

**RULES OF GOVERNANCE OF
THE DEPARTMENT OF ECOLOGY AND EVOLUTIONARY BIOLOGY OF
THE COLLEGE OF LITERATURE, SCIENCE AND THE ARTS AT
THE UNIVERSITY OF MICHIGAN**

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PREAMBLE

Being a community of scholars sharing concern for maintaining, enlarging, and disseminating knowledge in our respective disciplines, and for advancing the sciences of ecology and evolutionary biology, we believe that our professional and personal services to the University of Michigan can be given most effectively through cooperative efforts within the Rules of Governance specified in this document.

ARTICLES

1. Name

The name of this organization shall be the Department of Ecology and Evolutionary Biology (referred to hereafter as "EEB").

2. The Faculty

a. Membership in the Faculty of EEB

The Faculty of the Department (hereafter referred to as "the Faculty") shall consist of individuals holding an appointment as Assistant Professor, Associate Professor, Professor, Lecturer III, Lecturer IV, Assistant Research Scientist, Associate Research Scientist, Research Scientist, Associate Research Professor, or Research Professor. Appointment to visiting, "dry", or adjunct status in one of these ranks within EEB shall also confer membership in the Faculty.

All members of the Faculty may attend and participate in faculty meetings of the Department (Article 7), and take part in discussions or questions in the province of the Faculty.

b. The Governing Faculty

The Governing Faculty consists of individuals holding an appointment of half-time effort or more, on an academic year basis, in the Department as Assistant Professor, Associate Professor, or Professor, and Lecturer IIIs and IVs holding appointments of half-time effort or more and who have completed one year of continuous service in the Department. Assistant Professors, Associate Professors, and Professors whose appointment is less than 0.5 FTE in EEB but whose tenure or tenure-track appointment resides in EEB are also members of the Governing Faculty. Only members of the Governing faculty are eligible to serve on the Executive Committee

(Article 4) and Departmental Standing Committees (Article 5), and to vote in elections for the Executive Committee (Articles 4 e and 7 f). Faculty with dry appointments (0 FTE) or with less than half time appointments in the Department may be elected as members of the Governing Faculty for periods up to 1 year at a time by a majority vote of the Governing Faculty. Such elections should be made based on substantial contributions to the Department in terms of teaching and service.

3. Officers

a. Department Chair

The Department Chair is the presiding officer of the Department and its representative to the administration of the College of Literature, Science and the Arts, and to other administrative units within the University of Michigan. This officer is responsible for the academic and non-academic operations of the Department. These responsibilities include appointment recommendations, evaluations, and teaching assignments of faculty members and graduate students; recommendations for promotion and merit increases for faculty members and for research and non-academic staff; provision within the resources available of adequate supporting services and staff for these operations; and procurement, development, assignment, and maintenance of Departmental space and equipment.

The Department Chair is also responsible for the coordination of activities of the Department, and for insuring that the operation and governance of the Department is sustained between the end of one academic year and the beginning of the next. This officer is advised and assisted by the Executive Committee (article 4), Associate Department Chairs (Article 3 b), Departmental standing committees (Article 5), various *ad hoc* committees appointed by the Department Chair (Article 6), and members of the non-academic staff. The Department Chair shall discharge his or her responsibilities in a manner consistent with article 6.04 of the "By-Laws of the Board of Regents", which provides for general participation by faculty members in the management of departmental affairs.

In addition to the specific mechanisms included in these Rules of Governance for the Department, the Department Chair shall consult fully with the Executive Committee in formulation of administrative policy and major decisions and keep this body and the Faculty as a whole informed of the nature and basis of all substantive actions taken in relation to departmental operations. When the Department Chair is to be away for more than 1 working day, he or she shall appoint an Associate Department Chair, or, in the absence of such an officer, another individual holding a regular professorial appointment in the Department to serve as acting Department Chair for the period of absence.

b. Associate Department Chairs

The normal term of appointment to the position of Associate Department Chair will be three years, with the possibility of reappointment. An open Associate Department Chair position shall be widely publicized within the Department. Each appointment of an Associate Department Chair is made by the Department Chair with the advice of the Executive Committee. All appointments of this type made by a particular Department Chair shall terminate with the conclusion of the Chair's term of service. However, the new Department Chair may reappoint the individual(s) terminated in this manner. The duties of the Associate Department Chair(s) may include:

- (1) Service as the chief officer of the Department of EEB during temporary absences of the Department Chair. Such service shall require prior written authorization by the Department Chair.
- (2) Supervision of particular segments of departmental operations, as authorized by the Department Chair with the advice of the Executive Committee.
- (3) Representation of the Department Chair at various meetings, as requested by that officer.
- (4) The Associate Chair for Undergraduate Studies shall be charged with responsibility for all department operations related to undergraduates and the formal curriculum, including concentrations, advising, course development and review, faculty teaching assignments, lecturer reviews, teaching evaluation, awards, and recruitment. She or he shall serve as Chair of the Undergraduate Affairs Committee, and shall work with his or her counterpart in the Department of Molecular, Cellular and Developmental Biology to ensure the smooth functioning of the Biology Undergraduate Program.
- (5) The Associate Chair for Graduate Studies shall be charged with responsibility for managing the graduate program within the Department. He or she shall serve as Chair of the Graduate Affairs Committee and the Admissions Committee, oversee graduate funding, including liaison with Rackham and LSA, manage the graduate admissions process, and oversee graduate courses and other training activities.
- (6) The Associate Chairs for Museum Collections will serve as the directors of the Museum of Zoology and the Herbarium and be charged with responsibility for managing all aspects of the collections, including promoting museum-related projects and grants, ensuring stewardship of the collections and databases, oversight of daily operations, supervision and evaluation of curatorial activities by

faculty and of collections staff, and ensuring compliance with all relevant regulations. They will work with Directors of other Museums in LSA and throughout the University to ensure coordination of museum-related activities.

4. **The Executive Committee**

a. Duties

- (1) Serve as the body recommending policy for the organization and operations of the Department.
- (2) Advise the Department Chair in matters relating to faculty position requests, appointments, and promotions.
- (3) Advise the Department Chair in matters relating to the composition of Departmental committees.
- (4) Assist the Department Chair and any faculty member assigned to oversee space and facilities in the Department in the development and maintenance of a coherent policy concerning allocation of space to faculty, graduate students, postdoctoral scholars, non-academic staff, and visitors.
- (5) Advise the Department Chair concerning recommendations from Department Standing Committees.
- (6) Advise the Department Chair on any and all matters on which he or she seeks assistance, or which are brought to the attention of the Committee by its members.
- (7) Participate, where appropriate, in Tenure and Promotion Panels (Articles 7-l, 7-m).

b. Membership

- (1) The regular voting members of the Executive Committee shall consist of four members of the Governing faculty plus a graduate student. The four faculty members shall be elected by a majority vote of the Governing Faculty of the Department (see Article 4 e).
- (2) The Department Chair sets the agenda and chairs meetings of the Executive Committee and is a non-voting, *ex officio* member. The Associate Chairs are expected to attend when issues relevant to their areas of responsibility are on the agenda.

c. Terms of Service

Each elected faculty representative shall serve for 2 years, and terms will be staggered to provide continuity. The student representative shall serve for 1 year. Each term will commence on July 1. No representative may serve consecutive full terms. Service on the Executive Committee shall normally exempt the member from simultaneous service on any Departmental Standing Committee.

d. Eligibility for Service and Participation

- (1) Any member of the Governing Faculty (Article 2 b) shall be eligible to serve on the Executive Committee.
- (2) The student representative on the Executive Committee shall be a doctoral student who has achieved candidacy.

e. Methods of Selection of Elected Representatives and Appointed Representatives

- (1) In February of each year, the Department Chair shall appoint a three-person Nominating Committee, with the advice of the Executive Committee. The Nominating Committee shall nominate candidates for the Executive Committee as well as candidates for the other standing committees (Article 5).
- (2) By the end of February of each year, the Nominating Committee shall propose two pairs of candidates, selected and paired for election in ways that ensure that the membership of the Executive Committee will represent the various ranks and the diverse professional perspectives of the faculty in the Department. This slate of nominees will be distributed to the faculty by the end of the first week in March. Additional nominations may be made by the faculty at large by submission of a petition to the Executive Committee. Such a petition, signed by at least six members of the faculty, must be submitted to the Nominating Committee by the end of the second week in March. The petition shall also specify which pair of nominees already proposed by the Nominating Committee should be expanded to include the new nominee(s).
- (3) During the third week in March of each year, a ballot shall be distributed to all members of the Governing Faculty, except the Department Chair, who shall vote in the case of a tie. Ballot shall be by email under conditions that assure identity of voters shall not be known to any other faculty member. For election to the Executive Committee, a candidate must receive a plurality of the votes cast for that group of nominees.
- (4) The student member of the Executive Committee shall be elected by a majority of the votes cast by graduate students registered in graduate programs of the Department. Nominations and the election shall receive

ample publicity before they are held, and balloting shall be by e-mail. This election shall be completed and the results reported to the Department Chair by April 15. Responsibility for ensuring that the process of student selection occurs as specified rests with the incumbent student of the Executive Committee.

- (5) In the event that a vacancy develops in one of the elected positions on the Executive Committee, the Department Chair shall appoint a replacement for the remainder of that academic year, with the advice of the Executive Committee.

f. Nature of Meetings

- (1) The Executive Committee shall be convened and chaired by the Department Chair or, in his or her absence, an Associate Department Chair previously designated by the Department Chair. In addition to its regular meetings during the academic year, this committee may be called into session outside of the academic year when substantive matters so require.
- (2) A quorum shall consist of more than half the voting members of the Executive Committee.
- (3) Meetings of the Executive Committee shall ordinarily be open to all members of the faculty, graduate students and staff of EEB. The agenda for these meetings shall be posted on e-mail to all faculty, graduate students, and staff in the department. This posting shall occur at least 24 hours in advance of the meeting. Individuals desiring to address the Executive Committee concerning items on the agenda or related matters may do so by advising the Department Chair of their wishes at least three hours prior to the beginning of the meeting in which these items are to be considered.
- (4) The Department Chair is authorized to call the Committee into executive session when circumstances arise in which confidentiality is required to protect the welfare or privacy of individuals.
- (5) The Department Chair is authorized to require a member of the Committee to recuse himself or herself from discussions in which he or she has a conflict of interest.
- (6) Minutes that accurately reflect the deliberations of the Executive Committee in all meetings shall be kept and distributed to all faculty, graduate students, and staff in the Department, after acceptance by the Committee. This procedure will also be followed with minutes of executive sessions, except where inimical to the welfare and privacy of individuals being considered by the Committee, or to the welfare of the Department. The Department Chair is charged with keeping a complete set of the

minutes of the Executive Committee in the Department office for use by the members of this body.

5. Departmental Standing Committees

a. Committees

(1) Undergraduate Affairs Committee

The Undergraduate Affairs Committee shall consist of the Associate Chair for Undergraduate Studies (Article 3 b.4), two faculty members and one graduate student. This committee shall: (a) conduct reviews of individual courses, course sequences and concentration programs offered by the Department, and when appropriate submit recommendations to the Executive Committee; (b) respond to curricular initiatives of faculty members; (c) identify pools of faculty from which individuals can be selected to staff major undergraduate course offerings; (d) make recommendations to the Department Chair concerning specific staffing assignments in major undergraduate courses; (e) administer the undergraduate counseling operation for any EEB concentrations; (f) administer the course evaluation process; (g) advise the Department Chair and the Promotions and Merit Committee on faculty teaching performance; (h) conduct an annual competition and recommend distribution of awards for undergraduates; and (i) work with the equivalent committee in the Department of Molecular, Cellular and Developmental Biology to coordinate Biology undergraduate programs.

(2) Graduate Admissions Committee

The Graduate Admissions Committee shall be composed of the Associate Chair for Graduate Studies, two faculty members and one graduate student. This committee shall coordinate the evaluation of applicants desiring to enter doctoral and masters programs in the Department, and forward summary evaluations and recommendations concerning these individuals to the Department Chair. In addition, this committee shall make recommendations to the Department Chair regarding initial sources of funding for fellowships and training grant positions.

(3) Graduate Evaluation Committee

This committee shall undertake the yearly evaluation of all second year doctoral students, according to the protocol established by the faculty.

(4) Graduate Affairs Committee

The Graduate Affairs Committee shall be composed of the Associate Chair for Graduate Studies, two faculty members and one graduate student. This committee shall be responsible for establishment and maintenance of high standards and broad orientation of graduate scholarship within EEB. This committee shall: (a) review recommendations by the Graduate Evaluation Committee, establishment of Dissertation Committees, and advancement to Candidacy, and forward to Rackham those recommendations that are approved and return to the faculty/student for further discussion and action those recommendations that are not approved; (b) forward to Rackham recommendations regarding any Rackham-related activities; (c) monitor and evaluate the progress of doctoral students; (d) review applications and select nominees for Rackham and Departmental fellowships; (e) formulate recommendations concerning appointments of teaching assistantships, nominations of individuals for graduate fellowships and other awards, and requests of graduate students for special items of funding; and (f) monitor cumulative support and compliance with the 10-term limit. The Chair of this committee is authorized to require a member of the committee to recuse himself or herself from a discussion in which he or she has a conflict of interest.

(5) Library Committee

The Library Committee shall be composed of one faculty member and one graduate student. This committee shall represent the Department in all College and University meetings relating to library issues. This committee shall determine faculty and student needs with regard to library-related matters. It shall also provide recommendations on library needs and policy to the Department Chair for transmission to the library administration.

(6) Promotions and Merit Committee

The Promotions and Merit Committee shall be composed of three Professors. This committee shall: (a) aid the Chair in yearly merit evaluations of the faculty; (b) conduct a formal third-year review of all Assistant Professors, including a recommendation, based upon that review, concerning offering of a second three-year contract, (c) review the records of Assistant and Associate Professors on an annual basis; (d) advise the Department Chair of the progress and accomplishments of individual faculty; (e) provide faculty members with an opportunity for formal and informal communication concerning the evaluation procedure and their progress; and (f) participate in tenure or promotion panels (Articles 7 l and 7 m). To aid in its role in faculty development, the committee shall be responsible for establishing personal contact with faculty members as early as possible in their period of

residence. Particular effort shall be made to identify potential problems at an early stage. The committee shall make constructive recommendations, where appropriate, to the Department Chair on behalf of individual faculty members.

(7) Seminar Committee

The seminar committee shall be composed of two faculty members and one graduate student. This committee is charged with: (a) the organization of any seminar programs of Department-wide scope; and (b) ensuring that any separate seminar programs of various components of the department are suitably coordinated.

(8) Diversity Committee

This committee shall oversee development and implementation of plans to increase diversity and excellence of the department faculty and graduate student body, by increasing recruitment and retention of women (especially in the faculty) and underrepresented minority groups at all levels.

(9) Retreat Committee

This committee shall be composed of two faculty members and one graduate student to coordinate and organize the departmental event typically held in the early fall.

b. Terms of Service

For all standing committees with two faculty members other than Associate Chairs, faculty representatives shall serve for two years. For all committees with three faculty members, faculty representatives shall serve for three years. Terms of service on all committees will be staggered to provide continuity. The student representatives will serve for one year. Each term will commence on July 1.

c. Eligibility for Service

Any member of the Governing Faculty shall be eligible to serve on any standing committee, with the exception of the Promotions and Merit Committee, on which only tenured Professors can serve. All student members of standing committees shall be doctoral students who have achieved candidacy. Proposed exceptions require Executive Committee approval.

d. Methods of Selection

(1) The responsibility for achieving overall balance in the representation from the various research interests and faculty rank rests with the Nominating Committee (Article 4 e.1). Membership on committees will be determined by

the Nominating Committee, after election of Executive Committee members, and reported to the Chair. Final approval of committee membership will be voted on at a faculty meeting where alternative nominations will be considered. Vacancies shall be filled by appointment of another individual by the Department Chair, after consultation with the Executive Committee.

- (2) Student members of standing committees shall be elected by a majority of the votes cast by graduate students registered in the Department. Balloting shall be by e-mail, and both nominations and the election shall receive ample advance publicity. The results of the election shall be communicated to the Department Chair prior to April 15. Responsibility for ensuring that the process of student selection occurs as specified rests with the incumbent student member of the Executive Committee.

e. Committee Leaders

Each year the Department Chair, with the advice of the Executive Committee, shall appoint one member of each standing committee to serve as committee leader, except for any committees chaired by one of the Associate Chairs.

6. Ad Hoc Committees

a. Search Committees

Membership of faculty on all faculty search committees shall be determined by the Executive Committee in consultation with the Chair. The Chair shall make recommendations for membership and those recommendations shall be submitted to the Executive Committee for ratification. Each search committee shall also include one graduate student member who is appointed by the graduate student representative on the Executive Committee and approved by the graduate student body.

b. Other Committees

The Department Chair, with the advice of the Executive Committee, or other committees as appropriate, may appoint other *ad hoc* committees as needed to conduct departmental operations, including faculty promotions (article 7 l and 7 m).

7. Departmental Operations

a. Procedure

All meetings shall use standard parliamentary procedure with Robert's Rules of Order (current edition) for guidance, except where otherwise specified.

b. Quorum

A quorum shall consist of half of the Governing Faculty who are in residence. Only those individuals on leave or assigned to off-campus duty shall be deemed not in residence. A quorum shall be required for decision making in Departmental meetings, whether by vote or otherwise.

c. Frequency of Meetings

The Department shall meet at least once a term during the academic year. The Department Chair may call additional meetings as required. He or she shall also call such meetings in response to a written request from six or more faculty members.

d. Notice of Meetings

The Faculty and graduate students in the Department shall be notified of Faculty Meetings by a mechanism, such as the newsletter or the Departmental e-mail groups, that ensures wide dissemination of the notification within the Department. Notification should be made at least one week in advance of a meeting. Special meetings may be called on shorter notice if required.

e. Nature of Meetings

Meetings shall ordinarily be open to all members of the Department, including research personnel and graduate students. Where the privacy and welfare of individuals require it, the Department Chair is authorized to call a closed meeting of the Faculty.

f. Voting

The Executive Committee may decide that votes on certain aspects of department function require two faculty meetings: in the first meeting, an issue will be raised or a draft document presented for initial discussion. Further discussion and a vote will take place at a second meeting, typically not later than two weeks following the initial discussion. Such cases will be noted on the agenda for the faculty meeting when the initial discussion will be held.

g. Voting Privileges

Voting privileges are restricted to members of the Governing Faculty (Article 2 b), and to emeritus faculty during any semester in which they are the primary instructor in a formal Departmental course.

h. Absentee Ballot

Voting *in absentia* will be permitted for faculty members eligible to vote, but temporarily away from campus, only when voting on a particular matter is entirely by mail (including email). It is the responsibility of such individuals to arrange for forwarding of the mail ballot to them and returning it by the deadline specified. All mail ballots will be counted by tellers selected by the Department Chair. In instances where a faculty member eligible to vote must leave a Department meeting prior to the bringing of a matter to a vote, this individual may cast his or her vote by leaving explicit written instructions with a colleague, who shall give these to the presiding officer at the time the vote is taken. Faculty may participate and then vote in faculty meetings through electronic means such as conference calls when out of town.

i. Voting confidentiality

All faculty personnel decisions (hiring, promotions, elections, joint appointments etc.) will be made via secret ballot. Votes will be collected and tallied by a member of the administrative staff, normally the Executive Secretary, who will communicate the results to the faculty. Other faculty decisions will involve an open vote.

j. Discussion of Candidates for Faculty Appointments

Prior to any decision concerning an offer of an appointment of a faculty position in the Department, the Department Chair shall call a meeting of the Faculty in which they shall have the opportunity to discuss the qualifications of the various candidates and ask questions of the search committee concerning its recommendation. This meeting will supplement the written comments on each candidate's interviews and seminar that shall be routinely solicited from the Faculty and graduate students by the search committee. The purpose of this meeting shall be to assist the Executive Committee in formulating a recommendation concerning the particular appointment.

k. Amendments and By-Laws

These Rules of Governance may be amended or have By-Laws added by an affirmative vote of the majority of the Governing Faculty (Article 2 b). Proposed changes in the Rules of Governance must be submitted in writing to the Departmental office, recommended by the Department Chair or three or more members of the Faculty, and read at a meeting of the Faculty held at least one week, but not more than two weeks, before a second meeting at which the proposal is fully discussed. A copy of the proposed amendment or by-law must be available to each member of the Faculty eligible to vote at least three days before this second meeting. Voting on the proposal shall be by e-mail, with the ballots to be distributed on the day following the second meeting and returned within 7 working days.

l. Minutes

A full and accurate copy of the minutes of Departmental meetings shall be kept by a member of the non-academic staff assigned to this task by the Department Chair. A copy of these minutes shall be distributed to the Faculty and graduate students not more than 10 days after the conclusion of the meeting.

m. Grievance

Any person with a grievance concerning conditions of employment or non-reappointment in the University, including cases of alleged racial, sexual, or other discrimination, should attempt to resolve the dispute in informal discussion with his or her supervisor or the Department Chair before initiating a formal grievance.

n. Tenure and Promotion to Associate Professor

Evaluation of candidates for tenure shall be as described in the departmental policy document "Procedures for Evaluation for Tenure and Promotion".

o. Promotion from Associate Professor to Professor

Promotion of Associate Professors to Professor shall be as described in the departmental policy document "Procedures for Evaluation for Promotion from Associate Professor to Professor".

8. Relation of Department of EEB to other Biological Units in the College of Literature, Science and the Arts

When matters pertaining to the Department of Molecular, Cellular and Developmental Biology, Biological Station, or Museum of Paleontology are included in the agenda for a meeting of the Executive Committee, the Chair of the Department of EEB shall invite the chair or director of the affected unit to attend the particular meeting. Whenever possible such invitation shall be issued at least 48 hours in advance of the meeting. The Department Chair shall endeavor to provide copies of the agenda for each meeting to the directors of the units specified above in advance of the meeting. In the event that one of the directors discerns a matter in which he or she has an interest, the director may speak on it at the meeting of the Executive Committee merely by notifying the Department Chair of his or her intention in advance of the particular meeting.

In addition to insuring that close liaison is maintained between the Executive Committee of the Department of EEB and the Biological Station, , and the Department of Molecular, Cellular, and Developmental Biology, the Department Chair shall maintain contacts with the Chairs/Directors of these units.

Revisions approved by EEB Faculty:

April 10, 2006

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Approved by the EEB Faculty: September 22, 2008
Revisions approved by EEB Faculty: April 11, 2011
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