

**Bylaws of the
Department of Microbiology and Cell Science
University of Florida
Updated July 22, 2009**

Preamble

The shared goals of the faculty and administration of the Department of Microbiology & Cell Science are to excel in academic responsibilities of teaching, research, extension and service and to further enhance national and international recognition in these endeavors. These goals can best be achieved with a governance structure within the Department that shares and accepts responsibilities for the accountability and transparency for executive decisions. The governance structure should extend to all levels within the University to foster collaborations among Departments and Colleges for development of educational and research objectives.

Article I – Governance of the Department of Microbiology & Cell Science

The following will serve as the general principles by which the Department of Microbiology & Cell Science shall be governed. These principles are governed by and subordinate to the Constitutions of the Institute of Food and Agricultural Sciences and the University and the policies and directives of the University of Florida's Board of Trustees and the Florida Board of Governors. Operating within these contexts, the governance of the Department of Microbiology & Cell Science shall be shared by the Chair and the Faculty.

Article II – The Faculty

Section 1 – Faculty Membership

The faculty of the Department of Microbiology & Cell Science shall consist of individuals in tenured, tenure-accruing, and non tenure-accruing faculty positions. Faculty members are defined by the University of Florida Constitution and Senate Bylaws and include the various ranks of Professor, Scholar, Lecturer, Research Scientist, Extension Scientist and Assistant In.

Section 2 – Faculty Rights

Faculty have all of the rights and privileges granted to them by University of Florida Constitution and the IFAS Constitution

These include:

- a) the right to know the expectations of their job assignment and how they will be evaluated.
- b) the right to assemble without limitations to discuss issues of concern
- c) the right to open academic discourse without fear of retribution

Section 3 – Faculty Responsibilities

Faculty are responsible for planning and conducting teaching, research, extension and service in a competent and professional manner.

Faculty are responsible for the professional development of students.

Faculty are responsible as equal partners for the operations of the Department, including building, infrastructure, social, public relations, and outreach functions.

Faculty are responsible as equal partners for the governance of the Department, IFAS, the University, and their professional societies.

Section 4—Department Chair Responsibilities

The Department is headed by a Chair appointed by the Senior Vice President in accordance with the University Constitution. The Chair serves as chief executive and administrative officer of the Department. The Chair provides financial planning and policy and supervises routine operations of the Department, including faculty evaluations and evaluations of selected staff (see *Appendix A* for more complete description). The Chair is responsible to the Senior Vice President for administration of the Department and the Deans for programmatic issues and is the official representative of the Department faculty for execution of academic policy. The Chair is expected to operate the Department with commitment to shared governance and with faculty input. The Chair as a member of the faculty is expected to maintain a program of teaching, research and/or extension that contributes to faculty status.

Article III –Committees

Purpose and Classification

Service on Microbiology & Cell Science committees is the primary means by which faculty participate directly in the governance of the Department. Faculty, both on and off--campus and center faculty, shall have the opportunity to participate in three standing committees through which the major governance of the Department occurs:

Administrative Committee, Graduate Committee, and Undergraduate Committee.

General rules for standing committees include:

1. Standing committees shall meet regularly. A secretary, elected from within the committee membership, shall keep and archive minutes and records (edited for confidentiality as necessary).
2. Reports of the standing committees shall be made to the faculty via monthly email messages and at each monthly faculty meeting.
3. Standing committees shall submit and archive an annual written report to the faculty (for the interval July 1 – June 30).

4. Policy recommendations developed in the standing committees shall be emailed to all faculty prior to faculty meetings at which time faculty input and discussion will be entertained.

Section 1 – Administrative Advisory Committee

The Administrative Advisory Committee is responsible for providing input to the Department Chair on matters of space, budget, and long-range planning. The committee will review the bylaws of the Department every three years and propose modifications to the entire faculty, as necessary. The committee will serve as the host and planning group for interfacing with the department's External Advisory Council.

The Administrative Advisory Committee shall consist of three tenured/tenure-track faculty who will each serve three-year staggered terms. These members shall be elected by paper or electronic ballot by tenured and tenure/accruing faculty, including the Chair. In addition, the committee will include a representative from each of the following groups: non-tenure track faculty, staff, and graduate students, each to be elected by their peers. One member shall rotate off the committee every year and shall be replaced by one elected faculty member. The Chair will serve as chair of the Committee. The agenda and the names of the committee members will be disseminated before each meeting with an invitation to faculty to propose items for discussion. Meeting minutes (edited for confidentiality) will be disseminated via email to the faculty after each meeting. The Administrative Advisory Committee, along with input from all tenured and tenure-accruing faculty, will be responsible for setting policy for general operation of the Department.

An ad hoc committee, consisting of three tenured faculty members, will be formed when necessary to perform the following duties: 1) summarize faculty evaluation of the progress towards tenure of tenure-accruing faculty at the time of their three-year mid-career review; 2) review faculty packets for tenure and promotion; and 3) review the productivity and performance of tenured faculty (at the request of the faculty member) who have received Below Satisfactory ratings on annual evaluations or the Sustained Performance Evaluation Program (SPEP) and are being required to develop an IFAS Performance Improvement Plan (PIP). 4) Form a mentoring committee in consultation with a new faculty member. Evaluation of faculty members at the time of their three-year mid-career review will follow the guidelines in *Appendix C (Mentoring of Junior Faculty)*.

Section 2 – Graduate Committee

The Graduate Committee shall be chaired by a member of the graduate faculty who will be known as the Graduate Studies Coordinator. The Graduate Studies Coordinator will be appointed by the Chair and shall serve a period of time to be agreed upon by the Graduate Studies Coordinator and the Chair. Five graduate faculty, in addition to the

Graduate Studies Coordinator, will serve as members of the Graduate Committee, each serving three-year staggered terms. All committee members shall be elected by the faculty by paper or electronic ballot after nomination by the Administrative Advisory Committee. Two members shall rotate off the committee every year and shall be replaced with new tenured or tenure-accruing faculty members. The Graduate Committee shall meet monthly on a regular schedule published at the beginning of each semester. An agenda shall be distributed to all faculty before each meeting. Minutes shall be archived in the appropriate section of the departmental office. The Graduate Studies Coordinator, or other designated committee member in the Graduate Studies Coordinator's absence, will make a report of the committee's actions at each faculty meeting.

The responsibilities of the committee shall include:

1. developing policies and procedures related to graduate students and graduate studies, including grievances,
2. recommending on graduate student admissions,
3. advising on the distribution of scholarships and assistantships,
4. recommending enhancements and improvements to the graduate curriculum,
5. reviewing new and revised graduate courses before submission to the CALS curriculum committee,
6. recommending courtesy faculty appointments,
7. recommending theses and dissertations to be nominated for IFAS, University and other national awards and honors,

Section 3 – Undergraduate Committee

The Undergraduate Committee shall be chaired by a member of the faculty who will be known as the Undergraduate Studies Coordinator. The Undergraduate Studies Coordinator will be appointed by the Chair and shall serve a period of time agreed upon by the Undergraduate Studies Coordinator and the Chair. The committee shall consist of the Undergraduate Honors coordinator (if this individual is not the Undergraduate Studies Coordinator) and four other faculty members, in addition to the Undergraduate Studies Coordinator. All members would be elected by the faculty and each would serve two-year staggered terms. Committee members shall be nominated by the Administrative Committee and elected by paper or electronic ballot. Minutes of the Undergraduate Committee shall be archived in the Student Services office. The Undergraduate Coordinator, or other designated committee member in the Undergraduate Coordinator's absence, will make a report of the committee's actions at each faculty meeting.

The responsibilities of the committee shall include:

1. recommending enhancements and improvements to the undergraduate curriculum,
2. review of new and revised undergraduate courses before submission to CALS curriculum committee,
3. oversight of undergraduate research experience course (MCB 4905) and honors theses (MCB 4909),

4. evaluation of learning compacts,
5. advising on the distribution of scholarships

Section 4 – Ad hoc Committees

Ad hoc committees can be formed by the Chair or by faculty, as needed. Members of these committees shall volunteer for the assignment and shall elect a chair from among their members, if a chair is deemed necessary. Current ad hoc committees include:

1. Mentoring committees

A mentoring committee for a particular faculty member shall be formed by at least two members of the faculty at the Associate or Full Professor level (see *Appendix C*). The Mentoring Committee will be chosen by an ad-hoc committee of the Administrative Advisory committee with input by the faculty member. Committee members shall meet with the mentee as often as the mentee requests, but at least once a year, individually or as a group. Committee members should review the mentee's annual evaluation packet and meet with the mentee at this time. Committee members will submit a written annual evaluation to the mentee discussing his/her progress towards tenure.

2. Peer evaluation of teaching committee

A Faculty member and his/her mentoring committee will see to it that the faculty member's courses be evaluated. They will form a committee of two to four members of the tenured faculty (from within or outside the department, as appropriate) and the Chair. Committees will meet with the faculty member whose course is being evaluated before the semester begins to discuss the course history and provide evidence and course materials. Committee members will observe at least two lectures and at least two laboratories with prior notice, and will meet with the faculty member and the Chair for a final summary and feedback session. Each member will provide a written evaluation to the Chair who will summarize the evaluation and provide it to the faculty member. (See *Appendix D* for further guidelines).

Article IV – Faculty Meetings

The faculty meeting is the primary means of fostering communication among all faculty within the Department of Microbiology & Cell Science on campus and around the state. Faculty meetings should be held once monthly. Faculty and administration have the right to place items on the agenda for discussion by contacting the Department Chair. The agenda should be distributed via email at least one week before the faculty meeting. Department of Microbiology and Cell Science faculty serving as UF Senators and members of the IFAS Faculty Council and other IFAS faculty governing body should

email short summaries to all faculty before each faculty meeting so that dialogue can be initiated on critical items currently before these governing bodies.

The faculty meeting is a venue for discussion of policy issues, tenure and promotion packages, changes in curriculum, new positions, and other issues relevant to our academic mission. Departmental faculty, plus emeritus, courtesy, and affiliate faculty, and student and staff representatives may speak on any issue before the faculty. Voting on most matters shall be restricted to departmental faculty. However, voting on promotion and tenure will follow IFAS and University guidelines (only tenured faculty at higher rank may vote). Discussions regarding tenure and promotion should be considered confidential. Votes taken on tenure and promotion should be by paper or electronic ballot and the results made available to the tenured faculty permitted to vote.

For the hiring of new faculty, after all candidates for new faculty positions have interviewed, the merits of each candidate will be discussed in a faculty meeting. Written input on candidate qualifications will be submitted on an evaluation form (*Appendix B*). Any faculty member may fill out an evaluation form for candidate tenure-accruing and non tenure-accruing faculty for presentation to the faculty for final recommendations by the Chair to the Administration.

The Chair will present yearly Plans of Work and Reports of Achievements at faculty meetings. Chairs of standing committees will present the annual report of their committee's actions during the year.

Article V – Ratification and Amendments

Section 1. These guidelines, upon approval by the tenure/tenure-track faculty, will become Bylaws by which the Department of Microbiology and Cell Science will be governed.

Section 2. Proposals for amendments to these Bylaws may be made to the Chair by any member of the faculty.

Section 3. Changes in these Bylaws shall be made by a two-thirds majority vote.

Section 4. Faculty will have one month to review and register a vote for adoption and amendment of the Bylaws.

APPENDIX A

Department Chair Position Description

The Department Chair is a member of the faculty who serves as the faculty's representative to the UF/IFAS administration, and the administration's representative to the faculty. A primary role of the chair is to coordinate day to day activities of the Department in its various missions.

The Department Chair provides coordination, accountability, and administrative functions for the Department by:

1. Providing leadership to faculty, staff, and students in carrying out the missions of the Department of Microbiology and Cell Science, the College of Agriculture and Life Science, IFAS and the University of Florida, and promoting department programs in instruction, research, extension, and service;
2. Developing and managing human, fiscal, and physical resources in support of departmental instruction, research, extension, and service activities, within the constraints imposed by resource availability;
3. Developing and maintaining networks and relationships, both internal and external to the department, including fostering interagency, interdisciplinary, and private partnerships in support of academic functions of the Department;
4. Evaluating and rewarding excellence in all forms of scholarship.

The Department Chair directly communicates to the IFAS Deans on the quality and direction of departmental programs, to the IFAS Vice President on administrative matters and the overall administrative efficiency of the Department, and to the Faculty for internal program management of space, personnel, and other resources provided.

Specific Tasks and Duties of the Department Chair

1. Governance

- Facilitate development and administration of department policies, goals, and objectives
- Conduct faculty meetings
- Establish department committees
- Use committees effectively
- Delegate some administrative responsibilities to faculty and/or committees
- Help determine services to be supplied by the department to College, University, and State
- Serve as an advocate for the department and its personnel
- Monitor acquisitions of resources and services that affect the quality of the department and its programs
- Enhance diversity of Department and oversee compliance with affirmative action plans of the University

2. Department Programs

- Communicate and facilitate vision of Department directions and programs to faculty, students, staff, and administration
- Provide oversight of class scheduling
- Provide oversight of graduate student activities
- Provide oversight of department curriculum, stimulating change as needed
- Support the activities of the undergraduate and graduate coordinators
- Work to assure availability of space and equipment to meet needs for teaching, research, and extension efforts

3. Faculty Activities

- Set tone of high professional, ethical, and scientific excellence in Department
- Reward academic scholarship in all forms, including discovery, dissemination, and application of knowledge
- Establish processes for recruitment and selection of faculty members
- Assign faculty responsibilities such as teaching, research, committee work, etc.
- Provide oversight of peer evaluation process
- Facilitate coordination among faculty for statewide programs
- Monitor and evaluate faculty performance in teaching, research, extension, service, and citizenship; communicate with Center Directors as necessary
- Deal with unsatisfactory faculty and staff performance
- Maintain communication between department and other units of the university
- Reduce, resolve, and prevent conflict among faculty members
- Encourage, when appropriate, faculty participation in departmental, college, and university activities, including governance

4. External Communication

- Serve as interface between department and deans, and other administrators
- Serve as interface between department and USDA, State Department of Agriculture, and other agencies and groups as necessary
- Serve as contact for outside groups requesting information about department and programs
- Provide for the completion of forms and surveys
- Oversee production of department advertising and recruitment material

5. Budget and Resources

- Communicate department needs to administration
- Administer department budget (state and federal funds allocated by deans)
- Coordinate special requests to deans for funding
- Encourage submission by faculty of grant and contract proposals
- Reallocate space and support staff to meet changing needs and requirements

6. Facilities and Office Personnel Management

- Manage department facilities, including inventory control
- Initiate and supervise new construction projects and renovation, as necessary
- Provide for building security, safety, and maintenance, including grounds

Hire, supervise and evaluate selected staff
Supervise department personnel, record-keeping, and accounting functions
Compile information for productivity reports

7. Professional Development

Foster the development of each faculty member's interests and talents, blending these efforts into a functional program
Encourage faculty personnel development, including participation in self improvement programs, faculty development leaves, consulting, and international experiences
Foster excellence in teaching, research, extension, and service
Promote affirmative action
Encourage faculty to contribute to the enhancement of the department's and institution's visibility and reputation

8. Personal Development

Keep current with developments in field of expertise
Contribute to productivity and reputation of the department through participation in the department's programs in instruction, research, extension, and/or service

APPENDIX B

C O N F I D E N T I A L

Evaluation of Prospective Faculty

You are invited to evaluate the candidate according to the requirements and qualifications stated for this position and his/her suitability to serve in the role. These evaluative comments will be kept confidential, summarized for use by the Chair of the Department of Microbiology and Cell Science, and then destroyed.

Please indicate your rating and comments and return this form as soon as you have completed the interviewing process. Your help in this important matter is very much appreciated. Additional comments are very useful.

Candidate: _____
Position: _____
Rating: _____ Recommend highly and without reservation
 _____ Recommend with reservation
 _____ Do not recommend

Please state what factors influenced the above rating:

Other comments regarding this candidate's suitability for the position:

Contact with candidate (circle those that apply):

- 1. Did you review the candidate's application packet? Y/N
- 2. Did you attend the candidate's seminars? Y/N
 - a. Teaching / Research / Extension
- 3. Did you have individual contact with the candidate? Y/N
 - a. Meal / social / lab visit / group faculty visit

Submitted by: _____
Name **Unit** **Date**

Please return form by email or FAX, marked confidential, by _____ to Eric Triplett:
Eric Triplett <ewt@UFL.EDU> 1-352-392-5922 (fax)

APPENDIX C

Mentoring and Three-Year Review of Junior Faculty

1. All tenure-track faculty must have a mentoring committee composed of at least two tenured faculty members from within the Microbiology and Cell Science department (with additional members from outside the department, if appropriate). Faculty mentors should be chosen based on their expertise and Research/Teaching/Extension assignment.
2. Mentees should provide their mentoring committee members with their annual plan of work and report of accomplishments.
3. Mentors provide an annual written assessment of the mentee's progress towards tenure to the tenure-track faculty member.
4. A mid-career review will be conducted for faculty members in the tenure probationary period no later than the close of the third year of academic service.
5. Junior faculty will prepare a packet documenting their achievements (without external letters).
6. The packet will be emailed to all tenured departmental faculty who are invited to review the packet and provide written comments to the Chair.
7. The Chair synthesizes faculty comments and shares this assessment with the tenure-accruing faculty member.
8. The Chair's letter and the faculty assessment letter accompany the three-year packet to IFAS Administration.

APPENDIX D

Guidelines for Peer Evaluation of Teaching

. Microbiology and Cell Science
Peer Teaching Evaluation Program

1. **Review Team Structure:** Three members: (a) the Department Chair, (b) a department faculty member appointed by the faculty member being evaluated, (c) a faculty member appointed by the chair. Faculty (c) may be from outside or inside the department.
2. **Observation Frequency:** Classroom activities will be assessed at least twice before each promotion: once early in the pre-promotion period and once later in the pre-promotion period. The faculty member should initiate the evaluation program by conferring with the Department Chair at the beginning of the appropriate semester(s).
3. **Assessment Format:** The review team will meet with the instructor prior to the classroom visits to discuss course history, goals, organization, examination and grading policy, etc. The instructor will furnish to the review team the course syllabus, representative handouts, representative exams (including student responses to questions), course grade summaries, etc. The review team will make 2-3 visits to-the class during the assessment period, with the instructor receiving 2 days notice of visits. The instructor will notify the review team immediately if the proposed visit coincides with an exam or other event inappropriate for observation.
4. **Committee Report:** To be presented in oral and written format by the committee as soon as possible after the scheduled classroom visits. The instructor may respond, in writing, and the response will become part of the evaluation document.

Observation Team Summary

	<u>In need of Improvement</u>	<u>Satisfactory</u>	<u>Outstanding</u>
1. Course level ^a			
2. Departmental “fit” ^b			
3. “Fit” as a service course for other departments ^c			
4. Course organization			
5. Syllabus			
6. Other handouts			
7. Quizzes and exams			
8. Final grade distribution			
9. Instructor enthusiasm			
10. Classroom technique			
11. Innovation			
12. Student involvement/ participation			
13. Overall course rating			

Operational Definitions

Outstanding - performance far surpasses the expected level for such activities in most respects.

Satisfactory - performance meets expected level for such activities in most respects.

In Need of Improvement - performance fails to meet expected levels for such activities in several key respects.

Footnotes

- a - Course level numbering is consistent with content and work load, course description, and student enrollment.
- b - Course complements other course offerings in department (not applicable to service courses).
- c - Course complements other course offerings in College or University.

Classroom Instruction Evaluation Form
Microbiology and Cell Science
Peer Teaching-Observation Program

Observation team

_____ (date)

Date of Pre-Class Visitation Session _____

Written materials provided:

Course syllabus

Comments _____

Other handouts

Comments _____

Quizzes

Comments _____

Exams

Comments _____

Final grades

Comments _____

Resources (Budget, facilities and TA's) to teach course

Comments _____

Class visitations

Organization

Comments _____

Instructor enthusiasm

Comments _____

Level of presentation and currency of material

Comments _____

Student participation

Comments _____

Effective teaching approaches

Comments _____

Distracting mannerisms

Comments _____

Other noteworthy items

Comments _____

Additional/continued comments:

Instructor's response: