



## Department of Zoology and Physiology Bylaws

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### I. PURPOSE

The Bylaws of the Department of Zoology and Physiology in the College of Agriculture, Life Sciences, and Natural Resources are established by provision of UW Regulation 2-411 (Academic Organization). The purpose of these bylaws is to develop a formal, transparent, and shared language for guiding the governance and decision-making within the Department of Zoology and Physiology (hereafter Department).

### II. PREAMBLE

The Department of Zoology and Physiology is composed of a diverse and collaborative group of Faculty and Researchers, working together to provide students with the very best learning and research environment. We serve students interested in Wildlife and Fisheries Biology and Management, Zoology, Physiology, Biology, Ecology, Neuroscience and Pre-professional Health Care. The department prides itself on outstanding teaching and service to students at all levels. The disciplines of faculty and student research range from basic studies of ecosystem function, biogeochemistry, population biology, evolution, organismal biology and cell physiology to applied studies related to human disease, wildlife conservation and environmental toxicology. Our diverse department enables us to promote excellence in both classroom and research environments, ensuring a vibrant future for our students, faculty, region, and the state of Wyoming.

### III. DEPARTMENT MEETINGS AND MEMBERSHIP

#### A. Faculty Meetings

Regular departmental faculty meetings are crucial for effective communication, short-term and long-term departmental planning, and serve as the primary forum to apply the principles of self-governance.

1. *Meeting Protocols.* Meetings will be conducted according to Robert's Rules of Order except in instances where there is an explicit conflict between our Procedures and Robert's Rules of Order. In such cases, our Procedures will have precedence.

2. *Convening Meetings.* The faculty of the Department shall meet at the request of the Department Head (Head, hereafter), who shall preside, or on request of at least ten percent of voting members of the faculty. The Head shall be responsible for giving notice of faculty

meetings and may invite additional faculty and non-faculty members to department meetings for discussions, planning, or reporting on relevant issues. This may include staff, student representatives, or any persons contributing to the interest of the department.

*3. Frequency of Meetings.* Departmental meetings will be organized consistently and regularly, preferably at the same time every two weeks, though some adjustments may be required each academic term to ensure participation and the ability to address time sensitive matters. The exact schedule will be set by the Head. Meetings focusing on curriculum or personnel decisions must be announced at least one week prior, with a summary of the topics and/or specific documents to be discussed.

#### B. Minutes.

Meeting records will be kept by the office associate or designated staff member present in the meeting, and minutes will be reviewed and approved by the Head prior to sharing with faculty. Minutes of faculty meetings will be circulated among the faculty, and if warranted, faculty shall vote on corrections of the minutes at the following faculty meeting where a quorum is met. Minutes will not be read at the meetings.

#### C. Quorum.

A count of voting faculty (as defined below) will be taken at the outset of each meeting. A quorum for voting at faculty meetings consists of 50% of the faculty. Proxy votes shall be accepted from voting members of the faculty who are unable to attend meetings due to professional obligations; attending faculty members may carry no more than one proxy each. All faculty voting by proxy shall count toward the quorum. If a quorum is present, unless specified otherwise in Department Administrative Policies (DAPs), most issues will be decided by a majority vote of those present. However, voting may take place in-person, electronically, or hybrid, in order to facilitate the fullest participation by voting faculty.

#### D. Members.

Members of the Department include faculty, staff, students, and alumni. Faculty include all tenured, tenure-track, and non-tenure track faculty with partial or full appointments within the Department. Staff personnel include part-time and full-time employees who fulfill specific support-related functions within the Department, including administration, research, and teaching. Students are those enrolled in the Department's courses and/or degrees.

### **IV. VOTING PRIVILEGES, RESPONSIBILITIES AND RIGHTS OF FACULTY MEMBERS**

#### A. Voting Members of the Faculty.

*1. Voting Members Definition.* For matters of Department policy, voting members of the faculty include persons with 50% or more appointments to the Department as tenure-track faculty or fixed-term, extended term-track (ETT) faculty (aka non-tenure-track; NTT). Other UW employees who are involved in the Department's teaching program or who have a long-standing relationship with the Department may also become voting members if approved by a 2/3 vote of the faculty. Faculty on extended leaves of absence are not considered as voting members except for cases of faculty review, tenure, and promotion (RT&P).

2. *Faculty Definition.* The term “faculty” is used below to mean voting members of the faculty as defined above.

3. *Department Head Vote.* The Head can vote on Department policy matters. The Head does not submit an individual faculty vote in RT&P cases.

4. *Academic Personnel Decisions.* The Peer Group (as articulated in UW SAP 2-7.2) voting for promotion, tenure, and reappointment decisions will consist of all voting members of the faculty.

#### B. Ex-officio Members.

Two graduate student representatives, one MS student and one PhD student, will be invited to serve as *ex-officio* (non-voting members) at faculty meetings. The student members will be selected each year by the graduate student body via a process facilitated by GAB.

#### C. Non-voting Members.

Non-voting members who are UW employees (e.g., temporary academic professionals, and faculty with less than a 50% appointment in the department), are eligible to attend faculty meetings and to participate in discussions.

#### D. Powers and Duties.

The Department shall have the powers and duties set forth in the UW Regulations, including jurisdiction over academic matters pertaining to the Department, including the determination of curricula, standards for admission to, continuation in, and graduation from the Department.

## **V. ORGANIZATION AND GOVERNANCE**

#### A. Officers.

1. *Officers and Duties.* The Department is governed by a Department Head (Head), Associate Head, Head’s Advisory Committee, and Committee Chairs of standing committees.

2. *Department Head.* The Head is selected one year prior to the end of the term of the current Head. Tenured faculty who express a willingness to be considered for the position will provide a short statement during a faculty meeting and answer any questions from Members of the Department. In the case of multiple candidates, the Head will be chosen by a majority vote of the faculty as defined above. The Head’s advisory committee will oversee an anonymous evaluation of the Head each year. The Head serves 3 year terms, generally with a limit of 2 terms. Recognizing the significance and time demands of this role, if the incumbent expresses a willingness and interest to continue, and is supported by a majority vote of the faculty, then additional terms can be served. The Head shall be responsible for overseeing all matters relating to the educational and administrative affairs of the Department.

3. *Associate Head and Head Advisory Committee.* The Associate Head is appointed by the Head, and supports the Head in overseeing and executing all matters relating to the

educational and administrative affairs of the Department. The Head's Advisory Committee is selected by the Head to provide regular feedback when requested, to communicate departmental issues when necessary, and to oversee annual evaluation of the Head. At the discretion of the Head, additional support positions may be appointed as part of the governance structure.

*4. Committee Chairs of Standing Committees.* Each Department committee shall be chaired by a faculty member appointed by the Head, or at the discretion of the Head, selected by the committee's members, subject to the approval of the voting faculty. Non-voting members may be appointed to any committee at the discretion of the Committee Chair, in consultation with the Head. Whenever possible, the Chair of each committee will have been a member of that committee during the previous year.

*5. Eligibility and Term of Office.* All faculty (defined above) are eligible to serve on standing committees. Volunteers to Chair and be members of committees are sought by the Head and appointed in consultation with the Head's Advisory Committee and relevant committee. Each member of a committee shall serve a term of three years, unless the committee is sooner terminated or unless a committee member is removed from such committee. Ideally, no person should serve on a given committee for longer than 3 years but, if the incumbent expresses a willingness and interest to continue, and the Department agrees, then additional terms can be served.

*6. Removal.* Any officer or agent elected or appointed by the Department (including the Head and those appointed by the Head) may be removed at any time by a 2/3 vote of Department faculty.

#### B. Standing Committees.

The Department may establish standing committees. The membership, duties, and governing procedures for committees shall be defined in Departmental Administrative Policies (DAPs). Membership in standing committees will be determined by the Head in consultation with the faculty, per Department policies.

#### C. Ad hoc Committees.

*Ad hoc* committees may be established by the Head following consultation with the faculty. The Head shall have the responsibility of appointing other committees as the Head deems necessary to assist the Head in performing the administrative functions of the Department. Membership in *ad hoc committees* will be determined by the Head in consultation with the faculty, per DAPs.

## **VI. REAPPOINTMENT, TENURE, PROMOTION, AND FIXED-TERM ROLLING CONTRACTS AND ANNUAL REVIEWS**

### A. Reappointment Tenure & Promotion (RT&P).

Expectations, schedules for review, peer mentoring for junior faculty, and review meetings and voting protocols for faculty of all types are detailed in the Department RT&P Expectations and DAPs. Departmental procedures will adhere to the guidelines set forth in UW Regulation 2-7,

SAP 2-7.2, and the College bylaws. Annual reviews of faculty and staff are likewise governed by Department expectations.

#### B. Annual Reviews.

Department procedures for conducting annual reviews follow UW Regulation 2-7, and shall be made available to individuals undergoing the review process. The creation and modification of annual review guidelines shall be a product of joint deliberation by faculty members and the Head. Staff reviews will be conducted annually following evaluation procedures and timelines set by the Human Resources (HR).

### **VII. CURRICULUM AND KEY PROGRAMMATIC CHANGES**

Curriculum and program changes are governed by the DAPs, and relevant College, and UW regulations and policies. Curriculum changes, including proposals for courses and/or major program changes, new majors, etc., are initiated by either specific faculty or appropriate standing committees, and are reviewed at the level of the Curriculum Committee(s), before the Head can conduct the final review and provide recommendations. A majority vote by faculty will be required for major programmatic changes as identified by the DAPs.

### **VIII. HIRING**

#### A. Equal Opportunity/Affirmative Action.

The University is committed to equal opportunity for all persons in all facets of the University's operations and is an Equal Opportunity/Affirmative Action Employer. All search committees must follow all applicable procedures and requirements for conducting a fair and equitable search as outlined by Human Resources' Equal Employment Opportunity and Affirmative Action hiring processes, including but not limited to required trainings for search committees and search committee chairs.

#### B. Search Procedures.

Hiring searches for faculty and staff are governed by the DAPs and relevant College and UW policies. Depending on the nature of the search, it is recommended that both faculty and students participate in the search process. Faculty on the search committee shall have full access to candidate application materials and will be involved in the process of deliberation and ranking of the finalists as requested by the Head. Select application materials will be made available to Department faculty as needed. All faculty involved in searches shall be required to maintain confidentiality and must disclose and manage any real or perceived conflicts of interest including circumstances under which faculty should recuse themselves from deliberation and voting on candidates. Staff searches will be conducted in a manner consistent with procedures outlined by UW Human Resources. The Head is an Academic Officer (per UW Regulation 1-1) and is supervised and evaluated by the Dean of the College, therefore the Dean assumes an enhanced role in determining the search process and selection/appointment of the Head with support and input from Department faculty and staff.

#### C. Faculty Search Committees.

For faculty hires, the Head identifies a search committee chair from among the faculty, who then assembles a search committee of Department faculty in consultation with the Head. Ideally search committees will also include one Department graduate student from the relevant discipline and one committee member external to the Department.


#### **IX. AMENDMENT OF THE BYLAWS AND ASSOCIATED POLICIES**

Consistent with UW 2-411, Department Bylaws may be amended by a 2/3 vote of the faculty. The Bylaws must be approved by the Dean of the College and must be reviewed every three (3) years. DAPs will also be reviewed at least every 3 years and can also be amended at any time with a majority vote of the faculty.

#### **X. CONFLICT BETWEEN DEPARTMENT AND COLLEGE BYLAWS AND UNIVERSITY REGULATIONS, POLICIES AND PROCEDURES**

University of Wyoming Regulations, Standard Administrative Policies and Procedures (SAPs), and College Bylaws, take precedence over DAPs and Department Bylaws. Exceptions to University Regulations and SAPs must be approved by the Provost and President, and where appropriate, by the Board of Trustees.

**BYLAWS ACCEPTED AT FACULTY MEETING ON: 12/3/2024**

**Approved by Dean: 2/3/2025** 

**Revised:**