

# **DEPARTMENT OF ECOLOGY AND EVOLUTION BYLAWS**

Adopted December 2011; Appendix A added April 2020

## **I. PURPOSE**

- A. The Department of Ecology and Evolution (referred to hereafter as “Department”) undertakes functions delegated to it by Stony Brook University (referred to hereafter as University) to carry out teaching, research, and service in ecology and evolutionary biology, including but not limited to:
1. making recommendations on faculty hiring, promotion, and tenure to the University.
  2. holding, allocating, and administering the financial resources of the Department.
  3. providing instructors for undergraduate and graduate courses, arranging for appropriate office and laboratory space for faculty, and otherwise facilitating faculty teaching and research.
  4. allocating available office space for students in the Graduate Program in Ecology and Evolution in coordination with the Graduate Program.
  5. providing administrative and financial support for the Graduate Program in Ecology and Evolution.
  6. supervising office staff to support activities of the Department and Graduate Program in Ecology and Evolution for teaching, research, and other functions.

## **II. FACULTY MEMBERSHIP AND VOTING RIGHTS**

- A. Voting Members. All full-time faculty members who are not retired, with the rank of Assistant Professor, Associate Professor, and Professor, and are members of the Department are voting faculty members of the Department (referred to hereafter as voting members).
- B. Participation in Meetings. Voting members may attend, participate fully, and vote in faculty meetings during sabbatical leaves.
- C. Rights of Emeritus Faculty. Emeritus faculty members of the Department may attend and participate fully in faculty meetings but are not voting members.
- D. Recommendations for Continuing Appointments (Tenure) and Promotion. For promotion, only voting members at or above the rank to which the successful candidate would be promoted may vote on the Departmental recommendation for promotion. For tenure, only voting members with tenure may vote on the Departmental recommendation for tenure.

### III. GOVERNANCE

#### A. Department Chair (referred to hereafter as Chair).

1. The usual term of appointment of the Chair will be 3 years, beginning the first day of the semester following the end of the previous Chair's term.
2. A Chair may be reappointed for more than one term, decided by a vote of the voting members. There is no pre-determined limit on the number of terms a Chair may serve.
3. Departmental recommendation to the Dean of the College of Arts and Sciences (referred to hereafter as Dean) for appointment of the Chair.
  - a. Schedule.
    - i. Ten months (usually October 15) before the scheduled end of the incumbent Chair's term, there will be a meeting of voting members to initiate development of the Department's recommendation to the Dean for appointment of the next Chair.
    - ii. Five months before the scheduled end of the incumbent Chair's term, the voting members will select by majority vote to recommend a candidate to the Dean for appointment as Chair.
  - b. All voting members may participate in faculty meetings to develop the Department's strategy to recommend the next Chair to the Dean. However, when the faculty meets to discuss specific candidates for the next Chair, those candidates are excused from the room.
  - c. A faculty meeting is announced at least one week in advance to adopt a recommendation by a vote of the voting members to be transmitted to the Dean.
  - d. In case of an emergency vacancy in the office of Chair, the voting members will meet as soon as possible to recommend to the Dean a candidate to fill the vacancy. To the extent possible, all rules for this process will follow normal rules for replacing a Chair.
4. Departmental recommendation to the Dean for removal of the Chair.
  - a. At any faculty meeting, a motion to remove the Chair can be introduced, subject to the normal rules of order.
  - b. Once a motion to remove the Chair has been introduced and seconded, the Chair will leave the meeting, the meeting will be chaired by the Director of the Graduate Program in Ecology and Evolution, or if the Program Director is not a Department faculty member, by the most senior member of the Executive Committee present, and the normal rules of order will be followed.

- c. After appropriate discussion of the motion, a vote by a simple majority of the faculty present may authorize a second meeting to be held at least one week later, after all voting members have been informed.
  - d. The second meeting will be chaired by the Director of the Graduate Program in Ecology and Evolution or, if the Program Director is not a voting member, by the most senior member of the Executive Committee present. After discussion a vote of two thirds of the voting members will be sufficient to authorize a recommendation to the Dean to remove the Chair.
  - e. Removal of the Chair by the Dean will create an emergency vacancy of the office of Chair.
5. Duties of the Chair. The Chair:
- a. acts as executive officer to implement department policies (see IV Department Operations).
  - b. assigns faculty to teach courses at the undergraduate and graduate levels and determines the teaching and service responsibilities of all faculty in the Department, taking into consideration overall faculty effort, including teaching, research, and service effort within and outside the department.
  - c. assigns and oversees workload of departmental office staff.
  - d. oversees and is responsible for carrying out the administrative work of the department, including but not limited to:
    - i. administering departmental finances.
    - ii. proposing base pay for the faculty and staff of the Department.
    - iii. making recommendations for hiring, promotion, and release of office staff.
    - iv. making recommendations for hiring people in temporary teaching positions in the Department.
    - v. making arrangements for Departmental functions and other activities.
    - vi. entertaining nominations from the Graduate Program Director of Ecology and Evolution to appoint faculty members to Program committees.
  - e. represents the department to the University community and the University administration.
  - f. makes recommendations to the Dean for faculty discretionary salary increases, as negotiated by the UUP (United University Professions).
  - g. initiates Department policy, in consultation with the faculty and appropriate committees.
  - h. appoints chairs and members of Departmental committees.

- i. appoints tenured faculty members as mentors to each untenured faculty member in the Department, with the agreement of the proposed mentor and the untenured faculty member.
  - j. appoints representatives of the Department to other units of the University.
  - k. schedules and presides over Department faculty meetings.
  - l. assigns Departmental laboratory and office space. Ordinarily, such assignments will be made after discussion with the faculty members affected.
  - m. makes recommendations to the Dean to grant sabbatical leave to Departmental faculty members.
- B. Executive Committee. An Executive Committee will serve as an advisory body to the Chair.
- 1. There are three members of the Executive Committee.
  - 2. Election of the Executive Committee members.
    - a. The Chair presents a slate of three voting members for election to the Executive Committee.
    - b. Voting members may be nominated by other voting members for election to the Executive Committee.
    - c. Members of the Executive Committee are elected by a simple majority in a vote of the voting members.
  - 3. Meetings of the executive committee will be held at least once each academic year.
- C. Departmental Committees. Standing and ad hoc committees will be formed to carry out Departmental functions and responsibilities. In some cases, students may be appointed to departmental committees (e.g., faculty search).
- D. Departmental Representatives. Departmental representatives to groups outside the department will be appointed by the Chair or elected, as appropriate.
- E. Ex-officio Appointment. The Chair may appoint himself or herself as the ex-officio member of any Department committee.
- F. Departmental Meetings.
- 1. Faculty meetings will be held at least once per semester.
  - 2. Minutes of faculty meetings will be recorded, archived, and made available to the faculty in a timely manner.
  - 3. Quorum. A majority of voting members in residence (i.e., not on leave or sabbatical) constitutes a quorum.
  - 4. Voting Procedures.
    - a. Robert's Rules of Order are followed.

- b. Voting is by secret ballot unless the voting members present consent unanimously to an open vote.
  - c. Proxy votes. A voting member who is absent from a faculty meeting and wishes to vote may cast a proxy vote by submitting written instructions to the Assistant to the Chair or a faculty designee of his or her choice, with his or her vote.
5. Graduate Student Representatives.
- a. Two students, including at least one Ph.D. student, in the Graduate Program in Ecology and Evolution are elected by the students in the Graduate Program. They attend all faculty meetings except those for promotion and tenure and voting for selection of a new Chair. They are non-voting members but may express their opinions and convey those of the graduate student body.
  - b. Graduate student representatives on faculty search committees attend faculty meetings to discuss and vote on the Department's recommendation to the Dean for new faculty appointments but leave the room before confidential contents of the application file are discussed.
6. Promotion or Continuing Appointments (Tenure). Meetings to discuss or vote on Departmental recommendations for promotion and tenure will be restricted to voting members at or above the rank to which the successful candidate would be promoted.

#### **IV. DEPARTMENT OPERATIONS**

- A. Curriculum Development. Proposals for new undergraduate and graduate courses may originate with individual faculty members, the Graduate Program Director, or the Chair, to produce a course proposal for submission to the appropriate committees outside the department.
- B. Promotion and Tenure. University-mandated procedures are followed.
- 1. Faculty members may request that the Chair initiate procedures for his or her tenure or promotion at any time.
- C. Searches to Hire New Tenure-Track and Tenured Faculty Members.
- 1. New faculty positions may arise through replacements of departing faculty, various departmental initiatives, and hiring opportunities presented by University-wide initiatives. Research and teaching subject areas for new faculty appointments and decisions concerning hiring opportunities from departmental and campus-wide initiatives will be made at meetings of voting members.
  - 2. When a position is approved by the University administration, the Chair appoints the chair and members of a search committee from among the voting members, or others at his or her discretion.

3. A job description is written by the search committee and approved by a vote of the voting members for submission to the University. Applications for departmental faculty positions are available for review by all voting members. Non-confidential documents provided by the applicant are available for review by students of the Graduate Program in Ecology and Evolution.
  4. The search committee recommends a set of applicants (i.e., candidates) to invite for interviews. The interviews will normally include presentation of a seminar and interviews and meetings with faculty members, students in the Graduate Program, and other appropriate representatives of the University.
  5. The search committee votes on its recommendations to the voting members after the interviews. These recommendations are advisory and non-binding.
  6. A meeting of the voting members is held as soon as possible after all candidates have been interviewed to discuss the candidates, and a vote of the voting members will be held after adequate discussion to select a candidate or possibly ranked candidates to recommended to the University for appointment.
  7. The Chair transmits the Department's recommendation of the candidate to whom an offer of appointment should be made to the Dean, and in consultation with the voting members, represents the department concerning conditions of appointment of the candidate.
  8. In the case of a campus-wide initiative, the Chair will screen candidates from among those selected by the campus-wide search committee and arrange with the campus-wide search committee to interview the candidate(s).
  9. In the case of a campus-wide initiative, a meeting of the voting members is held as soon as possible after all candidates have been interviewed to discuss the candidates, and a vote of the voting members will be held after adequate discussion to select a candidate or possibly ranked candidates to recommended to the campus-wide committee for appointment.
  10. In the case of a campus-wide initiative, the Chair transmits the Department's recommendation of the candidate to whom an offer of appointment should be made to the campus-wide committee, and in consultation with the voting members, represents the Department concerning conditions of appointment of the candidate.
- D. Appointment of Adjunct Faculty, Technical Staff, Clerical Staff, Volunteers, and Others (i.e., excluding voting members).
1. In consultation, as appropriate, with voting members, the Chair appoints adjunct faculty, technical and clerical staff, and others paid with New York State funds allocated to the Department or other departmental funds, as well as volunteers.
  2. The Chair will appoint a committee chair and members to conduct the search or to recommend permanent appointments for department staff. This

committee makes recommendations to the Chair, who makes the final decision on appointments.

3. The Chair will transmit recommendations for staff appointments to the University, and represent the Department concerning conditions of appointment of the candidate.
- E. Admission of Applicants to the Graduate Program in Ecology and Evolution and Allocation Graduate Student Support.
1. Admission of applicants (i.e.. graduate students) to the Graduate Program in Ecology and Evolution is delegated to the Graduate Program.
  2. The Graduate Program Director in Ecology and Evolution recommends to the Chair candidates for appointment as teaching and research assistants, subject to availability of funds.
- F. Election of the Departmental Senator to the Arts and Sciences Senate and the University Senate. The senator is nominated by the Chair and elected by the voting members at a faculty meeting.
- G. Grievances of Academic Dishonesty, Unethical Practices, or Unfair Academic Evaluation.
1. Faculty grievances concerning Department governance are submitted to the Chair. If the aggrieved party is dissatisfied with the Chair's response, she or he may raise the issue as a motion during a faculty meeting.
  2. Graduate student grievances are submitted to the Director of the Graduate Program in Ecology and Evolution. If there is a lack of trust by the aggrieved student, he or she may take this complaint to the Chair, the Graduate School or other responsible officials within the University.
  3. Undergraduate student grievances against graduate students in the Graduate Program in Ecology and Evolution or postdoctoral fellows, faculty members, or other staff paid through the Department are referred to the Academic Judiciary Committee of the College of Arts and Sciences.
- H. Personnel Files. The Chair has access to personnel files and all records, which she or he is obliged to hold in confidence.

## **V. OTHER AREAS**

- A. Rights and Responsibilities of Retirees. These are to be negotiated on an individual basis with the Dean and Chair.

## **VI. SUBORDINATION**

- A. All provisions of the Bylaws of the Department of Ecology and Evolution are subordinate to regulations of the College of Arts and Sciences, Stony Brook University, and the State University of New York, and to the laws and regulations

of the State of New York and of the United States of America. In the event of a conflict between these bylaws and a superseding regulation or law, the latter prevail.

**VII. ADOPTION**

- A. These bylaws become effect upon an affirmative vote by a two thirds majority of the voting members present in the meeting and voting by proxy.

**VIII. AMENDMENTS TO DEPARTMENTAL BYLAWS**

- A. All amendments to these departmental bylaws must be submitted to the voting members at least one week in advance of a faculty meeting and require approval by a two thirds majority of the voting faculty members present at the meeting and voting by proxy to become part of the bylaws.



## Appendix A

### DEPARTMENT POLICIES AND PROCEDURES FOR ASSOCIATED APPOINTMENTS IN ECOLOGY AND EVOLUTION

The full-time faculty of the Department of Ecology and Evolution recognizes that scholars holding associated appointments have, over the years, made valuable contributions to our goals of teaching, research, and public service. Such appointments, which are made by the University administration on recommendation by the Department, constitute a resource that we hope to optimize through the following policies and procedures. These policies and procedures are based on the policies of the Office of the Provost. The Provostial policies will take precedence in the event of a conflict.

Associated appointments consist of cross-departmental academic appointments of regular full-time Stony Brook faculty and unsalaried or courtesy appointments of external scholars. We expect that those holding associated appointments will make a substantial contribution annually in teaching, research, or service activities to the Department. There are four types of associated appointments: (1) Affiliated Faculty, (2) Joint (title) Faculty, (3) Joint (budgetary) Faculty, and (4) Unsalariated Faculty.

1. *Affiliated* designates a secondary appointment of a Stony Brook faculty member whose primary appointment and budget line lie in another department. No title of designation is used. Affiliated faculty may participate in the Department's administrative structure and graduate and undergraduate research and teaching programs. Rights and responsibilities in Ecology and Evolution are granted and assigned by the Chair. Typically, affiliated faculty do not have voting rights but may be invited to participate and vote in specific committees or deliberations.
2. *Joint (title)* designates a secondary appointment of a Stony Brook faculty member whose primary appointment and budget line lie in another department. Title of designation is Assistant, Associate, or Full Professor of X and Y. Rights and responsibilities in Ecology and Evolution are granted and assigned by the Chair. Joint title faculty may participate fully in the Department's administrative structure and graduate and undergraduate research and teaching programs.
3. *Joint (budgetary)* designates an appointment of a Stony Brook faculty member with a primary appointment in two departments. Full rights and responsibilities lie in both departments unless limited at the time of appointment. Title of designation is Assistant, Associate, or Full Professor of X and Y. Joint budgetary faculty are expected to participate fully in the Department's administrative structure and graduate and undergraduate research and teaching programs. A Memorandum of Understanding (MOU) between the two departments determines the details of the budgetary agreement.
4. *Unsalariated* designates an appointment of an external scholar. Unsalariated faculty may participate in the Department's administrative structure and graduate and undergraduate research and teaching programs. Rights and responsibilities in Ecology and Evolution are

granted and assigned by the Chair. Typically, unsalaried faculty do not have voting rights but may be invited to participate and vote in specific committees or deliberations.

#### 5. Appointment and Reappointment Procedures for Unsalariated Appointments

Requests for unsalaried appointments or their renewal will be received by the Department Chair, and should include the candidate's Curriculum Vitae and a letter of application. The Department Chair will send these materials to the faculty for a discussion and vote. Note that the discussion and vote can be held electronically (i.e., via e-mail). For recent PhD graduates of the Department of Ecology and Evolution, the chair is authorized to approve initial unsalaried Research Assistant Professor appointments without a faculty discussion and vote. Unsalariated appointments shall be for a maximum of a three-year term before being subject to renewal by a discussion and a vote of the faculty of the Department.

#### 6. Research Faculty

Individuals whose primary responsibility is conducting research may be appointed as Research Faculty. Such individuals may be unsalaried, or may draw salary from a campus affiliated organization (e.g. the Research Foundation), or may draw salary from the State in other than a faculty title, or may be supported through a combination of the latter two. Under the policies of the SUNY Board of Trustees, such individuals hold qualified academic rank. The titles are identified below.

- a. **Research Assistant Professor:** Appointees to the rank of Research Assistant Professor must possess a Ph.D. or equivalent degree and shall normally have at least three years of experience beyond the Ph.D. The individual is expected to meet the standards which govern appointment to the rank of Assistant Professor, excluding the instructional criteria.
- b. **Research Associate Professor:** A Ph.D. or equivalent degree and experience in a research laboratory commensurate with the rank of Associate Professor is normally required for appointment as a Research Associate Professor. The individual is expected to meet the standards for appointment as Associate Professor, excluding the instructional criteria.
- c. **Research Professor:** Persons appointed to Research Professor must possess a Ph.D. or equivalent degree and experience in a research laboratory commensurate with the rank of Professor. The individual must meet the same standards for appointment as Professor, excluding the instructional criteria.
- d. **Status and Term:**
  - Research Faculty are members of the departmental faculty but are also required to have a faculty host. They may attend faculty meetings and participate in discussion, but may not vote. They are entitled to use SBU facilities and libraries.

- Persons holding a Research Faculty appointment in the Department of Ecology and Evolution must route all grant proposals through the Department. If they are supported wholly, or in part, by funding sources of one or more regular (host) faculty members, the prior approval of such faculty members is required.
- Research Faculty appointments require compliance with SBU policies, including those policies regarding the responsible conduct of research and scholarship. Research Faculty appointments may be terminated for non-compliance.
- The term of appointment shall normally be three years, and, after review, may be renewed for subsequent three-year terms.

**e. Procedures for Research Faculty Appointments**

Candidates must apply formally to the Department of Ecology and Evolution for a Research Faculty position at the level appropriate to their qualifications and experience. The application must include a statement of purpose, references from within and/or outside the Department and a statement of requested space or commitment of other university resources.

The Chair of the Department of Ecology and Evolution shall appoint an ad-hoc Committee to review the application for a Research Faculty position and to make a recommendation on appointment to the Chair. For Faculty Emeriti of the Department of Ecology and Evolution and for recent PhD graduates of the Department of Ecology and Evolution, the chair is authorized to approve such appointments without a committee. Otherwise, the faculty shall hold a discussion and vote, both of which can be held electronically. A majority of the faculty voting is required for approval of the recommendation.

If recommendation of the appointment is approved by the faculty, the Chair will forward the file to the Dean of the College of Arts and Sciences.

The appointment requires the written approval of the Dean of the College of Arts and Sciences.

**f. Allocation of Space and Resources:**

The Chair of the Department of Ecology and Evolution may allocate to Research Faculty either dedicated laboratory or office space, or space within the domain already allocated to established faculty members with primary appointments in the Department of Ecology and Evolution (i.e., host faculty).

Dedicated laboratory space can be allocated in cases where the person to be appointed has an established and fully funded research program.

In instances where space is within that of an established faculty member, the laboratory hosting the Research Faculty must be active and funded at an appropriate level to merit the association with a Research Faculty. The candidate must obtain a written agreement with the host to use space and other resources.

All agreements governing space or resources will include a fixed time limit whether they are with the Department or a host faculty member. The agreements must also document the source of funding for any associated costs. Such agreements must be in place before the recommended appointment of the Research Faculty is approved by the Department of Ecology and Evolution.

Office space outside of the host laboratory may be allocated by the Chair.

**g. Teaching:**

Research Faculty are not required to teach classes within the regular education program of the Department of Ecology and Evolution. Research Faculty may apply to the Ecology and Evolution Graduate Program to become eligible to serve on graduate student committees (PhD and MS).

**h. Review and Salary:**

The Research Professor will provide the Chair with a completed Annual Report by June 30th of every year. Research Faculty will be reviewed at the 3-year stage by the faculty of Department of Ecology and Evolution. The appointment will terminate either prior to or at the end of the current appointment period in the absence of sufficient funds to support the research effort.

Research Faculty can be recommended for promotion to the next level (rank) by the Department in accordance with the University guidelines. While such promotion does not require review by a faculty personnel policy committee, it does require approval by the department.

The salary of a research faculty member will fall within normal salary ranges given rank and experience, and must be approved by the department chair prior to the start of the appointment and, if relevant, the host faculty member.

Research Faculty may be candidates for tenured or tenure-track positions within the Department of Ecology and Evolution, but must compete in the normal recruitment process.