1. **Preamble**

To promote effective, open, and equitable governance that allows full participation by its faculty, the Department of Chemistry of The University of Pittsburgh shall maintain, distribute to its faculty members annually, and translate into practice the following set of bylaws.

The governance of the Department is further subject to the bylaws of the School of Arts and Sciences and the School of Arts and Sciences Statement on Departmental Governance and Criteria and Procedures for Appointment, Reappointment, Promotion, and Conferral of Tenure, which are published annually in the October 1 issue of the Arts and Sciences Gazette. The bylaws of the Department of Chemistry extend but do not replace or supersede those of the School of Arts and Sciences.

2. **Membership and Meetings**

   A. **Persons Included:** The voting membership of the Department shall be defined as follows. Each person holding a full-time tenure or tenure-stream position with a primary appointment in the Department of Chemistry shall have one vote. Additionally, non-tenure-stream instructors with appointments of 3 years or more shall have one vote in decisions that are not related to faculty tenure, faculty hiring, or faculty terminations.

   B. **Meetings:** In each Fall and Spring Term, the Chair of the Department shall call at least one meeting of the faculty. The Chair or the Chair’s designee shall preside. The time and place of each meeting shall be announced in advance. The Chair may call additional meetings as necessary, or on the recommendation of any committee or faculty member.

   C. **Decisions of the Faculty:** Issues shall be decided by a majority of the votes cast, except in cases where a larger percentage of the vote has been explicitly required by the Department’s bylaws or regulations. Voting shall be by show of hands, unless a secret ballot is required by policy, called for by the Chair, or called for by a member and approved by a majority of those present. Members unable to attend a meeting may submit their vote to the Chair in writing, by absentee ballot or by electronic mail. Members unable to attend a meeting may designate a member to read a written statement on their behalf.

   D. **Quorum:** A quorum shall exist when one-third of the membership is present.

   E. **Meeting Agenda:** The agenda for each faculty meeting will, if necessary, be prepared by the Chair and included in the meeting announcement. Decisions, but not discussion, at any meeting shall be limited to agenda items. Meetings may be for the purpose of discussion only.
F. **Recording of Meeting Minutes:** The Chair shall either record the minutes of each meeting of the faculty or designate another person to record the minutes of a faculty meeting. The minutes of each faculty meeting shall be communicated to all faculty members and the minutes will be maintained in the office of the Chair for review by the faculty if needed.

3. **Executive Officers**

A. **Executive Officers:** The executive officers of the Department shall include a Chair, an Assistant Chair and any other officers as designated by the Chair.

B. **Election of the Chair:** The Chair is appointed by the Dean of the School of the Arts and Sciences after consultation with the Department. Upon notice of the requirement to fill the position of the Chair of the Department, the Dean of the School of the Arts and Sciences shall request all tenure stream faculty members in the Department to send written statements regarding who they feel is qualified to be the Chair as well as any members of the Department that the faculty member would be reluctant to support as the Chair. After reviewing the written recommendations of the tenure stream faculty, the Dean of the School of the Arts and Sciences chooses the candidate that is the clear consensus choice of the members of the faculty. In the case of two candidates with nearly equal support, the Dean of the School of the Arts and Sciences will then choose the new chair based upon a ballot of the tenure stream faculty. The Dean of the School of the Arts and Sciences then contacts the prospective Chair and comes to agreement with the candidate on the terms of the appointment as Chair. Upon appointment, the Chair shall serve for a term that is mutually agreed upon by the Department, the Dean and the Chair. The position of the chair is renewable by mutual agreement of the Department, the Dean, and the Chair.

C. **The Chair:** The Chair is the Chief Executive Officer of the Department. The Chair shall act in concert with the Faculty and shall seek the Faculty’s opinion and advice. The Chair may make determinations contrary to the Faculty’s counsel but must, in such cases, give the reasons for doing so. The duties of the Chair shall include but not be limited to the following:

- The Chair shall be responsible for the administration of the Departmental business and shall represent the Department to the administration, the University at large, and the profession; in hiring and other negotiations and in dealing with student complaints and problems.
- The Chair shall preside over meetings of the Voting Members of the Department and the FDLRP Committee.
- The Chair shall prepare the Department’s budget, negotiate it with the Dean, and inform the specific affected committee or staff members of the Department, in writing, of its general dimensions.
- The Chair shall exercise jurisdiction over the expenditure of Departmental funds.
- The Chair shall inform all faculty members of current policies and procedures regarding tenure.
- The Chair shall communicate policy and procedure changes in a timely manner to the full faculty and/or other impacted by said policy or procedure changes.
- The Chair shall include appropriate members of the Department in those matters that may have an impact on their daily activities.
• The Chair shall be available to hear the individual or collective concerns and opinions of the faculty on any topic.

In general, the Chair shall be responsible for the execution of the Department’s bylaws, regulations, policies, and procedural guidelines; for the day-to-day functioning of the Department; and for keeping the Department informed of matters that concern it. The general duties of the Chair are further described in the School of Arts and Sciences Statement on Departmental Governance.

D. The Assistant Chair: The Assistant Chair is the Chief Administrative Officer for the Department. The duties of the Assistant Chair shall include but not be limited to the following:

• The Assistant Chair shall be responsible for assisting the Chair in handling administrative tasks including all aspects of personnel administration, developing and maintaining the budget, faculty support services, and facility support.
• The Assistant Chair shall participate as a member and administrative coordinator in the graduate student recruiting and admission committees.
• The Assistant Chair shall meet and interact with the members of the graduate students on a regular basis.
• The Assistant Chair shall be responsible for public relations, special events, industry relationships, communications about Departmental accomplishments, creating and producing graduate recruiting materials, Departmental newsletters and fundraising.

E. Executive Officers: The executive officers of the Department shall exercise the authority delegated to them by the Chair in administering Departmental programs, and shall advise the Chair on relevant matters.

4. Promotion and Tenure

Promotion and tenure procedures shall be in accordance with the guideline set forth in the College of Arts & Sciences Faculty Handbook and the Department of Chemistry policies as described in the attached appendices.

5. Role of Non-Voting Members

As described below, non-voting members play an integral role in the day-to-day function and overall success of the Department of Chemistry.

A. Except as noted in Section 2 (A) non-voting members of the Department of Chemistry include non-tenure stream faculty, tenure stream faculty with secondary appointments in the Department of Chemistry and Emeritus faculty with primary appointments in the Department of Chemistry.

B. Staff positions within the Department of Chemistry are also included as non-voting members. In the event that a staff member is unable to resolve an issue through normal reporting channels, the staff member may approach and request the intervention of the Chair.
C. With the approval of the Chair, non-voting members may be invited to participate in
departmental meetings, committees or events with the exception of any meeting,
committee or event restricted by the Chair for voting members only.

6. Waiving Provisions of the Bylaws

Any provision of these bylaws may be waived at any meeting of the Voting Members of
the Department for the duration of that meeting, or any part thereof, by the consent of
three-quarters of the Voting Members present. Any provision may be waived outside of a
Departmental meeting if three-quarters of the Voting Members of the Department
consent. Voting shall be by secret ballot, signed envelope, in response to a written
proposal to waive the provision, indicating the duration of the proposed waiver.

7. Amendments

Amendments to these bylaws may be proposed upon petition by at least ten Voting
Members of the Department. Copies of a proposed amendment shall be distributed to all
Voting Members of the Department, and the date of the meeting in which it is to be acted
upon shall be announced at least two weeks in advance of any formal action. A majority
of two-thirds of the voting membership shall be required for passage of an amendment.

8. Communication

The bylaws will be distributed to all members of the faculty at the beginning of each Fall
term. Faculty members joining the department after the start of the Fall term will receive
a copy of the bylaws of the School of Arts and Sciences and the Department of Chemistry
upon arrival. The current bylaws shall be posted on the Department’s web site.
DEPARTMENTAL COMMITTEES

The following is a list of Departmental committees that currently function in the Department.

The Chair may, from time to time, establish ad hoc committees as necessary to address matters arising that do not naturally fall into the responsibility area of a standing committee. Faculty search committees are normally ad hoc. Voting and/or Non-voting Members may be assigned to committees by the Chair with the exception of the Division Chairs, Budget and Finance and the Faculty Development and Long Range Planning Committee all of which shall be elected positions.

No committee can, by itself, implement changes in any departmental policy or procedure. Committees shall make recommendations to the full faculty, normally in the form of a written proposal or an oral presentation at a meeting of the full faculty. Policies and procedures may be implemented only after a vote by the full membership, as prescribed in Section 2, and the approval of the Chair, as prescribed in Paragraph 3C.

Serving on standing and ad hoc committee provides the mechanism by which the opinions, concerns, views, and expertise of non-voting members of the department are incorporated into departmental governance. Non-voting members normally attend and participate in full faculty meetings where proposals formulated by the committee on which they serve are to be discussed or decided upon. However, final decisions of the faculty on matters of departmental governance lie in the hands of the voting members, as prescribed in Section 2.

1. **Budget and Finance**
   Function: To aid in the annual preparation of the Departmental budget and to establish funding priorities and policies. Representation of at least one full professor, one associate professor and one assistant professor is required on this committee.

2. **Faculty Development and Long-Range Planning**
   Function: FDLRP identifies the department’s long-range objectives in the hiring of new faculty (for example, by identifying future research directions and disciplinary initiatives) and strategies for achieving those objectives. FDLRP screens potential hires identified by ad hoc search committees and votes on whether the potential hire is consistent with the long range objectives. A positive vote by FDLRP shall be followed by consideration of the potential hire at a meeting of the full faculty: such a meeting is normally closed to non-voting members except for tenure stream faculty with secondary appointments in the Department of Chemistry. A negative vote by FDLRP may terminate further consideration of the potential hire. However, consistent with Paragraph B of Section 2, any member of the faculty may request consideration of the potential hire at a meeting of the full faculty. Representation of at least one full professor, one associate professor and one assistant professor is required on this committee.

3. **Undergraduate Curriculum**
   Function: The annual coordination and long-range planning of undergraduate course offerings. The Undergraduate Curriculum Committee is composed of the Director of Undergraduate Studies (Chair) and a faculty member from each of the Departmental programs (Physical, Organic, Analytical, Biological, Inorganic). The Director of Undergraduate Studies shall be responsible for convening the committee and providing oversight for the undergraduate curriculum as a whole.
4. **Graduate Curriculum**  
Function: The annual coordination and long-range planning of graduate course offerings. The Graduate Curriculum Committee is composed of the Director of Graduate Studies (Chair) and a faculty member from each of the Departmental programs (Physical, Organic, Analytical, Biological, Inorganic). The Director of Graduate Studies shall be responsible for convening the committee and providing oversight for the graduate curriculum as a whole.

5. **Graduate Student Advisement**  
Function: As described in the Graduate Student Handbook, the members of this committee aid graduate students in designing their program of study and monitor their progress towards milestones in the graduate program.

6. **Graduate Recruiting**  
Function: To devise appropriate marketing strategies to enable the Department to continue to enlist the highest number of applications from as talented and diverse pool of candidates as possible.

7. **Graduate Admissions**  
Function: To review applications of potential graduate candidates, to make offers of admission to those students they deem appropriate, and to recruit those students to accept that offer.

8. **Seminar**  
Function: The annual coordination of speakers to visit the Department to lecture on various disciplines of chemistry.

9. **Graduate Student Advisory Board**  
Graduate students are invited to participate in Departmental matters through the Graduate Student Advisory Board (GSAB), which would then transmit this information to the Chair.

10. **Safety**  
Function: To ensure that all policies and practices within the Department are committed to ensuring that an overall culture of safety is adopted by all faculty, students, staff and visitors.

11. **Support Services**  
Function: Chaired by the Facilities/Instrumentation Director, this committee is tasked with ensuring that departmental specialties such as the Machine Shop, Glass Shop, Mass Spec, NMR, X-Ray, Audio Visual, Electronics Shop and the Library are meeting the needs of the general department.

12. **Information/Information Technology**  
Function: To oversee the IT needs and requirements of the Department including Web management, IT infrastructure and IT security.