Updated 22 October 2024

***Executive Committee***

The goal of the Department of Biology Executive Committee (EC) is to advise the Department Head on critical decisions, handle award and endowment nominations, and regulate space reallocation within the department. The committee represents the department in meetings with the administration.

1. Committee membership

The membership of the committee is at the discretion of the Department Head. A central goal is for membership of the committee to include the department’s core-leadership team, and to represent the department. Currently the EC is comprised of:

1. Core Leadership Team: All Associate Department Heads and Assistant Department Heads.
2. Core Staff in Leadership Roles: The Program Director for Graduate Advising, Senior Administrative Coordinator, and Finance Director.
3. Director(s) of major centers/institutes housed within Biology.
4. Assistant Professors in the department will elect a representative of their rank to serve on the committee for a 1-year non-renewable term.

2. Core Duties

The EC will meet with administrators or representatives from other units when meetings exclusively with the Department Head, or the Department as a whole, are less practical. This may include the Dean or their representatives, members of the provost’s team, or centralized services. Matters discussed in these meetings will be conveyed to the department during faculty meetings.

3. Award and Endowment Nominations

The EC provides is responsible for handling awards within the department. This includes college and university-level awards.

1. Members of the EC will write nomination letters and submit them on behalf of the DH.
2. Recommendations for award nominations can be provided to the Senior Administrative Coordinator.
3. The EC will vote on Distinguished Professor and Endowment Nominations and provide recommendations to the DH.

4. Space Allocation

All changes in space allocation will be brought before the EC. Faculty have the right to present concerns about changes in space allocation to the EC. The EC will then document the concerns and the results of discussion, providing additional guidance to the DH

5. Guidance to the DH

The EC will receive biweekly updates from the DH. It serves the function of providing guidance for budgeting, hiring requests, and strategic planning. The DH will discuss significant decisions with the EC. The EC will also serve, in coordination with the DH, to lead strategic planning including SOARs and APR self-studies.