *Seminar and Speakers Committee*, and *Recruitment and Retention Committee* to examine and make recommendations concerning departmental functions and improving faculty attendance at functions, including social events such as the department picnic, etc.

Strategic Planning and Assessment (formerly Program Review and Assessment)

Stephen Sumithran, Chair
Andy Wigginton
David Hayes
Stephen Richter
Pat Calie

A. Examine and make recommendations concerning programs scheduled for review or departmental review, and work with Dept. Chair to complete reports by the required deadlines
B. Work with the Chair to prepare the department's Annual Institutional Effectiveness Progress report due to the Dean on October 8
B. Oversee assessment of General Education courses and reporting of results
C. Work with the department Office Associate to enter and update all program and course assessment data into TrackDat as required

Web Page Coordination

Jennifer Koslow, Chair (Web Master and undergraduate research page keeper)
Stephen Richter (listserve keeper)
Gary Ritchison (graduate pages keeper; am asking Gary to continue with this)
Rebekah Waikel (web page reviewer wrt majors info)
Jamie Lau (web page reviewer wrt non-majors info)

A. Maintain and update the department's web site in keeping with compliance issues, working with department faculty, the Chair, and the College and University web coordinators.
B. Support the Web Master in keeping the department web pages up to date, including regular and timely posting of all faculty meeting minutes and maintenance of an archive of minutes and other official policies and procedures.
C. Solicit stories and photos to be added to the department's web page
D. Recommend new content and changes in content through submissions to the web master

This Academic Year Only

Department Constitution (Ad hoc)

Malcolm Frisbie, Chair
Chuck Elliott
Gary Ritchison
Sherry Harrel
Ken Blank (lecturer representative)

A. To work with the Department Chair to bring the department promotion and tenure policy into compliance with the University and College Policy
B. To evaluate the Department of Biological Sciences Constitution drafted by Chuck Elliott, and John Harley making changes and additions as needed to comply with the College of Arts and Sciences requirements for a departmental document, as specified in the CAS Constitution.
D. Formulate and establish additional written policies as needed to conduct department business by considering requests for policies from individual faculty members, administrators, and staff, and acting on those requests by either recommending no policy be set or by drafting a policy to be brought before the faculty for vote.
E. Meet as needed to develop proposals to bring before the faculty at faculty meeting, or to propose a retreat agenda with respect to these issues to have an approved Constitution by the end of April
F. Work with the Web Page Coordinator to post the Department Consititution and other official departmental policies on our department web page.

New Position

Stephen Sumithran, Chair
Suzanne Byrd
Jennifer Koslow
Sherry Harrel
Gary Ritchison

Given recent and upcoming changes to the faculty makeup, the success and productivity of our department, teaching/scholarship/service needs, and other factors that seem appropriate, we need to propose/prioritize one or two full time faculty positions to be added to our department. This committee is charged with doing the following by November 1, 2015:

A. Write a description of the two top-ranking full-time faculty positions and bring them before the faculty for editing and approval or re-ranking (nothing stays the same, so it is not valid to say we have already done this and that old decisions remain apropos).
B. Work with the Chair to get the position presented to the Dean and approved, posted in the OES, and advertised as appropriate.
C. Make recommendations to the Chair with respect to what faculty members should Chair and be members of any Search Committee that would be needed if a position is approved

Other Department Service Positions

Department Recorder: Lindsay Calderon
Parliamentarian: Malcolm Frisbie
Career Development and Placement: Chuck Elliott
New Science Building Shepherd and Department Liaison: Malcolm Frisbie
Graduate Program Coordinator: Oliver Oakley (1st year of 3-yr term)
Undergraduate Research Coordinator: Jennifer Koslow (3rd year of 3-yr term)
Undergraduate Advising Coordinator: Stephen Sumithran
Cooperative Education Coordinator: Stephen Sumithran
Department Web Page Master: Jennifer Koslow
Digital Measures Coordinator/Advisor: Lindsay Calderon
Teaching Pedagogy Faculty Leader: Bill Staddon
Molecular Biology Society: Rebekah Waikel advisor/Rachel Maggard President/Abigail Ross VP
Phi Sigma: Marcia Pierce and Lindsay Calderon co-advisors; /David Aeh, President
Wildlife Society: Charles Elliott and David Brown, co-advisor / _____, President
Biology Organization of Grad Students – Stephen Richter, Advisor; _____, President
Faculty Senators: Brad Ruhfel (1st yr of 3), Chuck Elliott (2nd yr of 3)
College Curriculum Representative: Sherry Harrel, Amy Braccia is Alternate
Department Safety Officer: Marcia Pierce

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[a] All committees should meet at least once each semester. Committee chairs are charged with calling meetings, recording and reporting minutes and attendance to the chair via email, and reporting the same information to the faculty at faculty meetings (committee reports). Any committee activities conducted via email or web (not formal meetings) should also be reported.