

## University of Georgia

### Department of Marine Sciences Bylaws

Approved by the tenure/tenure-track faculty on October 31, 2018

#### **I. Statement of Purpose:**

The mission of the Department of Marine Sciences is *to be an international leader in advancing the frontiers of marine science research, educating students and the public about the function and importance of marine systems, and fostering stewardship of coastal and oceanic resources.* This mission is supported by a vision in which the faculty, students and staff interact as a community of scholars who take on grand challenges in marine sciences, who facilitate the improvement of education through scientific inquiry, and who communicate science for effective management of coastal and ocean environments.

The Department's overarching research goal is *to create and promote excellence in research and scholarship in marine sciences and effectively communicate the results to the scientific community and to the public.*

The Department's teaching goal is *to provide effective graduate and undergraduate training programs, emphasizing critical thinking and independent research that prepares students for successful careers in science, education, technology and public service.*

The Department is equally committed to its public service and outreach goal of *communicating knowledge and supporting the University, profession, community, and society through active participation in service.*

To fulfill these goals, the Department of Marine Sciences defines its research, instructional, and service missions as broadly as possible, and recognizes the need to solve marine sciences related problems as an overriding consideration in defining the overall mission of the Department.

#### **II. Description of Faculty Categories:**

The faculty in the Department of Marine Sciences will consist of all tenured and tenure-track faculty, academic professionals, adjunct faculty, and research scientists. The tenure and tenure-track faculty (TTTF) include full professors, associate professors and assistant professors having appointments in the Department or having a joint academic appointment in the Department and one or more other academic units. Academic professionals are non-tenure-track faculty positions and are part of the University of Georgia's Corps of Instruction. Adjunct faculty are courtesy appointments in the Department and are reviewed every three years. Research scientists are nontenurable faculty positions within the Department.

Tenured and tenure track faculty are reviewed annually according to the Department's Annual Review Evaluation Guidelines. Third year and promotion and tenure reviews are carried out following the UGA Guidelines for Appointment, Promotion and Tenure and the Department of Marine Sciences Promotion and Tenure Criteria. Each tenured faculty member must be reviewed every five years in accordance with criteria and procedures adopted by the Department of Marine Sciences Post Tenure Review Guidelines. Details of appointment, reappointment and promotion of academic professionals, adjuncts, and research scientists are described below.

### **III. Department Head:**

The Department Head (Head, hereafter) is the administrator who manages the Department and who will have the duties and responsibilities as outlined by the University and by the Franklin College of Arts and Sciences. Duties and responsibilities include, but are not limited to: the assignment of faculty EFT's (equivalent full-time) to instructional, research and service responsibilities; budget, space and teaching assignments in the Department; performing annual evaluations that document productivity in research, effectiveness in teaching, and contributions to service and outreach activities; representing the Department in and to the Administration of the University; providing leadership and focus for the Department; and representing the Department to agencies or individuals outside of the University. The Head will serve as an ex-officio member of all committees of the Department.

Evaluations and teaching assignments for Marine Sciences TTTF at the Skidaway Institute of Oceanography (Skidaway Institute) will be made by the Head, in consultation with the Director of the Skidaway Institute. Evaluations and teaching assignments for joint appointed TTTF will be made by the Head, in consultation with the other academic unit Head or Director. The Head will be responsible for disbursing the Department's allocation of the indirect costs (IDC) funds that are generated by Athens faculty, while the Director of Skidaway Institute is responsible for disbursing IDC funds generated at the Skidaway Institute. Each will allocate these funds, taking into consideration requests and recommendations of the faculty group generating the IDC, and departmental or institutional needs.

### **IV. Faculty Meetings:**

The faculty will meet at least once per semester for the purposes of discussing and deciding on departmental matters. The Head will schedule meetings, set the agenda, and run the meetings. In addition, meetings may be called upon receipt by the Head of a petition signed by not less than one-third of the TTTF. In such meetings, discussions and actions will be limited to the items listed in the petition.

Minutes of meetings will be recorded by a faculty member designated by the Head. These minutes will be reviewed by the faculty and approved by ballot at the next scheduled meeting. All members of the faculty as defined in Section II may attend faculty meetings. In addition, one Marine Sciences graduate student designated by the Marine Sciences Graduate Student Association may attend. At the Head's discretion, the graduate student representative and non-voting faculty members may be required to excuse themselves during discussions of sensitive or personnel-related matters.

Voting in person at faculty meetings or electronically is restricted to the following:

1. Tenured and tenure-track faculty with 100% appointment in the Department may vote on all matters (except as restricted by University policy).
2. Tenured and tenure-track faculty with joint appointments in another department may likewise vote if their appointment in Marine Sciences is 25% or greater.
3. Academic professionals may vote on matters concerning undergraduate instructional programs, at the discretion of the Head.

Decisions will be based on a majority of a quorum, with quorum defined as at least 2/3 of the eligible faculty, unless otherwise specified in these bylaws. Voting results will be announced to the faculty.

#### **V. Graduate Coordinator:**

The Graduate Coordinator will be appointed by and serve at the pleasure of the Head, to advise the Head in all matters pertaining to graduate programs in the Department. Responsibilities will include but are not limited to: overseeing recruitment of graduate students; identifying and nominating qualified students for University Fellowships; assigning Departmental teaching assistantships (TA) lines; monitoring graduate student progress and performance; recommending appropriate administrative actions; and chairing the Graduate Affairs Committee. The Graduate Coordinator will be reviewed by the TTTF after a three-year term and the Head will take nominations for the position at that time.

#### **VI. Undergraduate Coordinator:**

The Undergraduate Coordinator will be appointed by and serve at the pleasure of the Head to advise the Head in all matters pertaining to undergraduate programs. Responsibilities will include but are not limited to: overseeing recruiting and advising undergraduate majors and certificate enrollees; monitoring undergraduate student progress and performance; recommending appropriate administrative actions; and chairing the Undergraduate Affairs Committee. The Undergraduate Coordinator will be reviewed by the TTTF after a three-year term and the Head will take nominations for the position at that time.

#### **VII. Committees:**

- A. Standing Committees will be the Graduate Affairs Committee, the Undergraduate Affairs Committee, the Curriculum Committee, and the Faculty Awards Committee. A Standing Committee specific to the Athens site will be the Space Committee. Standing Committees specific to the Skidaway Institute site will be the Ship Operations Committee, the Instructional Technology Committee, and the Skidaway Institute Space Committee. Each Committee will be composed of at least three faculty members. Ad hoc Committees can be assembled at the discretion of the Head and Skidaway Institute Director, as described below.
- B. The Head will appoint standing, search, and ad hoc committee members as deemed necessary for efficient management of departmental affairs. The Skidaway Institute Director will appoint standing, search, and ad hoc committee members as deemed necessary for efficient management of the Skidaway Institute.
- C. Service on departmental and/or Skidaway Institute committees is expected of each faculty member as part of his/her participation in University governance.
- D. With the exception of site-specific committees, and to the extent possible, all standing committees will be balanced by discipline, academic rank and site.

## **VIII. Duties and Composition of Committees:**

### **A. Graduate Affairs Committee:**

Duties – The Graduate Affairs Committee will oversee all aspects of M.S. and Ph.D. graduate degree activities in the Department, as well as graduate certificate programs with Marine Sciences involvement. This includes but is not limited to: periodic review of degree requirements, program objectives, and the assessment of student learning outcomes; response to revised requirements from the Graduate School; organizing student recruitment events; voting on student admission into the program; identifying and nominating qualified students for University level fellowships and other awards; and monitoring student progress relative to Department and Graduate School academic requirements. Establishment or modification of the programs or their requirements will be considered by the Committee, which will make recommendations to the TTTF for final action. The Committee will also consider all proposals for adding or changing graduate courses. In the case of substantive course additions or changes, the Committee will make a recommendation to the TTTF for action; in the case of minor course changes, the Committee's decision will be enacted without consideration by the TTTF. The committee will also entertain graduate student requests for exceptions from Department requirements.

Composition – The Graduate Committee will be chaired by the Graduate Coordinator, overseeing an additional six faculty members plus the Head as an ex-officio member. Faculty membership should be drawn near equally from TTTF based in both Athens and Savannah, and should have a mix of all academic ranks.

### **B. Undergraduate Affairs Committee:**

Duties – The Undergraduate Affairs Committee will oversee all aspects of the undergraduate major, certificate program(s), and other programs for undergraduates in the Department. Establishment or modification of the programs or their requirements will be considered by the Committee, which will make recommendations to the TTTF for final action. The Committee will also consider all proposals for adding or changing undergraduate courses. In the case of substantive course additions or changes, the Committee will make a recommendation to the TTTF for action; in the case of minor course changes, the Committee's decision will be enacted without consideration by the TTTF. The Committee will also recommend to the Head the granting of scholarships and related forms of academic recognition for undergraduates in the Department.

Composition – The Undergraduate Committee will be chaired by the Undergraduate Coordinator, overseeing an additional four faculty members plus the Head as an ex-officio member.

### **C. Curriculum Committee:**

Duties – The Curriculum Committee will advise the Head on all matters of curriculum. The Curriculum Committee will also provide guidance and advice to faculty on developing new courses and revising the content of existing courses; work to reduce overlap between courses where appropriate; and to provide a curriculum that meets student needs and interest.

Composition – The Curriculum Committee will consist of the chair, the Graduate and Undergraduate Coordinators, and two additional TTTF, plus the Head as an ex-officio member. In addition, one graduate student designated by the Marine Sciences Graduate Student Association will serve as a non-voting member of the Committee.

#### D. Search Committees for New Faculty Hires:

Duties – Search Committees for new faculty hires will be charged with drafting the job advertisement, screening applications, and identifying a list of candidates recommended for further consideration by the eligible faculty. Members of a Search Committee will also play an active role in the activities of the interview process. Detailed procedures for faculty searches are described below.

Composition – The Search Committee for a new faculty hire will be comprised of at least five eligible faculty members, one or more of whom will be from a different UGA department. In the case of positions residing in Athens, the Head selects the members of the search committee. In the case of positions residing at the Skidaway Institute campus, the Skidaway Institute Director selects the members of the search committee, in consultation with the Head. Committee membership will be distributed as equally as possible among the Athens and Skidaway Institute faculty within the constraints of University policies regarding the composition of search committees. Neither the Head nor the Skidaway Director will serve on faculty search committees, except in an ex-officio capacity, unless required for representing specific marine sciences disciplines.

Faculty Search Procedure – The site making the hire will discuss internally their needs for faculty expertise. This recommendation will be brought to the eligible faculty for discussion and to reach consensus. The Search Committee will be responsible for reviewing applications, requesting letters, and identifying a list of approximately eight applicants whom they recommend for further consideration by the eligible faculty. This list will be unranked but may be divided into a top-tier and second-tier sub-list. The Committee Chair will communicate the committee's recommendations directly to the Faculty. At that time, all application materials for the entire pool of applicants will be made available to the eligible faculty who will have the option to review the dossiers and make recommendations for additional persons to be added to the list of candidates for further consideration. If the Committee decides that it must recommend fewer than 8 candidates, it will report its recommendation to the eligible faculty for consideration.

The Head will call a special meeting of eligible faculty to decide which candidates will be invited to interview. This meeting will be called as soon as practicable, at least 1 week and no more than 4 weeks following communication of the Search Committee's recommendations to the faculty. At the meeting, candidates will be discussed, and a list of interviewees decided by vote of eligible faculty. Eligible faculty may submit comments and/or an absentee ballot consisting of a ranked list of candidates to the Head, which must be received no later than the stated starting time of the meeting. The voting will be supervised by the Head and conducted in such a manner that only applicants who receive a majority of votes are invited. Voting will be public unless the faculty decides otherwise by majority vote. Decisions regarding the viability of the search and the number and identity of invitees will be decided by vote of the eligible faculty. Such decisions are binding on the Head and Skidaway Institute Director, and can only be revised by faculty vote. If one or more of the invitees declines to be considered, the faculty may vote to invite additional applicants. This vote may be held at an *ad hoc* faculty meeting or electronically. In the latter case, the vote will be supervised by the Head and performed in such a way that a record of the voting is preserved.

After the completion of interviews, the Head will call a special meeting of eligible faculty to consider the candidates. This meeting will be called as soon as practicable, but no more than 4

weeks after the end of the last interview. In the discussion of candidates, faculty from the site at which the position resides (i.e. Athens or Skidaway Institute) will express their opinions first, the purpose of which is to ensure that faculty from the site hiring the faculty member have the opportunity to clearly express their preferences and the faculty at the other site agree to fully consider these preferences. The candidate who will be offered the position will be decided by a vote of the eligible faculty. A vote will be held to identify if a candidate has a majority of the votes of the eligible faculty as follows. First a vote will be taken to determine if a candidate has a majority of the votes from the eligible faculty. If no candidate has a majority, then the applicant with the fewest votes is dropped from the candidate list and another vote is taken. This continues until there is one candidate with a majority of votes of the eligible faculty. Eligible faculty who are unable to attend the meeting in person may submit comments and/or an absentee ballot consisting of a ranked list of candidates to the Head, which must be received no later than the stated starting time of the meeting. At the discretion of the faculty, a second-choice candidate may also be chosen. In all cases voting will be supervised by the Head and conducted in such a manner that the final choices must receive a majority of votes. Voting will be by open ballot unless the faculty decides otherwise by majority vote. Decisions regarding the viability of the search and the final choice of candidate are binding on the Head and Skidaway Institute Director, and can only be revised by faculty vote.

The Head or Skidaway Institute Director (for Athens- or Skidaway Institute-based positions, respectively) will negotiate in good faith with the chosen candidate(s) regarding the specific offer of employment. If the first-choice candidate declines the offer, the Head or Skidaway Institute Director may initiate negotiations with the second choice, if one has been chosen by the Faculty. In the absence of a second choice, or in the case that the second choice also declines the offer, the Head will convene another faculty meeting to consider further action, as described in the preceding paragraph.

#### E. Faculty Awards Committee:

Duties – The Faculty Awards Committee will actively promote faculty members of the Department of Marine Sciences for local, regional, national, and international awards. Duties of the Committee include, but are not limited to: monitoring the availability of award programs; recommending nomination of selected faculty to the Head for awards; gathering supporting information and assisting in preparing applications for awards; and when necessary acting as a selection committee to identify faculty for nomination.

Composition – The Faculty Awards Committee will be composed of three TTTF, one of whom is the Head.

#### F. Site-Specific Committees:

The Athens Space Committee will act in an advisory capacity to the Head on matters of space and facilities, including utilization, (re)allocation, renovation, and planning. Composition includes a chair and additional faculty members.

The following are the standing committees at the Skidaway Institute:

1. Ship Operations Committee. Serves in an advisory capacity to the Marine Superintendent and the Skidaway Institute Director in all matters pertaining to management and utilization of the R/V *Savannah* and the small boat fleet.

2. Instructional Technology Committee. Serves in an advisory capacity to the information technology manager and the Skidaway Institute Director in all matters pertaining to educational computing and communications needs and resources. Membership will include Athens faculty when working on inter-site issues.
3. Skidaway Institute Space Committee. Serves in an advisory capacity to the Skidaway Institute Director on matters of space and facilities, including utilization, (re)allocation, renovation, and planning.

#### **IX. Research Professional Faculty:**

Full-time research faculty positions in the Department of Marine Sciences will be titled Assistant, Associate, or Senior Research Scientist as defined by the Office of Research. Research scientist faculty are supported from grants or contracts, making renewal of appointment and compensation dependent on the successful acquisition of outside support and the level of funding. Appointment and promotion of research scientists follow the UGA and the Department of Marine Sciences Guidelines for Appointment and Promotion of Research Scientists. Research Scientists cannot act as major advisors of graduate students but can serve on Advisory Committees; can submit grant proposals as principal investigators; are not eligible to vote at faculty meetings; and are not eligible for tenure. Research Scientists are not bound by mandatory promotion within a set time frame. However, those who have spent a minimum of eight years in either Assistant or Associate rank must receive consideration for promotion if requested.

#### **X. Academic Professional Faculty.**

Academic professional faculty include the ranks of Academic Professional Associate (an entry level faculty position), Academic Professional and Senior Academic Professional. Guidelines for appointment and promotion will follow the policies and procedures set forth by the University of Georgia Guidelines for the Appointment and Promotion of Academic Professionals. Academic professionals may vote on matters concerning undergraduate instructional programs at the discretion of the Head. The search procedure for Academic Professionals will follow the process outlined in section VIII.D.

#### **XI. Graduate Program Faculty:**

All TTF in the Department are expected to work with graduate students and to qualify for appointment to the Graduate Program Faculty. The Graduate Program Faculty within the Department of Marine Sciences are entrusted with the responsibility of recommending their faculty colleagues for Graduate Program Faculty membership in accordance with the responsibilities and qualifications set forth in the Department of Marine Sciences Graduate Program Faculty Guidelines. Primary responsibilities of Graduate Program Faculty members include overseeing research/scholarship and training of masters and doctoral candidates; preparing masters and doctoral candidates for the practice of their profession; teaching advanced graduate courses as assigned by the Head; and participating in the graduate program of the unit and the university. Voting privileges extend only to tenured/tenure track faculty.

## **XII. Adjunct Faculty:**

Adjunct status will be provided for individuals who wish to develop professional relationships in research and instruction with faculty and students in the Department of Marine Sciences and who do not hold an appointment with the University of Georgia or who hold faculty status in another department at the University of Georgia. Individuals recommended for adjunct appointment in the Department of Marine Sciences will have courtesy, non-paid faculty appointments and are expected to meet the criteria given for University faculty appointments in The University of Georgia Guidelines for Appointment, Promotion and Tenure. Adjunct appointments are for a period of three years and can be renewed. Recommendations for adjunct appointment may be submitted at an existing University professional rank.

The procedure for consideration of a faculty candidate for adjunct appointment is as follows:

1. Applications for adjunct appointment should be made by letter with an accompanying C.V. listing three references to the Head. The letter should describe the expected or existing interaction of the nominee with Marine Sciences faculty and students.
2. After review of the initial request, the TTTF of the Department will conduct a preliminary consideration to determine the desirability of a given adjunct appointment. The TTTF will consider the potential contribution to the Department afforded by the candidate. Given a positive majority vote of a quorum of the TTTF, letters of reference supporting the application will be obtained by the Head and become part of the dossier.
3. The nominee for adjunct status will then be invited to give a departmental seminar and meet with faculty and students.
4. After review of all materials, a formal vote with at least a quorum of the TTTF will be taken either during a faculty meeting or electronically. Given a positive majority vote, nomination files will be forwarded to the Dean of the Franklin College.

At the end of the appointment term, the individual is either recommended for reappointment or terminated as an adjunct of the University faculty. Consideration for reappointment requires an updated C.V. and a statement describing the expected or existing interaction of the individual with Marine Sciences faculty and students. The nominee for adjunct status renewal will give a departmental seminar at least every third request (9 years) for reappointment. After review of the reappointment materials and seminar (when applicable), a formal vote of the TTTF is taken. Recommendations for reappointment, along with required background materials, will be submitted by the Head to the Dean of the Franklin College.

## **XIII. Grievances:**

Faculty, students, and staff will be provided the opportunity to have grievances heard formally in accordance with University of Georgia procedures.

- A. Faculty Grievance: Grievances will be presented to the Head in writing or, if the grievant is a Skidaway faculty member, to the Skidaway Institute Director. In the latter case, the Skidaway Institute Director will bring the grievance to the attention of the Department Head. Grievances will be heard by an ad-hoc committee appointed by the Head, or if the Head is in conflict, the Head and grievant will agree on a faculty member who will assemble the committee. No member of a grievance committee will have a direct interest in the grievance.

All parties involved in the grievance have the right to appear before the committee. A written committee report will be given to the Head and, if the grievant is a Skidaway Institute faculty member, to the Director of Skidaway Institute, and to the faculty member bringing the grievance, no later than three weeks after the Head receives the written grievance. The Grievance Committee report will specify the facts reviewed in reaching their decision. The Committee decision will be reviewed by the Head, who will make the final decision; if the Head is in conflict, the grievance will proceed through the College and University channels.

- B. Student Grievance: Grievances by graduate students will be handled according to the Department of Marine Sciences Graduate Student Conflict Resolution Policy. Grievances by undergraduate students will be handled by the Department of Marine Sciences Undergraduate Affairs Committee in compliance with University policy.
- C. Staff Grievance: The Head will appoint an *ad hoc* committee to hear staff grievances, or if the Head is in conflict, the Head and grievant will agree on a person who will assemble the committee. The committee will be composed of the Department of Marine Sciences faculty and staff. The Grievance Committee report will specify the facts reviewed in reaching their decision. The Committee decision will be reviewed by the Head, who will make the final decision; if the Head is in conflict, the grievance will proceed through the College and University channels. Grievances involving Skidaway Institute staff are not covered by the Department of Marine Sciences bylaws and procedures.

#### **XIV. Adoption of Departmental Policies and Procedures:**

Faculty may propose a procedure or policy or amendments of potential benefit to the mission of the Department and the management of its programs. The proposed policy or procedure should be submitted in writing to the Head, who will circulate it among the eligible faculty at least one week prior to a faculty meeting, at which time the proposal will be discussed and voted upon. A majority of a quorum of the eligible faculty must favor adoption of the policy or procedure for it to be enacted.

#### **XV. Bylaws Amendments:**

Faculty may propose to alter or amend all or any part of these Bylaws. The proposed amendment should be submitted in writing to the Head, who will circulate it among the eligible faculty at least one week prior to a faculty meeting, at which time the proposal will be discussed and voted upon. A majority of the TTTF must favor adoption of the proposed amendment.