1. PREAMBLE

The Department of Cell Biology, Microbiology and Molecular Biology (CMMB), as an independent department of the College of Arts and Sciences of the University of South Florida, will be governed by the following by-laws that do not supersede the Policy statements of the University of South Florida or the by-laws of the College of Arts and Sciences and the UFF-Board of Trustees Agreement.

2. FACULTY

2.1. Tenured/Tenure Track Faculty

A. The tenured/tenure track faculty consist of those individuals employed full time and specified by the University as tenured or tenure earning in the Department of Cell Biology, Microbiology and Molecular Biology (CMMB).
B. New tenured/tenure track faculty within CMMB shall be appointed with the advice and consent of a majority vote of CMMB faculty (tenured/tenure track and non-tenured faculty). A majority vote is defined as a majority of votes cast.
C. Associate faculty who have joint appointments in other units shall be considered voting members of CMMB if 50% or more of their assignment is administered through CMMB.
D. Faculty members on leave from CMMB shall retain voting rights in decisions on retention of the Chair of CMMB, tenure and promotion decisions (if tenured) of CMMB faculty and amendments to this governance document. The chairperson of the CMMB Faculty Advisory Committee shall notify the tenured/tenure track faculty on leave of the circumstances requiring their response and request that they respond in a timely fashion as specified by the Faculty Advisory Committee.
E. The performance of tenured/tenure track faculty within CMMB shall be reviewed annually as specified in section 5.2
F. Tenured/tenure track faculty may, with the approval of the Chair and the Graduate Program Committee, serve as chair, co-chair or member of dissertation, thesis or non-thesis graduate student committees.

2.2. Non-Tenure Earning Faculty

A. The non-tenure earning faculty shall include University-recognized faculty positions such as Scientist, Associate Scientist, Assistant Scientist, Instructor (levels 1, 2 or 3), Research Professor (Assistant, Associate or Full) and Lecturer.
B. Non-tenure earning faculty shall be appointed with the advice and consent of a majority vote of CMMB faculty.
C. Non-tenure earning faculty shall be appointed on the basis of criteria established by CMMB faculty and function according to regulations
established by CMMB. Continuing (permanent) Instructors shall have the same voting rights as tenured/tenure track faculty. Other non-tenure earning faculty shall vote in an advisory role only.

D. The primary responsibility and function of instructors and lecturers within CMMB shall be teaching.

E. The performance of non-tenure earning faculty shall be reviewed annually as specified in section 5.2.

F. Non-tenure earning faculty may, with the approval of the Chair and the Graduate Program Committee, serve as co-chair or member of dissertation and thesis student committees and serve as chair or member of non-thesis student committees. In addition, non-tenure earning faculty must be credentialed by the Graduate Program Committee to serve on dissertation or thesis graduate student committees.

2.3. Adjunct Faculty

A. Temporary faculty may be appointed by the Chair of CMMB when required for teaching responsibilities for a limited period of time.

B. The CMMB faculty shall be advised of the appointment and its basis as soon as it is made.

C. All appointments of adjunct faculty shall be made in accordance with the University guidelines that specify proper verification of academic qualifications and expertise.

D. Adjunct faculty will not have voting rights within CMMB.

E. Adjunct faculty must be credentialed by the Graduate Program Committee in order to serve on dissertation or thesis graduate committees.

2.4. Courtesy Faculty

A. Courtesy faculty appointments shall be recommended to the Dean of the College of Arts and Sciences by the Chair of CMMB for persons collaborating in research, visiting the department on sabbatical leave or similar arrangements. Tenured/tenure track faculty shall be advised of any such appointments.

B. Courtesy faculty will not have voting rights within CMMB.

C. Courtesy faculty may, with the approval of the Graduate Program Committee, serve as co-chair or member of dissertation and thesis student committees and serve as chair or member of non-thesis student committees. In addition, courtesy faculty must be credentialed by the Graduate Program Committee to serve on dissertation graduate student committees.

2.5. Emeritus Faculty
A. Emeritus faculty shall have the same rights and rights as tenured/tenure track faculty but will not have voting rights.

3. CHAIR OF CMMB

3.1. Selection

A. Candidates for the Chair of CMMB may be recommended to the Dean of the College of Arts and Sciences by the CMMB faculty from an internal search whereby tenured faculty members (Associate or Full Professors) within CMMB are recommended.

B. Tenured/tenure track and non-tenured faculty can nominate tenured CMMB faculty (Associate or Full Professor) for the Chair position. The list of names shall be submitted to the Dean who will review the candidates and provide a final list of candidates to CMMB. In an open meeting, CMMB faculty shall vote by written ballot and the vote totals shall be submitted to the Dean as a recommendation to make the appointment.

C. The normal term of office for the Chair of CMMB shall be four years.

D. The Chair of CMMB shall be eligible to be nominated for additional terms and will require 2/3-majority vote of the CMMB faculty and approval of the Dean.

E. The CMMB faculty may recommend removal of the Chair of CMMB by a 2/3-majority vote in an open meeting, by written ballot.

F. The performance of the Chair of CMMB shall be reviewed by the CMMB faculty on an annual basis and the results compiled by the Faculty Advisory Committee. The FAC review will be communicated to the Dean through the Chair of Biology.

3.2. Duties

A. The Chair of CMMB will serve as the chief administrative officer of the Department of CMMB. The Chair of CMMB shall administer the operation of CMMB by implementing policies established by the University, the College, the Department and CMMB faculty members.

B. The Chair of CMMB shall promote the activities of the CMMB faculty so they can best perform their instructional, research and service activities.

C. The Chair of CMMB shall serve as the official representative of the CMMB faculty. The Chair of CMMB shall forward the decisions made by the CMMB faculty to higher administrative offices and will be the liaison between higher levels of University administration and the CMMB faculty.

D. The Chair of CMMB shall hold an open meeting with the CMMB faculty at least three times during an academic semester (excluding summer sessions) at approximately equal intervals. The Chair of CMMB shall make available on a regular basis any information that he/she and/or the CMMB faculty deem appropriate to the efficient operation of CMMB.

E. The Chair of CMMB shall oversee the CMMB budget, prepare budget requests and propose distribution and allocation. At least once a year the Chair of
CMMB will present an accounting of CMMB income and expenses to the CMMB faculty.
F. The Chair of CMMB shall appoint CMMB faculty to \textit{ad hoc} committees.
G. The Chair of CMMB shall meet with CMMB faculty individually on an annual basis to assess performance and evaluate assignments.
H. The Chair of CMMB shall appoint a tenured representative from the CMMB faculty to serve as acting Chair in situations where he/she is on leave.

4. OTHER ADMINISTRATIVE POSITIONS

4.1. Director of Undergraduate Programs

A. The Chair of CMMB shall appoint a tenured/tenure track faculty member to serve as the Director of Undergraduate Programs.
B. The Director of Undergraduate Programs will report to the Chair of CMMB and be responsible for organizing the undergraduate programs within CMMB, making recommendations to the Chair for teaching assignments, and coordinating activities of the CMMB Undergraduate Program Committee.
C. The Director of Undergraduate Programs shall maintain open communications with the Director of Undergraduate Programs of the IB Department on issues related to revisions and policies of degree programs shared with IB.
D. The Director of Undergraduate Programs shall be evaluated annually by the CMMB faculty and the results compiled by the CMMB Faculty Advisory Committee (section 6.2).
E. The Director of Undergraduate Programs will serve a term of 3 years and can be retained in the position for additional terms following 2/3-majority vote by the CMMB faculty in an open faculty meeting.

4.2. Director of Graduate Programs

A. The Chair of CMMB shall appoint a tenured/tenure track faculty member to serve as the Director of CMMB Graduate Programs excluding the Moffitt Cancer Biology Ph.D. Program.
B. The Director of Graduate Programs will report to the Chair of CMMB and be responsible for organizing the graduate programs within CMMB (except the Moffitt Cancer Biology Ph.D. Program), advertising and recruiting efforts, making recommendations to the Chair for teaching assistantships, and coordinating activities of the CMMB Graduate Program Committee.
C. The Director of Graduate Programs shall maintain open communications with the Director of Graduate Programs of the IB Department on issues related to curricular revisions of degree programs shared with IB.
D. The Director of Graduate Programs shall maintain open communications with the Director of the Moffitt Cancer Biology Ph.D. Program on issues related to shared curricula and serve on the Moffitt Cancer Biology Education Committee.
E. The Director of Graduate Programs shall be evaluated annually by the CMMB faculty and the results compiled by the CMMB Faculty Advisory Committee (section 6.2).

F. The Director of Graduate Programs will serve a term of 3 years and can be retained in the position for additional terms following 2/3-majority vote by the CMMB faculty in an open faculty meeting.

4.3. Director of the Moffitt Cancer Biology Ph.D. Program.
A. The Chair of CMMB will approve the appointment of the Director of the Cancer Biology Ph.D. Program following nomination by the Moffitt Associate Center Director for Basic Research/Center Director as outlined in the Cancer Biology governance document.
B. The Director of the Moffitt Cancer Biology Ph.D. Program will report directly to the Chair of CMMB.
C. The terms, duties and responsibility of the Director of the Moffitt Cancer Biology Ph.D. Program and the appointment of an Associate Director will follow the Cancer Biology Governance Document.

5. DEPARTMENT OF CMMB STANDING COMMITTEES

5.1. General Meeting Guidelines
A. Minutes of all standing committee meetings shall be recorded and distributed to the committee members for approval in a timely manner.
B. Approved minutes shall be distributed to CMMB faculty and archived.
C. Standing committees shall submit a written report of their activities at the end of each academic year.
D. A quorum of simple majority shall be required to conduct the business of standing committees.
E. Meetings shall be conducted using standard meeting procedures such as Robert’s Rules of Order, Newly Revised (10th edition 2000).

5.2. CMMB Faculty Advisory Committee (FAC)
A. The FAC is established according to the directives of the University and shall be composed of at least five tenured/tenure track faculty members with appointments within CMMB. A maximum of two members may be untenured and untenured faculty may not serve as the FAC chair.
B. All tenured/tenure track faculty within CMMB are eligible to be elected to the FAC (except those that have just finished their term). Election to the FAC will be through majority vote by the CMMB faculty. In the event that a faculty member does not receive a majority of the votes cast, a run-off election will be held.
C. The term of service on the FAC shall be a maximum of three years. Terms shall begin at the start of the academic year and shall be staggered. The FAC shall elect a chair by a majority vote of the committee. The FAC chairs shall
preside over the FAC meetings and shall serve as the liaison between the FAC committee and the Chair of CMMB.

D. No tenured/tenure track CMMB faculty may serve successive terms on the FAC. Exceptions can be made if there are not sufficient tenured associate/full professors in CMMB able to serve on the FAC.

E. All FAC members have one vote. Untenured committee members may not vote on tenure or promotion of CMMB faculty and all voting on tenure and promotion shall be by secret ballot and counted by the FAC chair.

F. The duties of the FAC are as follows.

a. Annual Faculty Review Evaluation. The FAC shall conduct the annual evaluation of faculty in consultation with the Chair of CMMB and make recommendations for salary increases as required by University procedures. The FAC shall draft in consultation with the Chair of CMMB, guidelines that will be used in the review process and distribute such guidelines to the CMMB faculty. The FAC shall review the CMMB faculty for performance in graduate and undergraduate teaching, research/scholarship, service and administration (where applicable). The FAC shall submit scores for each CMMB faculty member in each review category as well as an overall score to the Chair of CMMB. The review period will consist of the spring, summer and fall semesters of the calendar year, except for scholarly publications that will be evaluated on a three-year window.

b. Tenure and Promotion. The FAC shall evaluate materials and documents and make recommendations to the Chair of CMMB concerning candidates who have applied for tenure and/or promotion. The FAC will also conduct mid-tenure review of junior faculty and make recommendations to the Chair of CMMB concerning the candidates. The FAC shall evaluate materials and documents and make recommendations to the Chair of CMMB concerning Instructors who have applied for career path promotions.

c. Advisory Committee to the Chair of CMMB and CMMB Faculty. The FAC shall counsel the Chair of CMMB with regard to implementation of departmental policy and make recommendations on any matters of departmental governance it wishes to bring to the attention of the Chair.

5.3. Undergraduate Program Committee

A. The Undergraduate Program Committee (UPC) shall consist of at least two CMMB faculty and the Director of Undergraduate Programs who will serve as the chair. The committee can contain one member who is on a permanent instructor line. The UPC may also contain an additional member that has an administrative appointment within the College of Arts and Sciences who serves as a consultant with no voting rights. The committee may also contain one full-time graduate student who is appointed to the committee by the Chair of CMMB.

B. All CMMB faculty members are eligible to be appointed to the UPC.
C. The term of service on the UPC shall be a maximum of three years. Terms shall begin at the start of the academic year and shall be staggered. The Director of Undergraduate Programs chairs shall preside over the UPC meetings and shall serve as the liaison between the UPC committee and the Chair of CMMB.

D. Meetings of the UPC shall be held monthly during the academic year and or as deemed necessary by the Director of Undergraduate Programs.

E. The duties of the UPC are as follows:
   a. Review undergraduate curriculum and recommend revisions. Receive, review and present all undergraduate course proposals and course revisions to the CMMB faculty
   b. Construct and staff a course matrix in consultation with the Chair of CMMB and the CMMB faculty each semester.
   c. Maintain communication with the Director of Undergraduate Programs and the UPC of the IB Department on issues related to curricular revisions, policies or updates of the undergraduate handbook that affect joint undergraduate programs between CMMB and IB.
   d. Maintain communication with the CMMB Graduate Program Committee in issues related to TA support for laboratory courses and other pertinent issues.
   e. Provide an annual report to CMMB faculty on the status of undergraduate programs at the end of each academic year.

5.4. Graduate Program Committee

A. The Graduate Program Committee (GPC) shall consist of at least two CMMB faculty and the Director of Graduate Programs who will serve as the chair. The committee can contain one member who is on a permanent instructor line. The GPC may also contain an additional member that has an administrative appointment within the College of Arts and Sciences who serves as a consultant with no voting rights. The committee may also contain one full-time graduate student who is appointed to the committee by the Director of CMMB.

B. All CMMB faculty members are eligible to be appointed to the GPC.

C. The term of service on the GPC shall be three years. Terms shall begin at the start of the academic year and shall be staggered. The Director of Graduate Programs shall preside over the GPC meetings and shall serve as the liaison between the GPC committee and the Director of CMMB.

D. Meetings of the GPC shall be called as needed to deal with the assigned duties.

E. The duties of the GPC are as follows:
   a. Review graduate curriculum and recommend revisions.
   b. Receive, review and present all graduate course proposals and course revisions to the CMMB faculty
   c. Develop and implement a program for advertising and promoting the graduate program
d. Implement a program for review of graduate applications that includes timely communication with the CMMB faculty.
e. Maintain communication with the Director of Graduate Programs and the GPC of the IB Department on issues related to curricular revisions, policies and updates of the graduate handbook that affect joint undergraduate programs between CMMB and IB.
f. Maintain records of graduate student progress and evaluations of teaching performance.
g. Provide an annual report to CMMB faculty on the status of undergraduate programs at the end of each academic year.

5.5. Cancer Biology Education Committee

A. The Cancer Biology Education Committee will include the CMMB Graduate Graduate Director as a member and is the primary governing body of the Moffitt Cancer Biology Ph.D. Program. Its composition and duties are described in the Cancer Biology Governance Document.

5.6. Formation of New Committees

A. Any CMMB faculty member can propose the formation of a new departmental committee by submitting a recommendation to the Director of CMMB.
B. The approval for a new committee requires a 2/3-majority vote by the CMMB faculty.
C. The election/appointment guidelines and organization of a new committee shall be drafted by the FAC and submitted to the CMMB faculty for review. Approval of the guidelines requires 2/3-majority vote by the CMMB faculty.
D. Approved committee guidelines shall be added to the governance document consistent with the amendment guidelines outlines in section 9.0.

5.7. Ad Hoc Committees

A. The Chair of CMMB shall appoint ad hoc committees as necessary to carry out specific assignments.

6. FACULTY MEETINGS AND VOTING POLICIES

A. Meetings of the CMMB faculty shall be held at least three times during an academic semester (excluding summer sessions) at approximately equal intervals. The Chair of CMMB shall preside over the meeting.
B. The Chair of CMMB may call additional meetings as needed or at the written request of 1/4 of the CMMB faculty.
C. The Chair of CMMB shall prepare an agenda for meetings and have it distributed to the faculty at least one day prior to the scheduled meeting.
D. Issues not on the original agenda may be added to the agenda at the beginning of the meeting by request of 1/4 of the CMMB faculty present.
E. A simple majority of voting CMMB faculty shall constitute a quorum.
F. Meetings shall be conducted using standard meeting procedures such as *Robert’s Rules of Order, Newly Revised*.
G. Votes shall be decided by a simple majority unless specified by guidelines in other sections of the governance document.
H. All CMMB faculty with voting rights shall have one vote.
I. At the request of any CMMB faculty member a vote shall be conducted by secret ballot.
J. Proxies for CMMB faculty unable to attend the meeting must be provided in writing and shall only be accepted if the question being voted on is available in writing prior to the faculty meeting.
K. Minutes of general faculty meetings shall be recorded and distributed to the faculty in a timely manner. All minutes shall be archived.

7. FACULTY CONCERNS

A. Nothing in this document shall be construed as preventing a tenured/tenure track faculty, non-tenure earning faculty or adjunct faculty member or group of faculty members from approaching the Chair of CMMB or chairperson of a departmental committee with concerns or matters requesting consideration.

8. AMENDMENTS

A. The Statement of Departmental Governance may be amended at any regular meeting of CMMB provided that the specific amendment has been submitted in writing with the meeting agenda at least three days prior to the meeting.
B. A 2/3-majority vote of total voting CMMB faculty is required to amend this document.
C. Written proxies, sealed and delivered to the Chair of CMMB prior to the meeting will be allowed when amending this document.