Approvals—Department (4/1/2025), PPBC (3/6/2025), Dean (9/25/2025), Provost (9/25/2025)

I. Chemistry Department Mission Statement

The mission of the Chemistry Department is to provide exceptional opportunities for students to learn chemistry and biochemistry through classroom, laboratory, and research experiences. Students participating in our program will master content, and develop critical thinking and communication skills that will prepare them for professional careers as scientists, educators, health professionals, and scientifically literate citizens.

II. Membership and Voting Rights

a. Voting members of the department shall include tenured faculty, probationary tenure-track faculty, senior instructors, non-tenure-track faculty, permanent staff, staff in project positions, and faculty with joint appointments in chemistry and another WWU department or WWU program. Unless indicated otherwise, the above personnel are eligible to serve on department committees and to vote on departmental affairs.
b. Only tenured faculty may vote on tenure, promotion, post-tenure review, and probationary tenure-track faculty annual review decisions. Probationary tenure-track faculty are encouraged to request access to materials on tenure and promotion cases, but are not required to do so. Similarly, the sharing of dossier materials with probationary faculty is not required and is at the discretion of the faculty member being evaluated.
c. Voting on hiring decisions for tenure-track faculty is limited to tenured and probationary tenure-track faculty.
d. Voting on the amendment of department policies and procedures is limited to tenured and probationary tenure-track faculty, as described in section VIII.
e. Voting members on leave may participate in and vote on departmental affairs, but they are not required to do so.
f. As described in sections V and VI, students may serve on select departmental committees and have voting privileges on such committees.
g. Unless stipulated otherwise, voting at department meetings shall take place by a show of hands, with outcomes based on a simple majority of personnel with voting privileges. The department chair or any personnel with voting privileges may call for a confidential vote.
h. Voting outcomes in committees are based on a simple majority of committee members.
i. Unless stipulated otherwise, voting members intending to vote on a motion shall be present (in person or online) at the meeting in which votes are tallied.

III. Departmental Meetings

a. Department meetings shall be held during the academic year (nominally every week) at a regularly scheduled day, time, and location. Every effort shall be made to schedule teaching assignments and staff obligations to accommodate the regular department meeting time.
b. Department meetings are open to all members of the department. Attendance is expected for tenured and tenure-track faculty, and is optional (but is welcomed) for staff and non-tenure-track faculty.
c. Special meetings may be called by the department chair or whenever the chair is petitioned by at least 5 members of the department, ideally with no less than a 24 hour notice.
d. The chair will solicit agenda items from department members and provide an agenda at least 24 hours in advance of each meeting whenever possible. Items requiring departmental vote

are to be explicitly indicated in the agenda and should stipulate eligible voters for the issue in question.

e. Meeting minutes will be prepared by a designated tenured faculty member and submitted to the chair within two business days of the department meeting. The chair may amend the draft minutes and then distribute to all department members along with the upcoming meeting agenda. Minutes will be approved by a vote at the subsequent department meeting.
f. For the purposes of voting, a quorum at department meetings shall consist of a simple majority of the department members with voting privileges for the issue in question, excluding those that are on leave. Members present shall be recorded in the formal minutes of the meeting.
g. All votes at department meetings shall be brought to the floor by means of a motion made by an eligible voting member, seconded by another eligible voting member, stated clearly and in the affirmative by the chair, then offered for debate and amendment. The motion, in its final form, is then put to a vote by the department chair. Motions brought forth from a department committee are considered moved and seconded.

IV. Chair Duties

Procedures and guidelines for the selection, appointment, evaluation, and responsibilities of the department chair are described in the College of Science and Engineering (CSE) College Operating Procedures and Evaluation Plan (COPEP) and the UFWW CBA. In addition, the chemistry department chair will perform the following duties:

a. Consult with department members on matters affecting the department, especially regarding new appointments, curriculum, budget, space, teaching assignments, workloads, course scheduling, department culture and climate, and personnel evaluations.
b. Schedule and preside over department meetings (see section III).
c. Ensure that the department accurately follows all personnel evaluation and promotion procedures. For tenured, tenure-track, and non-tenure track faculty, such procedures are outlined in the College of Science and Engineering (CSE) College Operating Procedures and Evaluation Plan (COPEP) and the UFWW CBA. For staff, evaluation procedures specific to classified and professional staff positions are described by the WWU Human Resources Department.
d. Provide leadership in the selection of new tenure-track faculty, non-tenure-track faculty, and staff:
    - For the hiring of new tenure-track faculty, work with the current tenure-track faculty to establish hiring priorities consistent with the department's needs, strategic goals, and mission. Additionally, oversee negotiations with candidates and the CSE dean on the conditions of employment including salary, teaching, research and service responsibilities, and startup packages.
    - Determine non-tenure-track hiring needs consistent with the department's teaching needs, goals and mission. For new non-tenure-track faculty hires, conduct candidate interviews, and make employment recommendations to CSE. For the reappointment of non-tenure-track faculty, the chair will consult with the faculty member on the development of their contract, including the specific roles of teaching, and if desired, service and scholarship.
    - In consultation with the department, establish hiring priorities for permanent staff members in a manner consistent with the department's needs, strategic goals, and mission. If appropriate, coordinate the formation of *ad hoc* search committees for staff hires, and make final employment offers to those new staff hires that are directly supervised by the chair.

- The chair has the authority to hire temporary staff.
- Within the aforementioned hiring scenarios, it is the expectation that the chair consults with the department manager on funding sources to support each hire.

e. Serve as the chair of the Scheduling Committee, and in consultation with faculty develop course schedules, teaching assignments, and workloads to meet department goals and student needs with the resources available. As much as possible, provide transparency and strive for equitable assignments among faculty.
f. Respond to the day-to-day business of the department in a timely manner, and provide regular updates to the department as appropriate.
g. Communicate on a regular basis with the CSE dean regarding departmental needs, accomplishments and planning.
h. Represent the department at the Dean's Advisory Council (DAC) and other appropriate CSE and university meetings or designate an appropriate representative. Provide information from the department to contribute to discussions and decisions at such meetings, and communicate back to the department information that results from those discussions.
i. Notify faculty, staff, and the CSE dean's office if unavailable for extended periods and appoint an acting chair when appropriate.
j. Strive to cultivate a department climate that is respectful, collegial, and supportive of diversity and innovation. It is important that faculty and staff have a sense of ownership of the decisions that are made internally that affect the department.
k. Be accessible and receptive to concerns from students and department members concerning department climate and procedures, and take action in response as appropriate.
l. Appoint department members to CSE committees, department standing committees, and *ad hoc* committees or taskforces (sections V and VI). In filling committee vacancies, it is expected that the department chair communicates these service opportunities to the department in a timely manner.

V. Standing Committees

The following sections outline specific details regarding the leadership, composition, and charges of department standing committees. In addition to these details, committees are expected to follow these general guidelines concerning membership and operations:

- As much as possible, committee members should be appointed because they are knowledgeable about or interested in the committee's area of activity. When possible, committee membership should also be broadly representative of the tenure-track and non-tenure-track faculty (from multiple subdisciplines), and department staff.
- Unless stipulated otherwise, any committee member may serve as committee chair.
- In accordance with their charges, committees are expected to regularly report on their activities to the department and department chair.
- In addition to the appointed committee members, committees are expected to solicit feedback from other stakeholders (e.g. faculty, staff, students, community members) regarding specific issues as appropriate.

a. Building and Space Committee

The Building and Space Committee is chaired by a tenured faculty member and includes a minumum of four members in addition to the committee chair. The committee prepares recommendations regarding the present and future allocation/usage of departmental space.

b. Lab Operations and Safety Committee

The Lab Operations and Safety Committee is co-chaired by a tenured/tenure-track faculty member and the department safety coordinator. This committee must also include at least one staff member that is the principal investigator of record for an academic laboratory space. The committee advises and assists the department on the development of department level documents, policies, and procedures related to current and future building and laboratory safety needs.

c. Budget Committee

The Budget Committee is advisory to the department chair. The department chair is the financial manager for the department and also serves as chair of this committee. This committee also includes a minimum of four additional faculty members and the department manager. The committee advises the department chair in matters of prioritizing current and planned department expenditures, as well as emergent funding requests in excess of $5000. The Budget Committee also oversees the annual setting of lab fees with input from staff members responsible for the oversight of academic labs and the maintenance of instrumentation in those labs.

d. General Chemistry Coordinating Team

The General Chemistry Coordinating Team is appointed by the department chair, is chaired by a tenured faculty member, and includes the general chemistry laboratory coordinator, graduate teaching assistant (GTA) coordinator, and general chemistry lecture coordinator. The team's responsibilities include steering the connections between the lecture and laboratory components of general chemistry courses and their learning outcomes, updating the laboratory curriculum, setting the general chemistry laboratory calendar, onboarding faculty into teaching general chemistry, and addressing emergent needs. Major programmatic changes with broad impacts, such as the introduction of new labs, changes to textbooks used for general chemistry, and attendance policies for general chemistry labs should be discussed and approved at the level of the entire department.

e. Honors Thesis Committee

The Honors Thesis Committee is responsible for reviewing the Honors theses of graduating BA/BS chemistry/biochemistry students. This group also sets the format for theses, establishes the timetable for submission of thesis drafts and final versions, and coordinates presentations for Honors students. The Honors Thesis Committee comprises a minimum of three tenure-track, tenured, or non-tenure-track faculty with research interests from a variety of research areas in the chemistry department. *Ad hoc* members may be added depending on the number of theses submitted in a particular year.

f. Scholarship Committee

The Scholarship Committee reviews student scholarship and fellowship applications and makes recommendations to the department for awarding chemistry scholarships and fellowships. The committee also reviews student applications and makes recommendations to the department for nominations for student scholarships and fellowships awarded by other units (e.g., CSE). The committee also maintains a list of available awards and past awardees. From this, it is expected that the Scholarship Committee will coordinate with the Fundraising Committee for publicizing the awards and winners of awards. The Scholarship Committee is chaired by a tenured faculty member and includes four additional members, one of whom is a chemistry program coordinator.

g. Personnel Committees

Non-Tenure-Track (NTT) Faculty Evaluation Subcommittee

The Non-Tenure-Track (NTT) Faculty Evaluation Subcommittee supports the department chair in conducting regular evaluations of NTT faculty. This includes arranging peer evaluations for NTT faculty, reviewing student course evaluations, and assessing other duties and expectations of NTT as outlined in their contract letter. The committee drafts evaluation letters for NTT faculty and sends them to the department chair for final approval. This subcommittee comprises a minimum of two tenured faculty.

Staff Evaluation Subcommittee

The Staff Evaluation Subcommittee supports the department chair in completing regular evaluations of staff members that are directly supervised by the department chair. This includes soliciting input from department faculty that regularly work with the staff member being evaluated, and drafting initial evaluation letters for final approval by the department chair. This subcommittee comprises a minimum of four faculty representing the following instructional disciplines: General Chemistry, Organic Chemistry, Biochemistry, Inorganic / Analytical / Physical Chemistry.

h. Graduate Committee

The Graduate Committee is responsible for oversight of the department graduate program. This includes evaluation of student applications and admissions, allocation of teaching assistantships (TAs), and periodic assessment of the graduate program in accordance with the WWU Graduate School. The committee comprises a minimum of four tenured/tenure-track faculty and the graduate teaching assistant (GTA) coordinator (at least *ad hoc*), and the chair is a tenured faculty member. The committee chair also serves the role of academic advisor for all new and current graduate students. This includes informing and guiding the development of a student's plan of study, helping students maintain communication with the WWU Graduate School, and assisting students with other emergent graduate student issues.

i. Assessment Committee

The Assessment Committee oversees the regular evaluation of chemistry department academic programs. This includes developing and carrying out plans to gather data on the extent to which specific student learning outcomes are met, and identifying areas for improvement. The Assessment Committee comprises at least two members. It is expected that the Assessment Committee maintains regular communication with the Curriculum Committee for the purposes of guiding curricular changes in response to the findings of the Assessment Committee.

j. Scheduling Committee

The Scheduling Committee is responsible for developing the teaching schedule for each year, taking into account anticipated student demand for courses and, where possible, faculty teaching interests. The committee is chaired by the department chair, who has final authority for determining the teaching schedule and proposing/negiotiating the teaching schedule with the CSE dean. To assist the chair, at minimum the Scheduling Committee must also include the department manager, department program coordinator, GTA coordinator, and one additional faculty member.

k. Curriculum Committee

The Curriculum Committee (CC) comprises at least four faculty members (one of whom serves as committee chair) and at least one department program coordinator. All proposals for new courses, course revisions, new majors, changes to major and minor requirements, and course cancellations shall be considered by the CC. The CC then issues a report with recommendations to be voted on by the department. The CC will also facilitate departmental discussions of broader curricular matters. The chair of the CC works with the department manager or department program coordinator to complete any documentation to be submitted to the CSE Curriculum Committee. The CC will also be responsible for coordinating the completion of periodic ACS Certification reports in consultation with the department manager.

l. Enrollment Committee

The Enrollment Committee (EC) comprises at least four faculty members (one of whom serves as committee chair) and at least one department program coordinator. The committee is responsible for coordinating regular advising forums, reviewing applications for admission to Phase II and communicating the decisions to the department program coordinator, and coordinating the Phase II orientation meetings for newly admitted students. The EC will periodically review the Phase II application process, including the impact of the Phase II application process on the demographic distribution of students in different phases of the major. Results of these reviews shall be reported to the department. Any recommended changes to the Phase II application process need to be voted on by the department, and when necessary, submitted to the CSE Curriculum Committee.

m. Fundraising Committee

The Fundraising Committee is responsible for coordinating and generating ideas for fundraising activities in support of the department. This includes identifying and cultivating relationships with individuals and organizations that are current or potential future

supporters of the department, and working with the Western Foundation to develop fundraising events and intiatives. The Fundraising Committee will also maintain a publicly accessible list of funding opportunities for prospective donors, and publicize department accomplishments (e.g through the distribution of the annual newsletter). The committee comprises at least three members (one of whom is the department chair), and is chaired by a tenure-track faculty member.

VI. Other Intra-Department Service Roles

a. Western Chem Club Advisors (ACS Student Chapter)

The purpose of the department's Student Chapter of the American Chemical Society is to provide a range of programs and activities for students to enhance their college experience and to prepare them to be successful and productive members of society. A minimum of one faculty member serves as advisor for this group.

b. Newsletter Coordinator(s)

In consultation with the Fundraising Committee, the newsletter coordinators organize annual news and material for dissemination to the WWU Chemistry community, including alumni, friends, donors, and students. The construction of the newsletter involves steering the direction of the newsletter content, editing of articles and material, graphics formatting, compiling graduation and alumni data, highlighting the achievements of department members and students, and newsletter distribution.

c. Department Social Events Coordinators

The Social Events Coordinating Committee schedules both on and off campus activities to facilitate social interactions between faculty, staff and students in the department.

d. Faculty Mentorship Teams

Faculty Mentorship Teams provide a consistent, supportive resource to early career faculty, allowing open discussion on all relevant aspects of a faculty member’s appointment (teaching, service, scholarship) in a non-evaluative setting. Faculty mentorship teams will be established for all new faculty members, in accordance with the guidelines provided in the Chemistry Department Faculty Mentorship Structure document (Appendix A).

e. Scholars Week Coordinators

The coordination of departmental Scholars Week activities is assigned on a rotating basis to tenured/tenure-track faculty from the following three disciplinary groupings: Synthetic, Physical/Analytical, Biochemistry/Science Education. Responsibilities include selecting and inviting a keynote speaker, scheduling and organizing Scholars Week activities including the participation of student presenters, preparing associated printed and web-ready materials, and maintaining timely communication with department staff for coordinating details for the keynote speaker’s visit (lodging, travel, etc.).

VII. Faculty Teaching Workload and Establishing Summer Teaching Schedules

a. A full-time teaching workload for tenured and tenure-track faculty (1.0 FTE) in the department is 21-24 contact hours during the academic year (fall through spring quarters). Exceptions to this policy may include special circumstances. determined by the department chair in agreement with the corresponding faculty member, which ultimately require approval from the CSE dean. For reference, all department courses and the associated contact hours are listed in the Chemistry Courses Contact Hours document (Appendix B).

b. A detailed description of procedures for establishing summer teaching schedules and assignments is provided in the Chemistry Summer Teaching Procedures document (Appendix C). Briefly, the process is overseen by the department chair, who will draft the summer teaching schedule during fall quarter for the following summer and solicit input from faculty who are interested in teaching particular courses during the summer session. In establishing these summer teaching assignments, the primary goal is to meet the instructional needs of the summer teaching program and to ensure that courses are taught by faculty properly qualified to teach them. In cases where multiple faculty are interested in teaching the same course, final assignments will be decided by the department chair using a prioritization system that takes into account position, rank, and prior summer teaching assignments.

VIII. Process for Approving or Amending Department Operating Procedures and Policies

a. Prior to voting on the approval or amendment of Department Operating Procedures and Policies, proposed changes must be shared with all department members (see section II.a). A comment period of at least one week will be provided, during which time feedback may be sent to the department chair. Comments received during this period must be shared with and discussed by the tenured and probationary tenure-track faculty of the department prior to voting.

b. Following the steps outlined above (section VIII.a), the Operating Procedures and Policies may be amended and shall become effective upon a favorable vote of two-thirds of the tenured and probationary tenure-track faculty of the department.

Appendix A

Department of Chemistry

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516 High Street, Bellingham, Washington 98225
(360) 650-3070
https://chemistry.wwu.edu

Chemistry Department Faculty Mentorship Structure

Rationale

Tenured faculty in the Chemistry Department have two fundamental roles with respect to untenured, probationary faculty: to evaluate the performance of assistant professors and to provide effective mentorship that fosters their success in academia. The formation of mentorship teams for every new faculty member, as of Fall 2020, provides a critical complement to formal annual reviews, allowing for open discussion and support of pre-tenure faculty in a non-evaluative setting.

Goal and Duties

The goal of mentorship teams is to serve as a consistent, supportive resource to assistant professors during their probationary, pre-tenure years as a faculty member. Mentorship teams will actively work with the assistant professor concerning the following aspects of academic development: reading manuscripts, watching presentations, reading grant proposals, preparing an annual dossier, assessment of teaching, fostering connections to the local community (on- and off-campus), giving advice on how to navigate university administration, giving advice on how to mentor students, and long- and short-term goal setting. Faculty mentors are encouraged to demonstrate effective teaching practices as well as student mentorship by inviting faculty mentees to attend their classes and research group meetings. A mentorship team will also listen to concerns, challenges and/or conflicts the mentee is facing as well as maintain confidentiality with regards to the subject matters discussed.

Mentorship Team

Each mentorship team will consist of 3-4 tenured faculty members in the Chemistry Department. At least one mentor should be in the mentee's field of expertise. In cases where there are no tenured faculty in the area of expertise of the faculty mentee, additional mentors will be sought from other University bodies (e.g. SMATE, AMSEC, IES, and MACS). If the mentee has a joint appointment, at least one mentor should have a connection with the other department/program(s) in order to understand the pre-tenure expectations for teaching, scholarship and service in the other department/program(s). The selection of the mentorship team will be organized by the department chair, and the mentee has the option to approve of the suggested committee, may make specific recommendations or suggestions, and may request either additional and/or substitute mentors.

Quarterly Meetings

The mentorship team shall meet with the assistant professor mentee at least once per quarter to listen to concerns, offer advice where warranted, and discuss interests and/or progress in the areas of teaching, scholarship, and service. These meetings are not intended to be a mechanism of evaluation. Additional meetings will be agreed upon by the mentorship team and the mentee.

Annual Meetings

The mentee will meet separately with the department chair near the end of each academic year. At this meeting, the mentee may evaluate the effectiveness of the designated mentorship team and may request changes at any time to the make-up of the team.

Evaluations

Each probationary faculty member is evaluated by the tenured faculty during the winter quarter of each year of their appointment. During these evaluations, the mentorship team may provide context for performance metrics to the tenured faculty as well as consult with the mentee on interpreting the outcomes of the annual evaluations.

Appendix B

CHEMISTRY COURSES CONTACT HOURS

Department of Chemistry

Course	Contact Hours (per instructor)
CHEM 161 (lect)	4
CHEM 161 (lab)	3
CHEM 162 (lect)	4
CHEM 162 (lab)	3
CHEM 163 (lect)	4
CHEM 163 (lab)	3
CHEM 175 (lect)	4
CHEM 175 (lab)	3
CHEM 176 (lect)	3
CHEM 176 (lab)	6
CHEM 225 (lect)	3
CHEM 225 (lab)	6
CHEM 251 (lect)	4
CHEM 251 (lab)	3
CHEM 351	4
CHEM 352	4
CHEM 353	4
CHEM 354 (lect)	1
CHEM 354 (lab)	6
CHEM 355 (lect)	1
CHEM 355 (lab)	6
CHEM 356 (lect)	1
CHEM 356 (lab)	3
CHEM 308 (lect)	2
CHEM 308 (lab)	3
CHEM 333 (lect)	3
CHEM 333 (lab)	6
CHEM 434	3
CHEM 436 (lect)	1
CHEM 436 (lab)	3
CHEM 441	4
CHEM 461	4
CHEM 462	4
CHEM 463	3
CHEM 464	4.5
CHEM 465	4.5

Course	Contact Hours (per instructor)
CHEM 375	4
CHEM 471	4
CHEM 472	4
CHEM 473	3
CHEM 466	4
CHEM 467	3
CHEM 468	4
CHEM 474	8.5 (2 instructors)
CHEM 474	9 (1 instructor)
CHEM 425/497	3
CHEM 505	1
CHEM 454	7
CHEM 201	1.5
CHEM 301	1.5
CHEM 401	3
CHEM 502	1
CHEM 595/596	1

(March 2025)

Appendix C

Department of Chemistry

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Chemistry Summer Teaching Procedures

Pursuant to the requirements of the current UFWW CBA, the following procedures shall be used to determine summer teaching assignments in the Department of Chemistry. The implementation of these procedures shall be the responsibility of the Department Chair.

During fall quarter, the Chair shall provide a proposed list of courses for summer session with a call for teaching preferences for these courses from all interested faculty currently employed by the Department. Interested faculty shall respond to the chair in writing with a list of summer courses they would like to teach, in ranked order, and the maximum number of courses they wish to teach. At this time, faculty may propose summer course offerings not on the Chair's list with a short justification of the proposal to the Chair.

General considerations:

- The primary goal of these procedures is to meet the instructional needs of the summer teaching program, using well-qualified faculty for each course. In this context, the Chair has the authority to assign particular courses to particular individuals, taking into account the preferences expressed by individual faculty and the instructional needs of the summer program as a whole. In particular, the individual with the highest priority does not necessarily get their first choice of course(s).
- Courses shall only be assigned to faculty properly qualified to teach them.
- Any course that is requested by only one qualified faculty member shall be assigned to that individual without regard to the priority established below.

Prioritization for summer teaching assignments will be determined using the following criteria:

1. In the absence of other considerations, faculty with higher priority have the opportunity to be assigned one course before faculty with a lower priority.
2. In recognition of the substantial investment in tenured and tenure-track faculty by the Department, College, and University, tenured and tenure-track faculty have higher priority than non-tenure-track faculty.
3. The Department Chair has the highest priority among tenured and tenure-track faculty.
4. Among tenured and tenure-track faculty priority order shall be full professor, associate professor, assistant professor. Among non-tenure-track faculty senior instructors have priority over instructors.
5. A faculty member that did not teach the previous summer has priority over a faculty member that did teach the previous summer.
6. Except in unusual circumstances, no faculty shall be assigned more than one summer course unless all appropriately qualified faculty (including non-tenure-track faculty) requesting summer teaching have been assigned a requested course.
7. Courses that remain unassigned but are deemed necessary by the department for the summer program shall be staffed with non-tenure track instructors not currently employed by the Department.
8. Courses that remain unassigned but are deemed not necessary for the summer program by the department shall be removed from the summer offering list by the Chair.