

## Committee Policy of the Department of Chemistry and Biochemistry

- a. **Committees.** Current chemistry and biochemistry standing departmental committees, the number of committee members, and number of reelected members (per cycle) are listed in the following table. The committee members of a given year are listed on the department's blackboard site. Ad-hock committees are not included.

Committee	Number of Members	Reelected Members
Assessment/Curriculum	4	2
Building and Space	5	2
Graduate Admissions and Recruiting	3	1
Graduate Student Progress Committee	5	2
Research Strategies	4	2
Laboratory Safety	3	1
Department Seminar	3	1
Shared Instrumentation	3	1
Undergraduate Advising	3	1
Undergraduate Recruiting and Retention	5	2

- b. **Voting.** All committee members for all listed committees will be selected by departmental vote of all faculty members by (a single) paper ballot. The candidate(s) with the largest number of votes is (are) selected for a given committee.
- c. **Staggered elections.** The composition of each committee will change in part every year. Ensuring continuity, a staggered election of members to each committee will be used whenever possible. For committees with an even number of members, half of the committee members will be elected each year. For committees with odd number of members, the number of replaced members is given by the closest smaller integer to half of its members. (Examples: two and three membered committees reelect one member each year; four and five membered committees reelect two members each year; etc.) Replacement for members leaving a committee early (e.g. for private reasons, retirement, new position, etc.) will be based on departmental votes at the time when it becomes necessary.
- d. **Term limit.** According to the voting procedure described above, membership in all committees has a term limit of two years (even membered committees) or three years (odd membered committees). Members may ask for reelection. However, rotating memberships with new members is encouraged.

- e. **Chairs.** Committees will elect their chair each rotation cycle.
- f. **Committee limit.** The number of committees per faculty member will be restricted to three.
- g. **Volunteers.** If nobody volunteers for a committee, the department chairperson assigns colleagues in a faculty meeting, preferentially assigning colleagues with the fewest committees first.
- h. **Collegiality.** Ensuring continuity and fostering a positive working environment for all committee members, it is expected that all former committee members will support the new members. Likewise, prior committee chairs will of course support new committee chairs.
- i. **Deadlines.** The PTE committee chair will send out a list of current committees and their members every March 1<sup>st</sup> listing members stepping off each committee and asking for volunteers for the next rotation cycle. The department will vote before the April faculty meeting on the new committee members.
- j. **GSPC & GARC.** For the Graduate Student Progress Committee (GSPC) and Graduate Admissions and Recruiting committee (GARC), each departmental division will be represented.
- k. **Limits.** The promotion tenure and evaluation (PTE) committee is excluded from this policy and obeys instead the outline detailed in the department's PTE regulations. Ad hoc committees and temporary committees are excluded from this policy as well. The policy applies only to chemistry and biochemistry departmental committees.
- l. **Updates.** Updates of this policy such as new standing committees or changes in the number of committee members (see table) will be decided upon in a faculty meeting, as required.
- m. **Startup.** Generally staggered election of members follows a first in - first out procedure. However, for the **startup phase** of this policy, if no consent is found in a committee, the member(s) stepping off will be selected at random (e.g. using name bullets). In the startup phase, ensuring continuity, committee chairs should not be replaced during the first rotation. For new even numbered committees which were just started in 2016, the votes/rotation cycle start March 2018 / April 2018 if requested.
- n. This policy is set in place starting March 1<sup>st</sup>, 2017.