

Department of Chemistry and Biochemistry
U.C. San Diego

DEPARTMENTAL BYLAWS

Revised Version Effective January 1, 2012
Revised March 5, 2014

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A. INTRODUCTION

1. The Department of Chemistry and Biochemistry was one of the founding departments of U.C. San Diego. The Department today has a diverse research portfolio ranging from systems biology to atmospheric chemistry. The Department has a teaching portfolio at the undergraduate and graduate level that makes it one of the largest on campus. As a faculty, we are committed to excellence in research and teaching in all areas of chemistry and biochemistry with our primary organization around four main areas: biochemistry, inorganic, organic, and physical/analytical chemistry.
2. It is understood that the policies of the University of California, San Diego supersede any of the following bylaws.

B. ADMINISTRATIVE ORGANIZATION

1. Name

The name of the Department shall be the "Department of Chemistry and Biochemistry".

2. Chair

- a. The Chair shall serve for a term of four years. One year prior to the end of the term, the Faculty Appointments Committee (described in Section E) will solicit nominations for the future Chair and interview candidates to determine their willingness to serve. A faculty meeting will be held to discuss the attributes of candidates, to be followed no less than one week and no more than three weeks later by a second faculty meeting, at which a vote will be held. This vote shall be conducted no later than eight months prior to the end of the current Chair's term. The results of this vote shall then be forwarded to the Divisional Dean's office as the recommendation of the Department as to the appointment of the next Chair.
- b. The duties of the Chair are as specified in UCSD P.P.M. 230-1.
- c. The Chair shall appoint an Acting Chair in his/her absence, to be chosen if possible from among the Division Heads. Should the Chair be unable to continue in office, the Council (to be described below) will select an Acting Chair to assume the responsibilities of the Chair until a new Chair can be selected according to an expedited version of the procedure described above.

3. Divisions and Council

- a. The Department will have four Divisions: Biochemistry, Inorganic Chemistry, Organic Chemistry, and Physical/Analytical Chemistry. In consultation with the Chair, each Division will elect a Division Head, who will represent the Division on the Council, which advises the Chair. Each Division Head should be represented by an Alternate in his/her absence.
- b. The Council should have regularly scheduled meetings with the Chair, at which Division Heads are consulted concerning departmental matters. Division Heads are responsible for informing and consulting with members of their Divisions.

4. Vice-Chairs

- a. There shall be permanent positions of Vice Chair for Undergraduate Education and Vice Chair for Graduate Education, to be appointed by the Chair in consultation with Council. These Vice Chairs shall serve as the Chairs of the Undergraduate Affairs Committee and Graduate Affairs Committee, respectively.
- b. Alternatively, a Vice Chair for Education may be appointed in lieu of two separate Vice Chairs (as described in 4a). If a single individual is appointed, that faculty member shall not act as Chair of either the Graduate or Undergraduate Affairs Committee.
- c. The Chair may appoint other Vice-Chairs as needed.

5. Committees

The Chair and the Council shall appoint a Faculty Appointments Committee, described further in Section E. The Chair shall appoint the following standing committees: Graduate Affairs Committee, Undergraduate Affairs Committee, and Space Committee. The Chair may appoint other committees, including all special and ad hoc committees, as he/she deems appropriate to execute the business of the Department.

6. Voting

- a. Voting procedures concerning appointments and promotions within the Department shall be conducted in accordance with policy established by the Academic Senate (Bylaw 55), except that appointments to non-senate positions shall be made by the Chair in consultation with the Faculty Appointments Committee and/or the Undergraduate Affairs Committee.
- b. During any departmental meetings at which a quorum is established but is no longer present, the meeting may continue to consider pre-announced agenda items introduced when a quorum was still present, provided that any action taken at the meeting is supported by at least the same number of votes as would have been required if a quorum had remained present. This would prevent a quorum call for the agenda items referred to above.

7. Graduate Students

Graduate students will be admitted to the graduate program in Chemistry and Biochemistry. Policies with respect to the graduate program will be established by the Graduate Affairs Committee. The final choice of thesis advisor shall be approved by the Department Chair, following recommendations by the Graduate Affairs Committee and the Council.

C. FISCAL POLICIES

1. In planning the departmental budget, it is recognized that difficult decisions must be made balancing future needs against present exigencies. The Chair, in consultation with the Council, shall discuss and establish fiscal priorities for the Department.
2. The Chair, in consultation with the Council, shall prepare and present to the full faculty at a faculty meeting an end-of-year fiscal report covering all matters related to operational, recharge, and Chair's discretionary funds.

3. Except in extraordinary circumstances, faculty shall not be permitted to incur debt against departmental accounts. Each request that would lead to an increased negative faculty allocation account must be discussed and approved by the Chair and the Council.

D. SPACE POLICY

Faculty members in the Department of Chemistry and Biochemistry are entitled to the assignment of space appropriate to their functions as teachers and researchers. This space includes an office and laboratory areas that are assigned personally to the faculty member, as well as the use of space that is shared among several faculty members.

1. The Space Committee shall provide regular review of the space formula and provide recommendations to the Department Chair for action in accordance with the Departmental Space Formula as described below.
2. Space should be allocated according to the needs of faculty research programs consistent with the Departmental Space Formula, as described below. Major changes to the Space Formula shall require approval by two-thirds of the faculty.
3. Faculty holding partial FTEs, for example FTEs shared with other departments, do not automatically receive space in the Department.
4. Space of faculty with no research funding and no graduate students or postdoctoral scholars for a consecutive four years, shall be subject to reassignment by the Department Chair, based on review and recommendation by the Space Committee. Such faculty is eligible for a faculty office only.

Departmental Space Formula

The following table indicates the number of square feet to be allotted to faculty based on the size and composition of the research group:

- 800 Base allocation for each research-active Experimental Faculty.
This provides for the faculty member plus two research group members.
- 400 Base allocation for each research-active Theoretical/Computational Faculty.
This provides for the faculty member plus one research group member.
- 200 Base allocation for each research-active Chemical Education Faculty.
This provides for the faculty member only.

After base allocation:

- 200 for each additional experimental PhD graduate student, postdoc, project scientist, research scientist, staff research associate or technician.
- 100 for each additional theoretical/computational PhD graduate student, postdoctoral scholars, project scientist, research scientist, staff research associate or technician.
- 100 for each faculty-supported administrative assistant in proportion to percent of faculty funded time

E. ALLOCATION OF FACULTY FTEs

1. A Faculty Appointments Committee of four faculty members shall be appointed by the Chair and the Council. Committee members will serve staggered terms of two years, and can be reappointed. The committee members will elect their own committee chair. This committee shall represent the vision of the Department as a whole.
2. The Faculty Appointments Committee shall identify nominees as to their willingness to stand as a candidate for Department Chair.
3. The Department Chair and Council may task the Faculty Appointments Committee to make recommendations for new and replacement FTEs, as well as for appointment of search committees. Although FTEs may be awarded to the Department for special opportunities, once awarded all FTEs shall be counted equally in all considerations.
4. The steady-state composition of the Department in the future should reflect the following approximate proportion of FTEs: 33% Biochemistry, 25% Physical, 25% Organic, and 17% Inorganic.
5. Some Divisions in the Department may grow by addition of partial FTEs. This should be permitted, provided that the partial FTE is counted in the total FTE count for that Division, and provided that the individual be able to participate in the departmental teaching.

F. FACULTY TEACHING ACTIVITIES

In determining departmental teaching assignments and evaluating faculty's contributions to the educational mission of the Department, consideration will be given to the following principles:

1. As members of the Department, all faculty are expected to contribute to the educational mission of the Department, in proportion to their %FTE. No one should receive a reduced (or increased) teaching load as a result of the Division with which s/he is affiliated. The educational mission may involve undergraduate and graduate students, as well as postdoctoral scholars and includes both classroom (lab or lecture) and research instruction.
2. To support the advancement/promotion of departmental faculty, the assignment of a faculty member's classroom instruction should consider campus expectations.
3. Faculty with no research funding and no graduate students or postdoctoral scholars for a consecutive four years shall be subject to a full teaching load as defined by campus guidelines.

Implementation

In preparation of the annual schedule of classes, each Council member shall solicit proposed teaching assignments from each of his/her Division members, along with proposals for sabbatical leave. Then the Department Chair, the Vice Chairs for Education, and Council shall adapt those proposals and review the faculty teaching assignments. Historical enrollment data for the classes taught by each faculty shall be provided, so that Council can discuss and recommend remedies for any inequitable teaching loads, paying specific attention to extreme cases. Factors such as class level, number of units, whether a class is shared among instructors, and whether a class is being developed for the first time may be considered. Consideration can also be given to exceptional research contribution and training, and internal or external service. The review will also enable Council representatives to bring forth any specific requests for changes in teaching

assignments. Upon review, Council shall provide a recommendation to the Chair for implementation.

G. EMERITUS FACULTY

1. Requests for space by emeritus faculty will be reviewed by the Space Committee with a recommendation to the Department Chair for final approval.

H. ADOPTION AND AMENDMENT OF BYLAWS

1. These revised Bylaws, as all future revisions to the bylaws, shall be adopted by a two-thirds vote of the faculty. This vote must be held at a faculty meeting subsequent to the faculty meeting at which such revisions are proposed.
2. Operational Guidelines limited to procedural aspects in support of the by-laws shall be implemented. Changes to the operational guidelines will require Council review and recommendation with final approval by the Department Chair.