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COMMITTEE MEMBERSHIP AND ADMINISTRATIVE ASSIGNMENTS
Department of Chemistry & Biochemistry
2010-2011

DEPARTMENT CHAIR
Michael Pugh

CURRICULUM COMMITTEE
All Faculty

PROFESSIONAL DEVELOPMENT & EVALUATION COMMITTEE
John Morgan
Eric Hawrelak
Toni Trumbo-Bell
Gregory Zimmerman
Bruce Wilcox
Mark Tapsak

PROMOTION COMMITTEE
Bruce Wilcox
Mark Tapsak
Eric Hawrelak
Gregory Zimmerman

SEARCH AND SCREEN COMMITTEE
Mark Tapsak, Chair
John Morgan
Gregory Zimmerman
Toni Bell

CHEMISTRY CLUB ADVISOR
Mark Tapsak

LIBRARY LIAISON
Philip Osburn

COMMUNICATION COMMITTEE
Michael Pugh

INTERNERSHIP COORDINATOR
Chris Hallen

PRE-PROFESSIONAL ADVISORY COMMITTEE
Toni Bell and John Morgan

UNIVERSITY-WIDE COMMITTEE ASSIGNMENTS:
University Forum ......................... Pugh- Fall ’10 and Morgan- Spring ’11
Tenure ........................................ Pugh
BUCC ........................................... Bell
COST Living/Learning Community .......... Pugh
TALE ........................................... Wilcox
General Education Task Force ............. Wilcox
Education Liaison Committee .......... Wilcox
Outcomes Assessment Task Force .......... Morgan
Faculty Professional Development .......... Hawrelak
I. DEPARTMENT MISSION

Mission Statement of the Bloomsburg University Department of Chemistry & Biochemistry

As a unit of a public supported institution, the mission of the Bloomsburg University Department of Chemistry & Biochemistry is to meet the needs of the citizens of the Commonwealth of Pennsylvania. We fulfill that mission in a variety of ways.

Our primary mission is to apply our collective expertise to provide quality teaching of chemistry at all levels of the curriculum. This includes:

1) Dedicating significant resources to providing general education experiences in chemistry for those students who do not major in the natural sciences or related fields. We believe that all future voting citizens need to know key chemistry and scientific ideas, how those ideas play out in their world, and most importantly how to use scientific thinking in their future decision making.

2) Taking very seriously our obligations to provide appropriate chemistry instruction, both in terms of content and process skills, for those students taking chemistry courses that support other majors. We recognize the need to harmonize our goals in chemistry with the goals of other departments in order to graduate trained professionals.

3) Providing an integrated core of up to date chemistry offerings for chemistry and chemistry education majors as well as other students with significant chemistry requirements that are on par with the best undergraduate chemistry departments in the country.

4) Being able to offer special experiences, especially undergraduate research, to a small number of students who may in turn make special contributions in their lives and who would be a reflection of what Bloomsburg University can do.

A secondary mission is to provide service in areas of our expertise. This includes:

1) Adding value to chemistry teaching and learning at the high school level by offering courses, workshops, resources, and other activities for high school chemistry teachers and students.

2) Advocating and working to effect better chemistry and science education at the pre-college level

3) Offering expertise about chemical problems and solutions that may arise in our surrounding communities

Another secondary mission involves expanding our expertise as scientists and collectively as a department. This includes:

1) Engaging in various forms of scholarly activity that make us more knowledgeable about developments in chemistry and chemical education

2) Being involved in initiatives that allow us to gain knowledge such as to make useful contributions to the university, the community and the state.
II. DEPARTMENTAL GOVERNANCE

The purpose of these guidelines is to ensure the proper functioning of the Department of Chemistry & Biochemistry within the University structure consistent with the principles of shared governance represented in the Policies, Rules and Procedures of Bloomsburg University and in the APSCUF Collective Bargaining Agreement (henceforth CBA). To accomplish this task, the department delegates authority to certain individuals and entities defined below.

III. DEPARTMENTAL ADMINISTRATIVE ASSIGNMENTS

A. Selection Procedures

1. Chairperson

The election of chair is governed by the CBA and is for a 3-year term. The Department of Chemistry & Biochemistry shall follow the procedure specified in CBA, Article 6 (section B, “Selection”) for the election of a departmental Chairperson.

Nominations for Chairperson of the Department shall be brought forward at the department meeting when that item appears on the agenda. The Department shall vote by written secret ballot on the acceptability of candidates nominated. A list of acceptable nominees shall be forwarded to the Dean of the College of Science & Technology. Agreement to the nominations by the President, or his/her designee, is needed before the name of a nominee may be placed on the ballot for election.

Election of the Department Chairperson is by written secret ballot. The two senior members of the Department who are not also candidates for Department Chairperson shall distribute and count the ballots. Regular, full-time tenured or tenure-track faculty members absent when the vote is taken may vote by proxy or mail, but within one week after the meeting in which the vote is taken.

2. Other Assignments

Every member of the department will be expected to accept at least one of the designated administrative assignments. Though the rotation system for these responsibilities will not be fixed, they will ordinarily be made for a one year period; it is possible that some of the tasks could be continued by the same person for an indefinite period. Those with partial duties assigned outside the Department of Chemistry & Biochemistry for at least half time may accept either one of the administrative assignments or normal committee rotation but will not be required to accept both.

B. Description of Assignments

Chair

In accordance with the CBA, the department chairperson directs the activities of the department, subject to the approval of the Dean or Director. He/she is responsible to the Dean or Director for the development of department plans, guidelines and internal office operation; he/she directs the department's administrative organization and may delegate authority and assign responsibility as appropriate; and he/she represents the
academic discipline both on and off campus either personally or by designation of department representatives.

The department chairperson is also responsible for recommending to the Dean such matters as personnel actions, curricular changes, course offerings, teaching assignments and the department budget.

In all phases of department affairs the chairperson should be sensitive to and reflect, but not be restricted to, majority department faculty sentiment.

The Chairperson of the Department of Chemistry & Biochemistry also empowers the creation of separate standing committees.

IV. COMMITTEES

A. Departmental Meetings (Committee of the Whole)

Department meetings will be announced at least one week in advance and an appropriate agenda distributed, with input from the faculty. At these meetings, action items will be voted on, following Roberts Rules of Order, and other items discussed. Non-tenure track faculty may attend and contribute to the discussion, but will not have voting privileges.

B. Standing Committee Guidelines

Within the limits of University policies and the CBA, committees derive their authority from the department meeting as a Committee of the Whole. In matters of policy, the standing committees report to the faculty in the department meetings.

Membership will be assigned by nomination and subsequent voting, or members may volunteer, depending on the nature of the committee.

Normally department committee assignments will be for a one-year term. It is expected that committee members fulfill the tasks assigned by the committee chair. If a member cannot fulfill his/her duties, and wish to step down, he/she may do so after submitting a written statement of explanation to the committee chair.

Committee chairpersons will be elected by committee members present at the first meeting of the committee.

Each standing committee will meet at least once a semester unless otherwise specified by University PRP, the CBA, or departmental policy listed below.

C. Departmental Standing Committees

1. Curriculum Committee
   a. Reviews departmental curriculum and recommends the addition and deletion of courses and programs.
b. Evaluates academic needs of the department and requests by faculty interested in being assigned to vacant courses.

c. Reviews and evaluates existing and proposed academic programs.

d. Reviews departmental academic, advising, and placement policies and changes to these policies.

e. Engages in continuous evaluation of the graduate and undergraduate curriculum.

2. Evaluation Committee

The work and membership of the Evaluation committee is governed by the CBA; see the Department of Chemistry & Biochemistry Faculty Evaluation Policy and Procedures.

EVALUATION COMMITTEE PROCEDURES

The Department of Chemistry & Biochemistry is committed to evaluation of faculty through a mentoring process that promotes high standards, and results in the growth and development of all members, those being evaluated and those conducting evaluation.

A. Selection of Evaluation Committee

The collective bargaining agreement (CBA) between the faculty union (APSCUF) and the State System of Higher Education (SSHE) states that “Each department shall select a committee to assist in the evaluation function”. The department committee shall consist of at least three (3) members, and shall exclude the department chairperson. (Article 12, section C, 1.a.) All tenured faculty in the Department of Chemistry & Biochemistry, excluding the chairperson, have a responsibility to serve on the evaluation committee unless they are currently undergoing evaluation themselves, or unless extraordinary pressing matters preclude such service.

If there is an insufficient number of tenured faculty to meet the contractual minimum for committee membership, or if the committee workload is determined to be exceptionally heavy, non-tenured members may be invited to join the evaluation committee. Typically, such committee members will undertake limited duties, such as classroom observations, as determined by the tenured members of the committee.

The chairperson of the evaluation committee shall be elected from the membership of the committee, by the members of the committee, during its first meeting. The committee chair is responsible for calling meetings of the committee, for maintaining professional standards within the committee, for coordinating assignment of committee members to classroom visitations and/or composition of annual evaluation documents (after appropriate committee discussion), and for insuring that committee work moves to completion within contractual deadlines.

If a member of the evaluation committee is unable to attend a scheduled committee meeting, that person may discuss potential committee action with another member of the committee and provide a written proxy statement authorizing the other committee member to cast her/his vote in absentia. An evaluation committee member who does not leave a proxy statement will not participate in action taken at the meeting missed.
In other matters related to evaluation committee selection not specified herein, the Department of Chemistry & Biochemistry will adhere to Article 12, section C, 1.a. of the current CBA.

B. Procedure of the Evaluation Committee

The committee evaluation process in the Department of Chemistry & Biochemistry will include classroom observations (two per semester, unless the member being evaluated has earned tenure) and a committee-generated summary evaluation that analyzes performance in teaching, professional development and university/community service, all in conformance with the CBA (Article 12, section C.1). The evaluation committee shall utilize student evaluations, classroom observation reports, updated faculty vitae, supporting material supplied by the faculty member, and “other data which the department evaluation committee may deem pertinent” in composing its written evaluations and recommendations. In departmental practice, such other data can, for tenured faculty, include the member’s self-evaluation report.

Classroom observations may be conducted of tenured or probationary faculty members by members of the committee or other tenured faculty members, and of temporary faculty members by tenured or tenure-track faculty members. These observations will be conducted in accordance with Article 12, section C., 1.b.(2). Visitors will arrange observation dates, in advance, with the instructor being evaluated. Prior to the observation, visitors shall examine course syllabi, discuss course and class session goals, and identify teaching methods to be analyzed with the instructor being evaluated. Evaluators must discuss their observations with the instructor prior to submission of the final report to the evaluation committee chair and the instructor.

After collection and review of all pertinent data, the evaluation committee will meet to discuss the faculty member’s summary evaluation and recommendation. All committee deliberations will be kept confidential. Specific suggestions for language to be included in the written evaluation and recommendation will be discussed. For probationary faculty members, the committee must clearly recommend either renewal or non-renewal in its report. A preliminary draft of the evaluation and recommendation will be prepared and circulated for review and comment. After appropriate revisions, a draft copy will be presented to the faculty member. The committee will invite the faculty member to discuss the draft evaluation and recommendation. A final written evaluation and recommendation, after any change or amendment deemed appropriate by the committee, will be signed by the faculty member to indicate receipt and review. The documents will then be copied and forwarded to the faculty member, to the department chairperson, and to the Dean of the College of Science & Technology, as required in the CBA (Article 12, Section C., 1.c.[1]).

In the event that the committee is unable to reach consensus on an evaluation and recommendation, a minority report may be prepared. The same procedure outlined above shall be followed by the minority. A response to the evaluation by the faculty member can be filed in accordance with the CBA (Article 12, section C., 1.c.[1]).

When the department chairperson is subject to evaluation, the department shall select another faculty member in the department acceptable to both the chair and management, to conduct an evaluation; typically this is the senior tenured faculty member. This designated member of the
department shall conduct the equivalent of the chairperson’s evaluation of a regular faculty member, and it shall be undertaken in addition to the regular committee evaluation of the chair (See CBA, Article 12, section c., 1.c.[2]).

All motions before the evaluation committee pass by majority vote of the total committee membership. In all other matters related to the process of faculty evaluation not specified herein, the Department of Chemistry & Biochemistry adheres to the rules and procedures explained in Article 12 of the CBA.

C. Chairperson’s evaluation of faculty

The separate evaluation of faculty members conducted by the chairperson shall include one classroom observation and a summary evaluation report, as described in the CBA (Article 12, section C.1.c[2]; Article 12, section C.1.b.[2]). The chairperson’s observation, and composition of summary evaluation, shall be conducted in the same manner prescribed above for the committee. For probationary faculty members, the chairperson must clearly recommend either renewal or non-renewal in the report. The chairperson’s summary evaluation shall be based upon the materials submitted by the faculty member, on his/her classroom observation and discussions with the faculty member, and on the summary evaluation document submitted by the committee.

3. Tenure Committee

The work and membership of the Evaluation committee is governed by the CBA (Article 15, section E) and the local BU guidelines.

4. Promotion Committee

The work and membership of the Promotion committee is governed by the CBA (Article 16, section B) and the local BU guidelines.

5. Search & Screen Committee

The work and membership of the Search & Screen committee is governed by the CBA (Article 11) and the local BU guidelines.

SEARCH & SCREEN COMMITTEE PROCEDURES

The collective bargaining agreement (CBA) between the faculty union (APSCUF) and the State System of Higher Education (SSHE) specifies that in the “filling of a vacancy within a department, a candidate, who may be secured from any source, must first be recommended by the majority of the regular full-time department faculty in accordance with the procedure developed by that department faculty.” (CBA, Article 11, section A, 1) This document enumerates the procedures used by the Department of Chemistry & Biochemistry.

A. Creation of the search committee
The Department forms a Search and Screen committee each academic year, along with other standing departmental committees. The purpose of the Search and Screen committee is to fill tenure track and temporary positions.

The department chairperson shall ask for volunteers to serve on the Search and Screen committee. All tenured and tenure-track members are eligible. A committee shall consist of no fewer than three faculty members. Committee composition can vary based upon the subject field targeted in the vacancy to be filled. The department chairperson will not serve on the Search and Screen committee.

The Department of Chemistry & Biochemistry as a whole shall vote to approve the list of volunteers, establishing it as the departmental Search and Screen committee. As with all departmental committees, approval will be gained through a simple majority vote of the regular, full-time members of the department.

B. Procedures followed by the Search and Screen committee

At the first Search and Screen committee meeting, members shall elect a committee chairperson from its membership, by a simple majority of the participating committee members. The committee chairperson is responsible for scheduling meetings of the committee, serving as liaison with appropriate university officials, ensuring proper distribution of position announcements and advertisements, responding to applicant inquiries, assisting the departmental secretary in maintenance of applicant files and other documents, coordinating telephone reference checks, arranging for the mid-search review, contacting applicants selected for interview, assisting the departmental secretary in scheduling appointments for those invited to campus, and facilitating all other aspects of committee business.

The members of the Search and Screen committee in the Department of Chemistry & Biochemistry shall conduct searches in accordance with the policies approved by the offices of Academic Affairs, Social Equity, Human Resources, state and local APSCUF, and those included in this document. All committee deliberations must be kept confidential.

The Search and Screen committee is responsible for drafting a position announcement, which must be submitted to the members of the Department of Chemistry & Biochemistry as a whole, for discussion and approval by a simple majority vote. Original undergraduate and graduate transcripts will be required only of pre-finalist candidates interviewed on campus, and of finalists for temporary positions. After receipt of any applicant’s initial written contact with the department, the committee shall send a letter of reply, signed by the chair of the committee, indicating which materials have been received, which—if any—are still needed. Applications will be accepted until the position is filled.

Application files shall be available for examination by all regular, tenured or tenure-track, full-time members of the department. Committee members shall screen applicants through the use of a checklist evaluation form that is consistent with the requirements listed in the job announcement and that has been approved by a simple majority vote of the department as a whole, and by the Office of Social Equity. Each Search and Screen committee member is expected to carefully
review all applicant files. Formal and informal discussion of applicants shall occur after such review.

In order to prepare for the vote to recommend a candidate to the Dean of the College, all regular, full-time members of the department are expected to participate in the on-campus interviewing of every pre-finalist. If unavoidable circumstances (such as sudden illness or professional commitment) preclude participation in the interview process, a faculty member may conduct a separate private interview, in person or by telephone. After pre-finalists are interviewed, the committee may recommend one or more candidates to the department as a whole. Voting in the department at large shall be preceded by discussion of each candidate recommended by the committee. Voting shall be by regular department faculty members who have participated in interviewing all candidates. The Department Chairperson does not cast a vote, being precluded from such by the CBA, Article 11, C. Written proxy votes may be accepted if unavoidable circumstances preclude attendance at the meeting in which votes are cast, but within one week after the meeting. The Search Committee Chairperson reports the department’s recommendation to the Dean of the college and Chair of the department. The department Chair will submit his/her recommendation to the Dean.

Should a tenure-track position or positions become available while temporary faculty are on staff in the Department of Chemistry & Biochemistry, the applications of temporary members choosing to apply shall be processed in the same manner as those received from other candidates. Applications from current temporary faculty shall be evaluated according to the same criteria developed for the screening of all other applicants.

C. Establishment and use of a temporary pool

A pool for temporary faculty shall be established and maintained in accordance with the process delineated in the Search Procedures of the Office of Social Equity. All applicant files will be available for review by all regular, tenured or tenure-track, full-time faculty members. Temporary pool advertisements shall require a letter of application, curriculum vitae, three letters of recommendation, and copies of undergraduate and graduate transcript to constitute a complete application. Once hiring to fill a temporary vacancy has been approved by the president, the Search and Screen committee shall screen candidates with complete files and recommend to the department one or more persons from the pool to fill the vacancy. Voting by the department at large shall be preceded by discussion of each candidate recommended by the committee. Voting shall be by regular, tenured or tenure-track, full-time department members who have read the application materials. The Department Chairperson does not cast a vote in this balloting, being precluded from such by the CBA, Article 11, C. Written proxy votes may be accepted if unavoidable circumstances preclude attendance at the meeting in which votes are cast, but within one week after the meeting. The Department Chairperson reports the results of this vote, along with her/his recommendation, to the Dean of the College of Science & Technology.

In all matters related to the process of faculty appointment not specified herein, the Department of Chemistry & Biochemistry adheres to the rules and procedures explained in Article 11 of the CBA, and in the policies established by Academic Affairs, the Office of Social Equity, and Human Resources.
6. **Outcomes Assessment Committee**

The department Outcomes Assessment Committee will be chosen by Department vote of the regular full-time faculty, and a chairperson will be chosen by a vote among the members of the committee. Length of service will be set by department vote but assignments will typically be for a length of one year.

A. **Duties of the Chair**

The chair of the Outcomes Assessment Committee will be responsible for attending relevant OA meetings on campus and coordinating department OA activities with the University Director of Outcomes Assessment and the BUOAC (the Bloomsburg University Outcomes Assessment Committee). Additionally the chair will collect OA data from various faculty members and report to the chair of the Chemistry and Biochemistry department as well as any established COST OA committees (as determined by the Dean of the College). The chair of the departmental OA committee will also contribute to the preparation/revision of the department’s Strategic Plan as necessary. It is the duty of the chair of the departmental OA committee to keep abreast of current developments in the field of Outcomes Assessment. Finally, the chair of the departmental OA committee will oversee the distribution of any department-wide assessment tools to the Chemistry and Biochemistry majors such as the Major Field Test.

B. **Duties of the Members of the Committee**

The members of the departmental Outcomes Assessment Committee will collect OA data for their specialty and assist the chair of the OA committee in presenting said data.

C. **Meetings of the Committee**

The chair of the OA committee will announce meetings and distribute agendas for these meetings as necessary.

V. **DEPARTMENT POLICIES AND PROCEDURES**

A. **Selection to College and University Committees**

Depending on the committee, members will be elected, appointed or volunteer for college/university committees. Members are expected to serve for the full term.

B. **Policy on Professional Development Funds**

The department has available professional development funds for tenured and tenure track faculty in the following amounts:

- Professor: $460/year
- Associate Professor: $460/year
- Assistant Professor: $560/year
C. Development and Approval of Department Policy

1) The policy document will follow the following format:

Department of Chemistry & Biochemistry Policies Rules and Procedures
Title: ___________________
Passed by the department on ______________
Description of Policy, Rule or Procedure

2. Any full-time tenured or tenure-track member of the department may propose a new policy, move to amend or move to revoke a departmental policy.

3. Policy issues will be passed by a voice, hand or ballot vote by a simple majority of members present at the official departmental meeting at which the vote is held.

4. Policy issues may only be discussed and passed if a quorum of the department are present at the meeting.

5. The chairperson or designee will preside over the discussion and vote.

6. Any new policy proposal must be submitted to each faculty member of the department at least one week before discussion at a departmental meeting.

7. Each faculty member should receive a copy of departmental policies. A copy of departmental policies will be stored in the office of the departmental secretary.

8. Policies will be submitted to the dean for his/her information.

9. Amendments to policies may be proposed orally at a departmental meeting. Extensive or multiple amendments to one policy constitute a revision.

10. Revisions of policies are treated as new policies that replace old policies.

11. Departmental policies may not contradict the Collective Bargaining Agreement or University Policies, Rules and Procedures.

D. Voting Procedures

1. Basic voting rights and procedures

All regular, full-time, tenured and tenure-track members of the Department of Chemistry & Biochemistry have the right to vote on all questions brought to the department by the Chairperson, by one of the committees established in the department, or by an individual member of the department except as defined by the CBA.

A quorum consisting of a simple majority of the regular full-time, tenured or tenure-track members must be present in a Department meeting for voting to take place. While the quorum rule described above shall serve as the norm, the Department may, by simple majority, authorize voting via written ballots distributed in department mailboxes, or by e-mail.
Voting shall be conducted by voice, by show of hands, or by written ballot, as the members of the Department shall determine, and by simple majority, except in specific instances delineated by the CBA.

2. Voting to establish committees in the Department of Chemistry & Biochemistry

The Department Chairperson, in consultation with the members of the Department, shall prepare a slate of candidates for all committees. That slate of candidates shall be presented by the Department Chairperson at the first regular meeting of the Department in every fall semester. The slate will contain the list of volunteers for any non-contractual department committees. Additional committees (such as Tenure, Promotion, etc.) and volunteers for their make-up shall be listed if these are necessary. The slate will also contain the name of an individual to represent the Department at the University Forum.

Additions and deletions from the list of candidates for departmental committees presented by the Department Chairperson can be made if necessary.

The slate of candidates for departmental committees shall be either accepted or rejected by the Department with the vote of a simple majority of members present at the Department meeting. The Department of Chemistry & Biochemistry shall follow the procedure specified in CBA for the election of a departmental Chairperson.

3. Voting for election of the Department Chairperson

The Department of Chemistry & Biochemistry shall follow the procedures specified in CBA for the election of a departmental Chairperson.

Nominations for Chairperson of the Department shall be brought forward at the department meeting when that item appears on the agenda. The Department shall vote on the acceptability of candidates nominated. A list of acceptable nominees shall be forwarded to the Dean of the College. Agreement to the nominations by the President, or his/her designee, is needed before the name of a nominee may be placed on the ballot for election.

Election of the Department Chairperson is by written secret ballot. The senior member of the Department who is not also a candidate for Department Chairperson shall distribute and count the ballots, with the assistance of the department secretary. Regular, full-time tenured or tenure-track faculty members absent when the vote is taken may vote by proxy or mail, but within one week after the meeting in which the vote is taken.

4. Voting for selection of candidates for faculty positions in the Department of Chemistry.

Voting for the selection of all individuals to be recommended to the Dean of the College to fill faculty positions, whether tenure-track or temporary, full-time or part-time, shall normally be conducted by written secret ballot as defined in the "Search Committee Procedures" of the Department of Chemistry. Voting on temporary appointments may be taken via written ballots distributed in department mailboxes, or by e-mail.

E. Classroom Assignments and Scheduling

1. Assignment of courses

The courses taught by each faculty member are usually determined by that person's area of specialty and the needs of the department. Most faculty have a group of courses already prepared that they teach in some kind
of rotation. The chair will submit to the faculty upcoming teaching schedules for approval and possible changes. Although the chair will consider faculty's wishes as much as possible, the assignment of what courses to offer is ultimately the decision of the chair. Factors that will be considered are primarily the needs of the major students, general education students, the department, and the university. The recommendations of the department's Curriculum Committee will have a strong influence as well.

2. **New courses**

Although a new course is usually welcomed, it is possible that such a course might infringe on an area represented in the department or a faculty members area of specialty, or it may not be in the best interest for our majors. For this reason, faculty intending to develop a new course should discuss it with the faculty at a department meeting as an agenda item to determine the role of this course in the department's curricula.

3. **Schedules**

The department chairperson has the prerogative to schedule courses as he/she sees fit. Determining factors may include, but are not limited to, student demand, needs of the program, and providing variety. As much as possible, the chair will follow the requests of the individual faculty members of the department. If there is an assignment, or group of assignments, viewed as particularly burdensome or inconvenient, an effort will be made by the chair to spread this out among the faculty in an equitable manner.

It should be recognized that not everyone will always have the schedule of his or her choice. Faculty who wish changes to their schedule have the responsibility of communicating this to the chair in a timely fashion.

F. **Safety & Hazardous Waste Management**

1. **Safety**

Faculty members will adhere to safe laboratory practices in both the teaching labs and research labs. Faculty will distribute a lab safety sheet for their courses and research students. After reviewing the lab safety guidelines, the faculty will (1) obtain a signed lab safety sheet from each student and (2) provide a copy of the lab safety sheets to the students.

Faculty members who purchase any chemical found on the peroxide former protocol list of the Hazards Control Procedure located in the COST Hazardous Waste and Safety Information Notebook must adhere to the practices stated in said protocol for control of peroxidizable organic materials.

2. **Hazardous Waste Management**

Faculty are responsible for meeting or exceeding the State and Federal regulations regarding the management of hazardous waste at the University level. To ensure a proper understanding of the compliance regulations, at the beginning of each calendar year faculty will read the laboratory waste disposal primer in the COST Hazardous Waste and Safety Information Notebook and sign the compliance sheet, indicating they understand the regulations. They are responsible for adhering to the guidelines described therein and for supervising students in the practice of safe hazardous waste management.

All student laboratory assistants and research students are responsible for reading and signing the laboratory waste disposal primer in the COST Hazardous Waste and Safety Information Notebook at the beginning of each semester. Faculty are responsible for ensuring that students adhere to the guidelines described therein and in the practice of safe hazardous waste management.
3. **Inventory Control**
To maintain the viability, safe storage and cost management of all chemicals in the Chemistry inventory all solids will be held for a maximum of five (5) years and all liquids will be held for a maximum of three (3) years after which time unused items will be discarded according to the State and Federal regulation for the control of hazardous chemical waste disposal.

**VI. MISCELLANEOUS**

Department of Chemistry & Biochemistry Policies and Procedures

**RESEARCH**

A student's participation in research with a faculty member in the Department of Chemistry and Biochemistry is subject to following conditions:

- The student must attend the research overview meeting held by faculty at the beginning of the first semester in which he/she wishes to do research.
- The student must understand that acceptance into a faculty member's research group is ultimately at the discretion of the faculty research advisor. Continued membership in that group is also at the discretion of the faculty research advisor.
- The student must have a minimum 2.0 QPA in all program courses to be eligible for research with a faculty member.
- The student must recognize that sponsored travel to professional meetings is ultimately at the discretion of his/her faculty research advisor.

A student wishing to take research for course credit must also satisfy the following additional condition:

- The student must work with his/her prospective faculty research advisor to prepare a detailed research proposal which must be submitted for approval to the Department and the COST Dean no later than the first Friday in April for Fall proposals or the first Friday in November for Spring/Summer proposals.

**USE OF THE WAYNE ANDERSON TRAVEL FUNDS FOR NATIONAL OR INTERNATIONAL CONFERENCES**

- Only Chemistry majors doing research for credit, (or participants in the summer research program), will be considered to be eligible.
- Only eligible students with an overall GPA of 3.0 or higher will be further considered.
- The amount of funding for eligible students will be dependent on funds available and determined by the department at a scheduled meeting prior to the conference.

**WAITING LIST POLICY**
Waiting lists are established in an attempt to accommodate students as much as possible and to be sure that as many students as possible who need chemistry courses get those courses. Managing waiting lists for
chemistry courses is not a requirement of the department and it takes a great deal of staff time and effort. Therefore, anyone who places his or her name on a waiting list is assumed to be serious about taking that course. Persons are chosen from a waiting list to be registered in a course based on several criteria, such as credits earned, student’s major, students past chemistry course history, and consultation with the student’s major department.

If a student places his/her name on a waiting list…

◆ …and a seat comes open in the section(s) he/she has requested prior to the start of classes and he/she is the next eligible person on the waiting list, he/she will be registered for that course/section by the department secretary (unless there is a scheduling problem – see below). The department secretary may notify the student that this has been done. It is the student's responsibility to check his/her e-mail and STINF periodically.

If there is a SCHEDULING PROBLEM, (for example, a hold on records, addition of the chemistry course would cause a student to go over the credit hour limit, or there is a time conflict within the student’s schedule with the chemistry section requested) the student’s name may skipped over to the next eligible person on the list. The student will remain on the list, however. It is the student’s responsibility to be sure their schedule can accommodate the requested course/section and that he/she has no holds on their schedule.

…but he/she is not added to the course by the time classes start…

◆ …the student must come to class, including lab if applicable, to claim a seat if one comes open. In class, first priority is given to people who are on the waiting list and who attend class the first week, and second priority is given to those not on the waiting list who come to class. Students must be present to claim a seat. If students are not present, they will not be added.

This policy is published in the course catalog:

NOTE: DUE TO INCREASING DEMANDS FOR LABORATORY SPACE, STUDENTS WHO ENROLL IN CHEMISTRY LAB COURSES MUST ATTEND THE FIRST LABORATORY MEETING PERIODS. STUDENTS WHO DO NOT ATTEND AND WHO DO NOT NOTIFY THE LAB INSTRUCTOR OF THEIR EXPECTED ABSENCE, WILL BE DROPPED SO THAT OTHERS MAY ADD THE COURSE. STUDENTS SHOULD TAKE CHEMISTRY COURSES IN THE TERM PLANNED IN THEIR CURRICULUM AS IT IS DIFFICULT TO RE-ENTER THE PROGRAM. DISCUSS COURSE WITHDRAWALS WITH YOUR ADVISOR. CHAIRPERSON: DR. MICHAEL PUGH (HSC 230) 389-4144.

FIRE DRILLS
Everyone must exit the building during a fire drill. Anyone who does not exit will be put on a list which will be sent to the Board of Trustees, the president and the dean.

ALTERNATIVE MAKE-UP POLICY
If faculty members desire to schedule quizzes and exams at times other than their regularly scheduled class period during the term, they may do so only if a make-up opportunity is made available to students. In other words, faculty members cannot force a student to take a quiz or exam at some alternative time, but must give them an opportunity to take it at a mutually agreeable time that does not conflict with the student’s other class times. Alternate make-up exam policies must be approved by the majority of the department by the end of the first week of classes, and the Dean must be notified.
Finals must be given on the day and time scheduled by the Registrar’s Office.

**CLASS ATTENDANCE**
After the first week of classes each semester, faculty must send an e-mail to the Registrar’s Office with the names of students who never showed up for class.

**COURSE SUBSTITUTION**
If a chemistry major wants to substitute a required course for another course, he/she must petition the department, and the faculty will vote to accept or reject this request. A Petition for Exception to Undergraduate Graduation Requirements must be completed and approved by the department chairperson and college dean (per PRP 3604).

**EQUIPMENT LIST**
Voting on priority order of equipment list requests will take place at a regularly scheduled department meeting each year.

**FORMATION OF A FIVE-YEAR REVIEW COMMITTEE**
The department will form a five-year review committee that consists of a minimum of three tenure or tenure-track members, one from each faculty rank (Assistant, Associate and Professor).

**ATTENDANCE AT PROFESSIONAL ACTIVITIES**
Faculty will complete travel request forms in a timely fashion and write a memo to the department chairperson for all off-campus conferences and other legitimate off-campus activities. Memos will include the purpose of the activity and how their courses will be covered in their absence.

**ADVISEMENT OF STUDENTS**
The Chair will assign advisees to tenured and tenure track faculty with at least one year of service. The Chair will make an effort to keep the number of advisees equally distributed among faculty. Faculty must make an effort at least once a semester to advise students on progress and scheduling for the next semester, and have students sign an advising sheet indicating an agreement on the recommended course schedule.

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**Title: Internal Transfer Policy**
Passed by Department 12/9/09

If current BU students want to transfer from another department into chemistry, they first need to meet with the department chair and he/she will evaluate the student’s admission into the program.

**Title: Course Exemptions from Finals**
Passed by Department 12/9/09

Toni Bell made a motion to exempt the following courses from a final exam during finals week: University Seminar (09.100), Chemical Literature (52.281), Advanced Topics (52.482), Independent Study (52.491), Chemical Research 1 (52.492), Chemical Research 2 (52.493) and Advanced Chemical Research (52.494). Eric Hawrelak seconded. All approved.