University of Missouri - Kansas City

The Bylaws of the Faculty
of the School of Biological Sciences (SBS)

The regulations, policies and procedures of the School of Biological Sciences shall conform to and abide by all University of Missouri regulations.

(The Articles)

ARTICLE I
Membership

1. There are two academic Divisions of the School: the Division of Cell Biology & Biophysics, and the Division of Molecular Biology & Biochemistry.

2. The Faculty of the School of Biological Sciences shall consist of the President of the University, the Chancellor and Provost, the Dean of the School and all persons with full-time, regular or non-regular academic appointments in the School. Faculty members holding joint appointments with other schools may participate in the School's faculty meetings and be voting members if their primary appointments are designated to be in the School. The faculty may elect others to membership if their qualifications are such that they would be otherwise eligible for full-time appointment.

3. The voting Faculty for elections at the UM system level, the campus level or the School of Biological Sciences level shall consist of all persons who hold primary regular academic appointments in the School of Biological Sciences and those persons holding primary full-time non-regular academic appointments in the School of Biological Sciences with the rank of Assistant Research Professor, Associate Research Professor, Research Professor, Assistant Teaching Professor, Associate Teaching Professor, Teaching Professor, Research Instructor and Specialist.

ARTICLE II
Officers and Their Responsibilities

1. The officers of the Faculty are the Dean, the Chair of the Faculty, Vice Chair of the Faculty, the Secretary of the Faculty, and the Director of Research.

2. The Dean may call Special Meetings of the Faculty. The Dean shall be an ex officio member of all committees.

3. The Chair of the Faculty presides over all Faculty meetings, both Special and Regular, and may call Special Meetings of the Faculty.

4. Assistant or Associate Deans must have regular academic appointments within the School of Biological Sciences and are recommended by the Dean for a three-year term.
5. The Secretary of the Faculty assists in the preparation of the agenda, counts votes and prepares and distributes the minutes of the Faculty meetings. The Secretary shall be assisted by a recording secretary (non-faculty) provided by the Dean of the School.

6. The Chair, Vice Chair, and the Secretary of the Faculty shall be elected for two-year terms by secret mail ballot (if there are two or more nominees) from nominations made at the April meeting of the Faculty. A majority of those voting shall be required for election to each office. Terms of office commence at the beginning of the following academic year (August). The Vice Chair acts in the absence of the chair.

7. The Director of Research is appointed by the Dean for a three-year term. Rules for retention and selection of the Director of Research are identical to those that apply for retention and selection of Division Director (Head) except that all Divisional faculty members in SBS participate together in the process as specified in Article III.

8. Interim, acting, or any title implying temporary status for the positions of Division Director (Head), Director of Research or of Curriculum are discouraged. Where a temporary appointment is necessary the Dean may recommend to the Chancellor that it be for a period of no longer than three months.

ARTICLE III
Rules for Retention and Selection of permanent, interim or acting Division Directors (Heads)

The Dean shall recommend appointment or replacement of permanent, interim or acting Division Directors (Heads) only after consultation with the faculty of the Division (see Faculty Bylaws of UMKC 300.020.E.3.e).

1. The Dean of the School of Biological Sciences shall use the following consultation procedure in recommending Directors (Heads) to the Chancellor.

2. When a vacancy occurs, or a replacement of the Division Head is desired by the Dean or by a majority of the regular faculty members of the Division, the Dean shall request that a committee of Divisional faculty, acting with the consent of a majority of faculty members with regular academic appointments in the Division identify and recommend candidates for his or her consideration.

3. The Dean will recommend the new Head from a slate of nominees (or a single nominee) selected by majority vote of the voting members of the division. This slate may also include recommendations of consulting faculty in related fields, if such faculty have participated in the search process or if such recommendations are requested by either the Dean or the voting SBS faculty. A committee of Divisional faculty, acting with the consent of a majority of the voting faculty members of the Division, shall forward the slate to the Dean along with all pertinent data that may assist the Dean in formalizing this appointment. Information contained in the Division’s recommendation shall also be made available to faculty members with regular academic appointments in the SBS, so that any individual member who so desires may communicate privately with the Dean at his or her initiative or upon the Dean’s request, their views on the Division’s
recommendation. Should the Dean reject the entire slate of nominees, reasons must be given by the Dean for the rejection of each nominee. If the entire slate of nominees is rejected, the Dean will request that the Division resubmit a slate.

4. The Dean of the School of Biological Sciences will institute a formal review of each Head in the School every 5 years. The review will begin 54 calendar months after the Head’s appointment (or last re-appointment). The voting faculty of each Division will be responsible for developing criteria and conducting review procedures. However, Division review procedures must include the following: (1) provision for each member of the Division to communicate confidentially with the Dean concerning the Head; and (2) a vote of confidence. A full report of the results of the Division Head review will be provided to each participating faculty member within 30 days of the completion of the review process.

5. The Dean of the School of Biological Sciences will be asked to institute a vote of confidence in a Division Head if one-half of the faculty members with a regular academic appointment in the Division not including the Head so desire. The Dean will be asked to institute the procedure for selection of a new Head for any Division whose Head fails to receive an affirmative vote of a least a majority of the voting members of the Division, not including the Head.

**ARTICLE IV**

**Meetings**

1. Faculty Meetings shall be of two (2) types: Regular and Special. A quorum for a meeting shall consist of a majority of the voting faculty.

2. There shall be four regularly scheduled Faculty meetings each year. These shall be held in the months of September, November, February and April, preferably on the second Tuesday of the month. The Chair of the Faculty shall inform the Faculty of the location and time of the meeting at least two weeks in advance. The Chair of the Faculty, in concert with the Dean and the Secretary of the Faculty, is responsible for compiling the agenda for each Regular Faculty Meeting and distributing it to the Faculty at least one week prior to the meeting.

3. Special Faculty meetings may be called by the Chancellor, Dean of the School, Chair of the Faculty or by petition of 25 percent of the Faculty. The officer responsible for calling a Special Meeting shall be responsible for compiling the agenda and distributing it to the Faculty at least seventy-two (72) hours before that meeting.

4. Faculty meetings shall be conducted in conformance with the current edition of Robert’s Rules of Order. Copies of the minutes of each meeting shall be supplied to each Faculty member of the School.

5. For all voting actions, a quorum is defined as a majority of eligible voting members. Voting by proxy is allowed.
ARTICLE V
Committees

1. The Curriculum Committee

   a. The Curriculum Committee shall be composed of two subcommittees, one responsible for undergraduate curriculum and one responsible for graduate curriculum. The two subcommittees will meet together only for those issues affecting both graduate and undergraduate curricula. The Curriculum Committee will be co-chaired by the Director of Undergraduate Curriculum, who will chair the undergraduate subcommittee, and the Graduate Programs Officer, who will chair the graduate subcommittee. The Director of Undergraduate Curriculum and the Graduate Programs Officer will be nominated by the Dean and appointed after approval by a majority of the voting faculty. In addition to the chairs, each subcommittee will contain four members, as described below. The faculty of each Division of the School will elect a member of the doctoral faculty from their division, who will serve on both committees. The faculty of the School will elect a member of the doctoral faculty to serve on the graduate subcommittee and a member of the faculty (not necessarily doctoral) to serve on the undergraduate subcommittee. The Dean will appoint a member of the doctoral faculty to the graduate subcommittee, and a member of the faculty (not necessarily doctoral) to the undergraduate subcommittee. Each representative shall be elected or appointed to a two-year term except for the initial election, in which half of the members will be elected to a one-year term to establish staggered terms. Non-voting representatives (not to exceed two) from other academic units at UMKC may be sought through the appropriate Dean's office when major curriculum issues impacting on their respective curricula are discussed.

   b. The Curriculum Committee shall be responsible for issues relating to development of new courses, evaluation of existing courses, integration of courses and programs among the School's Divisions, and between the School and other academic units at UMKC. The committee will report its findings and conclusions to the Faculty and the Dean.

2. The Faculty Advisory Committee

   a. The Faculty Advisory Committee shall be composed of one faculty member from each Division of the School elected to a two-year term, both Division Heads, the Director of Research, and the Secretary, Chair and Vice Chair of the Faculty. The Chair of the Faculty shall be the Chair of the Committee.

   b. The Faculty Advisory Committee shall serve as a liaison between the Faculty and the Dean and shall inform and advise the Faculty on issues and opportunities related to the professional development of faculty members within the School. The committee shall consider such topics as teaching and research effectiveness, support services and seminar programs. The committee serves as the Budget Committee of the School. In addition, the committee acts as the committee for
evaluation and recommendation of faculty for UMKC doctoral or graduate faculty status in any of the School’s disciplines.

3. The Promotion & Tenure Committee

a. This is a standing School committee selected from among the School’s tenured doctoral faculty and consists of three Professors and one Associate Professor who are elected by a vote of the regular faculty, and a Division Head, who is appointed by the Dean and who is not from the Division in which the candidate has a primary appointment. The Division Head acts as Chair of the committee. Terms of the elected committee members are for three (3) years. If any of the committee members lose doctoral status, the Dean will appoint a new member with doctoral status to fill the position until the next election.

b. For evaluations of promotion to the rank of Professor and for retention at the rank of Professor with tenure, the Associate Professor member of the committee will be replaced by the Dean’s appointment of a doctoral faculty member, with rank of Professor, from the School or a related science unit at UMKC or other campus of the UM System.

c. Promotion and Tenure deliberations will follow the process and procedures contained in the School’s “Guidelines for Promotion and Tenure Consideration,” including Chancellor’s Memorandum #35.

d. Joint, adjunct or similar appointments that carry obligations or privileges of an academic or administrative character at SBS must be approved by the P&T Committee by majority vote.

e. Awarding of tenure at the time of appointment in SBS shall require approval by the P&T Committee and ratification by a two-thirds majority vote of the School’s tenured faculty of equal or higher academic rank.

f. When non-regular academic faculty are considered for promotion, the Dean will appoint to the P&T Committee one SBS non-regular academic faculty member of higher rank than the current rank of the faculty member under consideration. If no such SBS faculty member of higher rank is available, the Dean may choose to appoint a non-regular academic faculty member of appropriate rank from outside SBS, or decide that the standing P&T Committee consisting of SBS regular academic faculty (as specified in Article V Section 3) will consider the promotion without the appointment of a non-regular academic faculty member.

4. The Graduate Programs Committee

a. The Graduate Programs Committee shall consist of the Graduate Programs Officer (chair) plus the two Division Heads plus one representative of the doctoral faculty from each Division. The Graduate Programs Officer will be nominated by
the Dean and appointed after approval by a majority of the voting faculty. Two doctoral faculty representatives, one from each division, will be elected by the doctoral faculty of the School. Each representative shall be elected to a two-year term except for the initial election, in which half of the members will be elected to a one-year term to establish staggered terms. Terms will begin with fall semester each year.

b. The Graduate Programs Committee shall be responsible for all non-curricular issues relating to the graduate program.

**ARTICLE VI**
Faculty Senate Representatives

1. The Faculty shall elect two members to serve on the Faculty Senate. One Senator shall be an elected officer of SBS.

**ARTICLE VII**
Amendments

1. Proposed amendments to these Bylaws must be submitted to the Chair of the Faculty and distributed to the faculty at least one month prior to the meeting at which they are to be presented to the Faculty.

2. Amendment of the Bylaws must be ratified by a two-thirds majority vote of the voting faculty members. Voting will be by secret mail ballot.

Faculty bylaws 2013