

**BYLAWS OF THE DEPARTMENT OF CHEMISTRY
UNIVERSITY OF HOUSTON**

AS AMENDED August 23, 2023

SECTION I. FACULTY

A. Composition

The faculty of the Department shall consist of those persons holding tenured or tenure-track appointments in the Department of Chemistry. In addition, those individuals holding appointments that shall be designated by the University and/or by the College of Natural Science and Mathematics (hereinafter NSM) as being Promotion Eligible Non-Tenure Track (hereinafter PE-NTT) who are also granted eligibility to vote by virtue of a minimum longevity in their present position by the University and/or NSM, shall also be considered members of the faculty with limited voting rights and committee eligibilities as specified in these Bylaws. Other non-tenure track positions that are Non-Promotion Eligible as defined in the NSM Bylaws (Visiting Faculty, Lecturing Faculty, Research Scientist and Senior Research Scientist, Adjunct Faculty) are also members of the faculty.

B. Voting-Eligible Faculty Members

The voting-eligible members of the Department of Chemistry faculty (the “voting faculty”) at the University of Houston (UH) shall consist of all tenured and tenure-track professors, associate professors, and assistant professors having full-time appointments in the Department of Chemistry (the “Department”). In this document, in all references to faculty members voting, serving on committees, and participating in other aspects of Departmental activities, it should be assumed that the faculty members are voting-eligible unless stated otherwise. Promotion-eligible non-tenure track instructional (PE-NTT-I) and research (PE-NTT-R) faculty members with full-time appointments in the Department and who have been full-time employees at UH for a minimum of three academic years may vote on specific issues as outlined elsewhere in this document. It should be assumed in this document that PE-NTT-I and PE-NTT-R refers to PE-NTT faculty members who have been full-time employees at UH for a minimum of three academic years. Non-tenure track faculty members in the Department shall not vote on issues involving the recruiting, hiring, or tenure and promotion of tenured and tenure-track faculty members; on lab and office space assignments; on teaching schedules of tenured and tenure-track faculty; or on any issues concerning tenured and tenure-track faculty unless explicitly permitted elsewhere in this document.

SECTION II. FACULTY MEETINGS

A. The Department Chair or a faculty representative designated by the Chair (normally the Associate Chair) shall convene and preside over at least one faculty meeting in the fall semester and one faculty meeting in the spring semester. The Chair or a minimum of four tenured and/or

tenure-track faculty members may call for additional meetings, which shall be announced and conducted in the same manner as the required for the fall and spring semester meetings.

- B. Notice of the date for each meeting and a meeting agenda shall be communicated electronically and/or in hard copy to the voting members of the faculty not less than seven calendar days prior to the meeting. Agendas shall include an open forum item. Additional agenda items may be added to the agenda, but none may be removed within the seven days prior to the meeting. All items in the agenda shall be addressed at the meeting.
- C. Meetings shall be conducted according to Robert's Rules of Order. A two-thirds majority vote by the voting faculty members in attendance shall be required to suspend Robert's Rules of Order.
- D. Binding or non-binding votes shall not be permitted at a faculty meeting unless at least one-half of the tenured and tenure-track voting members of the Department faculty are physically present at the meeting. Confidential absentee ballots presented to a staff member designated by the Chair up to one hour prior to the meeting shall be accepted. The Chair may not accept absentee ballots directly. Votes cast by proxy are not permitted.
- E. Voting for members of the Executive Committee shall be conducted by secret ballot with the ballots counted by a Department staff member designated by the Chair. A show-of-hands vote shall be used for any vote requiring the approval of a simple majority of the voting faculty.

SECTION III. OFFICERS OF THE DEPARTMENT

The officers of the Department consist of the Department Chair, Associate Chair, Graduate Chair, and Undergraduate Chair. Graduate and Undergraduate Co-Chairs are permitted.

- A. Department Chair. The Department Chair is appointed by and serves at the discretion of the Dean of the College of Natural Sciences and Mathematics. The Department Chair must be a tenured faculty member. The Chair is the primary person responsible for departmental administration. The Department Chair's duties include managing Department affairs that are not explicitly under the purview of the Executive Committee, Graduate Chair and Graduate Committee, and Undergraduate Chair.
- B. Associate Chair. The Associate Chair shall serve at the discretion of the Department Chair. The Department Chair shall have sole authority to appoint the Associate Chair from among the tenured members of the Executive Committee. The Associate Chair shall assist in the administration of the Department as delegated by the Department Chair. The regular term of appointment shall be one academic year (Sept. 1–August 31). Reappointment of the Associate Chair shall be at the discretion of the Department Chair. In the absence of the Department Chair, the Associate Chair shall assume responsibility in all matters delegated by the Department Chair.
- C. Graduate and Undergraduate Chairs. The Department Chair shall nominate the Graduate and Undergraduate Chairs from among the Department's tenured, tenure-track, and PE-NTT faculty members (see Section I.A). At the spring faculty meeting, the Department Chair shall

put the nominees forward for approval by the voting faculty. A yes vote by a simple majority of the voting faculty is required for approval. Tenured and tenure-track faculty members may vote on the appointment of both Chairs; PE-NTT-R faculty members may vote on the appointment of the Graduate Chair and PE-NTT-I faculty members may vote on the appointment of the Undergraduate Chair. The regular terms of appointments shall be one academic year (Sept. 1–August 31).

The Graduate Chair shall chair the Graduate Committee, for which the responsibilities are stipulated in Section V.

The Undergraduate Chair shall be responsible for assisting chemistry majors with degree programs, evaluating petitions for course credits in Chemistry, administering credit-by-exam examinations, assisting with room assignments for teaching, evaluating and assisting with academic dishonesty cases, ensuring that course requisite checks are enforced in undergraduate courses, performing post-enrollment requisite checks, uploading faculty teaching assignments into the University system, ensuring the Department's B.S. degree program is in compliance with ACS standards, and assisting the Department Chair and members of the faculty when appropriate with other issues involving undergraduate education and students. Proposed major changes to the B.A. and/or B.S. undergraduate curricula shall be brought initially to the Undergraduate Chair for evaluation. The Undergraduate Chair shall make a recommendation concerning the proposed changes to the Department Chair, who will bring the proposed changes forward at a faculty meeting for discussion and a possible vote to adopt the changes.

The Graduate and Undergraduate Chairs serve at the discretion of the Department Chair. If a Graduate or Undergraduate Chair resigns or is removed from office by the Department Chair prior to August 31, a faculty meeting shall be called to vote to approve a replacement nominated by the Department Chair to serve out the term.

SECTION IV. COMMITTEES

The Department shall provide support and resources for faculty development, including leadership training, to prepare faculty members for positions as administrators and chairs. The Department Chair shall take steps to ensure that all faculty members are given opportunities to serve on various committee assignments at the Department, College, and University levels.

A. Elected Committees

The Elected Committee of the Department shall be the Executive Committee.

1. Executive Committee

The Executive Committee (EC) shall consist of six tenured (at the time of election) faculty members and one PE-NTT-I or PE-NTT-R faculty member who has achieved the rank of Instructional or Research Professor. The Department Chair shall serve as the non-voting ex officio chair of the Committee. No more than two members of the Committee shall be associate professors. No member of the faculty serving in a compensated administrative role in a University

office with oversight over the Department of Chemistry shall be eligible to serve on the EC. The term of office of each Committee member shall be two academic years. The terms of office of the tenured members shall be staggered such that three positions will be filled by election each year.

At the spring faculty meeting, the Department Chair shall distribute to the faculty a list of tenured faculty members eligible for election to the EC, and, separately if it is an election year for a PE-NTT faculty member, the list of PE-NTT faculty members eligible for election to the Committee. All eligible faculty members are automatically nominated unless they voluntarily withdraw. Faculty members shall write their votes on paper ballots for recording by a designated staff member (see Section 2.E). The voting members present at the faculty meeting shall indicate as many names on a ballot as there are openings to be filled. Completed ballots that contain duplicate names and/or more names than the number of openings to be filled shall be deemed invalid. The candidates receiving a majority of the votes shall be elected to the Committee providing the above-mentioned restrictions to the composition of the Committee are met. In cases in which there is a failure to achieve a majority of the votes, runoff elections will be held for positions remaining to be elected. The run-off elections will be among those receiving the largest number of votes (up to two times the number of remaining positions). In the case of ties, an additional run-off vote shall be taken to make the selection from those tied. The Department Chair shall break subsequent ties.

The PE-NTT faculty member who sits on the EC shall be present for discussion of and vote on matters before the EC involving NTT faculty members. These matters might include, but are not limited to, the hiring of NTT faculty, promotion of NTT faculty, and grievances involving NTT faculty. The PE-NTT faculty member shall not be present nor vote on matters before the EC involving tenured or tenure-track faculty members.

Faculty members on official leave from the University, including those on Faculty Development Leave or Medical Leave, are not eligible to serve on the Executive Committee. A faculty member who takes official leave while serving on the Executive Committee must resign from the Committee. A special election shall be held within 30 calendar days of a vacancy occurring on the Executive Committee to elect a new member of the Committee to serve out the term of the vacating member.

The duties of the Executive Committee shall be as follows:

- a. The EC shall be responsible for recommending to the College and University the tenured, tenure-track, PE-NTT, and non-promotion eligible NTT faculty candidates to be appointed to the Department faculty. The appointment of non-promotion eligible NTT faculty shall be for a maximum one academic-year term (Sept. 1–August 31) renewable only upon the recommendation of the EC. PE-NTT faculty member terms are governed by University rules.
- b. The EC shall recommend to the Dean whether promotion and/or tenure are(is) granted to an eligible tenured, tenure-track, or PE-NTT faculty member. It is understood that the EC must follow rigorously all applicable College and University rules on promotion and tenure. Furthermore, it is understood that the Department Chair is required by University rules to make a separate and independent recommendation for promotion and/or tenure.

- c. The EC shall be responsible for conducting an annual performance review of all tenured, tenure-track, and PE-NTT faculty members in the Department. It will also conduct an annual performance review of non-promotion eligible NTT faculty members when warranted. The PE-NTT faculty member on the EC shall only participate in the evaluation of other NTT faculty members. An EC member may not evaluate herself or himself. An alternate PE-NTT faculty member will be elected to participate in the annual performance review of the PE-NTT member of the EC. The Department procedures and guidelines for conducting the annual performance review must conform to the University rules enforced in the year the review takes place. In compliance with University policies, the Department's procedures and guidelines shall be posted on the Department's website (as of 2018 at <http://www.uh.edu/nsm/chemistry/resources/faculty-resources/>). When permitted by University rules, the Department Chair shall defer to the EC in carrying out the performance review duties ascribed to the Chair by the University. Within the strictures imposed by the University, the tenured members of the EC shall have the authority to modify the Department procedures and guidelines for annual performance reviews as it deems appropriate.
- d. The EC shall arbitrate faculty and staff grievances, including grievances arising from office and laboratory space assignments made by the Department Chair. For consideration of a grievance, the grievance must be presented in writing to the Department Chair or an EC member. A written response from the Committee addressing the grievance shall be issued within 30 working days of receiving the grievance. The EC decision regarding a grievance is binding and final.
- e. The EC and Department Chair shall jointly decide on potential faculty searches. The EC and Department Chair must both approve whether a particular search shall be formally requested. The Department Chair shall suggest the composition of a Search Committee, including the Search Committee Chair, and the EC shall approve or reject the composition suggested by the Chair by a simple majority vote. The EC members voting on the suggested Search Committee composition shall be the tenured EC members for searches for tenured and tenure-track faculty and both the tenured and NTT EC members for NTT faculty.
- f. The EC shall vote to approve or reject applications for joint appointment in the Department by external faculty members. Section IX of this document provides more detail on the steps necessary to obtain a joint faculty appointment in the Department.

B. Standing Committees

The Standing Committee of the Department shall be the Graduate Committee.

1. Graduate Committee

The Graduate Committee shall consist of the Graduate Chair and three additional members, one each from the organic, inorganic, and physical divisions of the Department. The Graduate Chair shall chair the Committee.

At the spring faculty meeting, the Graduate Chair shall nominate the three additional members to serve on the Committee from the ranks of the tenured and tenure-track faculty members. The tenured, tenure-track, and PE-NTT-R faculty members present at the meeting will vote whether to approve the nominees to serve. A yes vote by a simple majority of the faculty members present is required for approval. The regular terms of appointments shall be one academic year (Sept. 1–August 31).

The responsibilities of the Graduate Committee shall include, but are not limited to, the following: (i) recruiting graduate students to the Department; (ii) admitting students to the graduate program; (iii) selecting graduate students to receive fellowships and scholarships; (iv) counseling graduate students in finding a research advisor; (v) formally notifying students and faculty advisors when prerequisites for the candidacy examination have been met; (vi) approving thesis and dissertation committees; (vii) ensuring oral progress, thesis, and dissertation exams are conducted in accordance to the rules of the Department, College, and University; (viii) mediating grievances between faculty members and graduate students; (ix) periodically reviewing the academic progress of graduate students and intervening when appropriate; and (x) reviewing and bringing forward to the Department faculty, when appropriate, proposed changes to the graduate curriculum. Major changes to the graduate curriculum require a discussion and formal vote of approval by the tenured and tenure-track faculty members at a faculty meeting before implementation.

C. *Ad Hoc* Committees

The Department Chair shall have the authority to form and dissolve *ad hoc* committees to perform specific duties. The appointment of faculty members to an *ad hoc* committee shall require a vote of approval by a simple majority of the voting faculty at a faculty meeting. For *ad hoc* committees involved with graduate and/or graduate research affairs, the voting faculty shall consist of the tenured, tenure-track, and PE-NTT-R faculty members, and for *ad hoc* committees concerned with undergraduate affairs, the voting faculty shall consist of the tenured, tenure-track, and PE-NTT-I faculty members. The terms of appointments to *ad hoc* committees shall be for one academic year (Sept. 1–August 31).

SECTION V. ADDITION OF NEW FACULTY MEMBERS

A. Tenured and Tenure-Track Faculty

A Search Committee, formed according to the procedure provided in Section IV.A.1.e, shall be responsible for handling administrative details of searches for new tenured and tenure-track faculty members and evaluating and selecting the candidates to be interviewed. Tenured and tenure-track faculty members in the Department who wish to meet with a candidate invited for an interview by the Search Committee shall be permitted to do so, if it is practicable as judged by the Search Committee Chair. After candidates are interviewed, the Search Committee shall transmit its recommendation to the EC through the Department Chair. The recommendation may include a ranked list of acceptable candidates.

The EC shall evaluate the suggested candidate(s) and decide whether to recommend an offer be proffered, and if there is more than one candidate suggested by the Search Committee, in what

order the offers should be proffered. The decision to recommend the tendering of an offer to a particular candidate recommended by the Search Committee shall require a simple majority vote of the tenured membership of the EC. After the EC has rendered a decision to recommend an offer be tendered to a particular candidate, the Department faculty shall be sent an electronic notice informing its members of the recommendation. Within two calendar days of receiving such notification, any four voting-eligible tenured or tenure-track faculty members may request in writing to the Department Chair that a faculty meeting be called to consider a challenge to the EC's decision. The Department Chair shall call a meeting within three calendar days of receipt of the request. A simple majority vote of the tenured and tenure-track faculty members physically attending the meeting shall suffice to overrule the recommendation by the EC to make an offer to a faculty candidate. If the EC's recommendation is rejected in this manner, an offer originating from the Department cannot be made to the candidate.

If the EC rejects any candidate suggested by the Search Committee, the EC's decision is final.

The Department Chair is solely responsible for negotiating the terms of an offer with faculty candidates recommended by the EC. After negotiations are completed, a recommendation to proceed with an offer shall be forwarded by the Department Chair to the Dean for approvals.

B. Non-Tenure Track Faculty

Searches and recommendations for tendering offers involving NTT faculty shall follow the same procedures as described in Section V.A except that the Search Committee shall include at least one NTT faculty member with voting rights on the Search Committee deliberations; the deliberations and votes by the EC shall include its NTT member; and any discussions and/or votes taken at a faculty meeting pertaining to an NTT faculty search shall include PE-NTT faculty members.

Potential offers to non-promotion eligible NTT faculty members, including Visiting Faculty, Lecturing Faculty, Research Scientists, Senior Research Scientists, and Adjunct Faculty, shall be brought first to the attention of the Department Chair, who will forward the request to the EC after ensuring there is funding, if applicable, to support the potential appointee. An offer to the non-promotion eligible faculty member requires a simple majority affirmative vote by the EC members (including the NTT member if the Visiting Faculty, Lecturing Faculty, or Adjunct Faculty will contribute to formal teaching in the Department). Non-promotion eligible NTT appointments shall be for a maximum of one academic year (Sept. 1–August 31).

C. Joint Faculty

Only tenured and tenure track members of the UH faculty are eligible for appointment as Joint Faculty in the Department. Joint Faculty cannot participate in Departmental deliberations and are not eligible to vote at faculty meetings. Joint appointments in the Department shall be eligible to chair thesis and dissertation committees and be permitted to recruit Department of Chemistry graduate students to join their research groups. Once a Department of Chemistry graduate student joins the research group of a faculty member from another department, the graduate student shall no longer be eligible for Department of Chemistry support as a teaching assistant (TA).

Applications for joint faculty appointments in the Department shall be made initially to the Department Chair, who shall subsequently bring the request forward for consideration by the tenured members of the EC. The application shall include a full CV. Upon a favorable vote for the joint appointment by the EC, the Department Chair shall send the favorable recommendation forward to the Dean for College approvals.

SECTION VI. OTHER ITEMS

- A. Upon request, any member of the tenured, tenure-track, and PE-NTT faculty may inspect the income and expenditures of any department-held account. Department-held accounts are those for which the Department Chair has signature authority in her/his role as Department Chair. The request to inspect an account shall be made in writing to the Department Chair or any member of the EC. The Department Chair or member of the EC shall submit the request to the Department Business Administrator, who shall make the information available to the requestor within 30 working days of the initial request.
- B. The Department Chair shall make final teaching assignments. In making the assignments, the Department Chair shall consider and make a good faith effort to abide by the teaching assignment recommendations of the Division Chairs of the organic, inorganic, and physical Divisions. A faculty member may challenge a teaching assignment by informing the Department Chair in writing of the challenge within seven calendar days of receiving notice of the assignment (typically, faculty members are given notice of their teaching assignments several months in advance of the start of the semester). If the assignment dispute cannot be resolved between the Department Chair and faculty member, the faculty member may either accept the assignment or file a grievance with the EC (see Section IV.A.1.d). The EC's decision on the matter is binding and final.

SECTION VII. AMENDMENT OF BYLAWS

Bylaws may be amended at any faculty meeting by a two-thirds majority vote of the tenured and tenure-track voting faculty physically present at the meeting (i.e., absentee ballots shall not be permitted), provided that the amendment proposal was listed as a meeting agenda item (see Section II.B). The vote shall be conducted by secret ballot with the votes collected and counted by a Department staff member appointed by the Department Chair.

SECTION VIII. RELATIONSHIP OF THE BYLAWS TO OTHER UNIVERSITY OF HOUSTON RULES

Nothing in these bylaws should be construed to supersede the provisions of the Statutes of the University of Houston as described in the Faculty Handbook and other materials provided by the Office of the Provost or the Bylaws of the College of Natural Sciences and Mathematics.