

**DEPARTMENT OF BIOLOGY
2018-2019 COMMITTEES**

Standing Committees

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| Curriculum: | <u>Hulslander</u> (chair), N. Barber, Galloway, Herman, Lombardi, Pfeifer-Meister, Takahashi, Wood (<i>Newman</i>) |
| Diversity, Equity and Inclusion: | <u>Singh</u> (chair), Jaramillo, Zemper, Carrier, Emily Sales (PhD student), (<i>Grad Program Mgr</i>); (<i>Elliott</i>) |
| Executive: | <u>Bowerman</u> (chair), Streisfeld, Herman, McCormick, Young, Kelly (<i>Elliott</i>) |
| General Sciences Advisory: | <u>Prikryl</u> (chair), Lombardi, others (from Natural Sciences departments) |
| Graduate Affairs: | <u>Guillemin</u> (chair), Bohannon, Maslakova, Miller (<i>Grad Program Mgr</i>) |
| Grad Recruit/Admissions: | Libuda/McKnight (IMB), Lockery/Ahmadian (ION), M. Barber/McGuire (IEE), Maslakova (OIMB) (<i>Grad Program Mgr</i>) |
| Graduate Student Retreat: | <u>Libuda</u> (<i>probably will happen in 2018/19, dates TBD; G. Andrew</i>) |
| GTF Applications: | <u>Hulslander</u> (chair), Wetherwax |
| Instructional Technology: | <u>Kelly</u> (chair), Gustin, McLean-Schurbon, Perez, Tsai, Tublitz (<i>Elliott, Miller</i>) |
| OIMB Strategic Planning: | <u>Young</u> and <u>Bowerman</u> (co-chairs), Shanks, Sutherland, von Dassow |
| Personnel (elected): | CALENDAR YEAR 2018: Carrier, Shanks, Stankunas, Streisfeld, Westerfield (<i>Bowerman, Elliott</i>) |
| Search (ecology): | <u>Ralph</u> (chair), Bohannon, Hallett, McGuire, Silva (ENVS) |
| Search (genome function)??: | <u>Selker</u> (chair) |
| Search (human microbiome)??: | <u>Bohannon</u> (chair) |
| Teaching Awards: | <u>Pfeifer-Meister</u> (chair), Carrier, Hulslander (<i>Rogers</i>) |
| Training Grant Directors: | Barkan (Genetics); Stankunas (Development) |
| Undergraduate Affairs: | <u>Wetherwax</u> (chair), Ahmadian, Emlet, Hulslander, Stankunas (<i>Lombardi, Newman</i>) [includes Awards, Honors, and Research] |
| Undergraduate Research: | <u>Barkan</u> (co-chair), <u>Eisen</u> (co-chair), Emlet, Phillips |
| Union Steward: | vacant |

Representatives

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| Library: | Kelly |
| Malheur: | Roy (<i>Elliott</i>) |

Notes

Reduced FTE in Biology: Chris Doe (HHMI appointment); Jessica Green (LWOP); Eric Johnson (LWOP); Bill Cresko: 0.50 FTE in Biology; Patrick Phillips: 0.75 FTE in Biology

Sabbaticals: Alice Barkan/fall & winter; Scott Bridgham/fall, winter, spring; Judith Eisen/ fall & winter; Cris Niell/fall, winter, spring; Eric Selker/winter & spring

TRP: John Conery, Alan Dickman, Janis Weeks

STANDING COMMITTEES

Curriculum: Reviews proposals for changes in our course offerings or in our major requirements. Presents a yearly report to the department with recommended changes. Handles other curriculum issues on an *ad hoc* basis.

Development: Oversees fundraising activities on behalf of the department.

Diversity: Promotes recruitment, retention and mentoring of non-majority students in the Department of Biology, including SPUR (Summer Program in Undergraduate Research); Preview Oregon (non-majority candidates for PhD program visit in the Fall quarter before regular recruitment events in Winter); attendance at the ABRCMS and SACNAS conferences to recruit non-majority students (typically one NTTF and one TTF attend). Coordinates activities with NIH- and NSF-funded training programs. Assessment of the climate for non-majority students and faculty.

Executive: Advises the Department Head on budget and policy matters. Reviews and recommends the allocation and renovation of space.

Graduate Affairs: Develops policies and procedures relating to biology graduate training programs and their oversight. Monitors graduate student progress. Meets quarterly with each first year student and documents areas of concern. Assigns Interim Advisory Committees and Qualifying Exam Committees. Mediates student/advisor conflicts.

Graduate Recruiting and Admissions: Oversees the process of recruitment and admission of graduate students. Committee is composed of institute representatives. It is expected that each institute will appoint other faculty to aid in admissions evaluations.

GTF Applications: Oversees the review of all GTF application materials submitted to the Department of Biology and recommends GTF appointments to the Department Head.

Instructional Technology: Keeps informed on technological advances and options and seeks way to incorporate relevant technology in department programs. Sets criteria for the use of technical resources. Prioritizes departmental and instructional equipment needs within the equipment allocation budget.

Personnel: Handles promotion and tenure cases fall term, handles annual and third-year reviews of non-tenured faculty, and post-tenure review of senior faculty, during spring term. Advises the Department Head on salary issues and issues related to development of individual faculty. Committee is elected yearly.

Planning: Coordinates departmental planning activities such as curriculum assessment..

Teaching Awards: Reviews nominations for department faculty, GTF, and lab assistant awards and chooses yearly winners. Composed of the previous year winner and the Curriculum Director.

Undergraduate Affairs: Oversees the activities of the Biology Undergraduate Advising office. Oversees advertising, nominations and awarding of internal and external fellowships, scholarships and awards. Reviews student concerns or complaints regarding biology faculty, staff, or facilities. Helps to develop programs to enhance the undergraduate experience within the department. Develops and implements plan for coordinating undergraduate research efforts within the department. Supervises undergraduate theses and the honors program.

REPRESENTATIVES

Library: Acts as a liaison between the department and the library, keeping the department informed about important library developments. Processes requests from faculty for acquisition of new library materials, and makes recommendations to the department regarding departmental action in response to any major changes in our library budget.

Malheur: Acts as liaison between the department and the Malheur Field Station.