**DEPARTMENT OF BIOMEDICAL SCIENCES**

**STANDARD OPERATING PROCEDURES (SOP)**

**Approved 09/25/2020**

**Article 1 – Purpose of the SOP**

This SOP serves to describe BMS policies and procedures not outlined in the College of Dentistry APT guidelines or in any other documents.

**Article 2 – BMS Committees**

BMS has several standing and ad hoc committees. This SOP outlines the timelines and processes for populating these committees.

*BMS Faculty Search Committee*

The BMS Faculty Search Committee is an ad hoc committee that convenes when new full-time faculty (either tenure-track or non-tenure track) are hired to BMS. Part-time hires and unpaid adjunct appointments are made at the Department Head’s discretion. Members of the BMS Faculty Search Committee will vary depending on the expertise of faculty to be hired. Tenure track and non-tenure track faculty at Assistant, Associate or Full Professor levels are eligible to sit on BMS Search Committees. Faculty from clinical departments will be sought to ensure teaching expertise appropriate to our predoctoral, dental hygiene and graduate programs.

With input from BMS faculty and office staff, the BMS Department Head convenes a committee of 5-7 members. The majority of this committee’s members will be BMS faculty with some expertise related to the expertise of the faculty to be hired. The BMS Department Head appoints the chair of the search committee. For the search and hire process, the BMS Faculty Search Committee Chair works with the BMS Administrative staff member responsible for hiring to follow College of Dentistry Policy and Rules on faculty hiring.

*BMS Departmental APT Committee*

The BMS APT Committee is an ad hoc committee that meets when required to review faculty for promotion and/or tenure and to review new BMS faculty appointees at Associate or Full Professor rank. Reviews are conducted according to 12.01.99.M2 University Statement on Academic Freedom, Responsibility, Tenure and Promotion.

The BMS Departmental APT Committee must comprise 5 members. It comprises all tenured full professors in BMS who are not members of the College of Dentistry APT Committee. If there are not 5 members available, tenured full professors are solicited from other departments. If promotion from assistant to associate professor in BMS is being considered, then associate professors in BMS are also eligible to be members of this committee; they must be tenured for tenure considerations. The BMS Department Head appoints the chair of the Departmental APT Committee.

*BMS Resources Committee.*

The BMS Resources Committee is a standing committee charged with providing advice to the Department Head regarding the purchase and maintenance of research equipment to be used as core equipment within the College of Dentistry. This Committee will also bring to the attention of the Department Head any issues relating to shared equipment.

The BMS Resources Committee consists of individuals with demonstrated expertise in ordering and maintaining general lab equipment, or have expertise required for fulfilling the functions of the Resources Committee. The Resources Committee consists of four faculty members chosen from the ranks of all research faculty regardless of department affiliation. The BMS Department Head appoints the Chair of the Resources Committee. There are no term limits for membership.

Replacement committee members are recommended by the Resources Committee members as needed.

*BMS Anatomical Laboratory Management (ALM) Committee*

The ALM committee is a standing committee. The mission of the ALM Committee is to ensure that the Gross Anatomy Laboratory is following all NIH, State including State Anatomical Board, University, and College rules for proper use of anatomical materials and lab space and facilities for teaching and research.

The charges and duties of the ALM Committee are to:

* review and approve requests for the use of anatomical specimens for teaching and research beyond D1 teaching.
* review and approve the use of Gross Lab space and facilities for teaching and research beyond D1 teaching.
* make suggestions and recommendations regarding updates and improvements to the Gross lab and morgue to keep it up to date for such facilities, changes in class size or other accommodations.

The ALM Committee consists of all Gross Anatomy teaching faculty members and the Gross Lab manager. Ex officio representatives from Department and College administrative levels will be added as necessary. All fulltime members of the ALM Committee are voting members of the Committee. The Board Member of the Anatomical Board of the State of Texas serves as chairperson of the ALM. There are no term limits for membership.

The Chair of the committee makes recommendations on the replacement of members to the Department Head.

**Article 3 – Non-Committee Roles in BMS**

*Director of the BMS Graduate Program*

Chair of the OBIO Graduate Committee under the auspices of the Assistant Dean for Graduate Studies. Recommendations for this position are made to the Dean by the Assistant Dean for Graduate Studies after consultation with the BMS Department Head.

*Associate Department Heads*

The department of Biomedical Sciences has 2 approved Associate Department Heads, one for Research and one for Teaching. The BMS Department Head appoints both Associate Department Heads.

*Pathways to Excellence Seminar Organizer*

A senior research faculty member with a national/international reputation able to attract NIH study section members, NAS members and Nobel Laureate-quality researchers to visit the Department and meet with faculty. Usually the Assistant Dean for Research/Associate Department Head-Research. Appointed by the BMS Department Head.

*BMS Seed Grant Organizer*

Usually Chair of the College of Dentistry Research Committee. Appointed by the BMS Department Head.

*Fire Marshalls*

Three members selected by the BMS Department Head from those with offices on the 4th floor of the main building and the 1st and 2nd floor of the Sciences Building respectively.

*Safety Evacuation Organizers*

Selected by the Associate Dean for Research and Graduate Studies.

**Article 4 – Faculty Salary Disbursement from Grants**

*Distribution of Salary Savings Generated from Externally Funded Research or Contracts*

External funds support sponsor-approved research objectives and often involve faculty time and effort during the academic year. The BMS department distributes generated salary savings from externally funded research or contracts according to a COD formula as follows: College 50%, PI 30% and Department 20%. 20% of the PI salary savings for all grants (but no more than $5,000 total annually) is available to be used as a one-time annual merit payment for the PI. PIs can also use salary savings to pay their staff/postdocs a one-time merit payment. This payment generally occurs in February/March of each year depending on permission from the Dean. Salary savings returns are reviewed by the college and reconciled at fiscal year-end.

*Faculty 75:25 Incentive Program*

In order to retain highly productive research faculty, the BMS department participates in an incentive program to provide a meritorious increase in salary. This program redirects salary on grants from salary saving to be paid as salary over and above the PIs hard money salary for the duration of certain grants. At least 25% of the PIs salary must be budgeted on the funded proposal to be eligible for the program.

Grants that are eligible are R01 equivalent or better and must be funded over at least 4 years. Eligible faculty are PIs only and the PI must have at least 25% of their salary listed on the grant. All PIs on grants awarded as “multiple PI” grants (and confirmed by SRS) will be eligible to participate if they have 25% of their salary allocated on the grant. In addition to this a PI must have at least 3 annual reviews in a row giving “excellent” evaluations as described on page 1 of the Department Head Annual Evaluation form:

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| --- | --- |
| **Excellent** | Performance goes beyond requirements for the position. |
| **Satisfactory** | Performance meets requirements for the position. |
| **Needs Improvement** | Performance would be improved by minor adjustments. |
| **Unsatisfactory** | Performance does not meet requirements for the position. |

The latter is necessary as the department head must justify the 75:25 incentive as a merit adjustment and cannot do that if the annual evaluations do not show meritorious activity. After review by the Dean and the Dean of Faculties, the Provost makes a final determination if the 75:25 adjustment is approved.

**Article 5 - Annual Review of Faculty**

This SOP outlines the process used in BMS for annual review of the faculty.

The annual review process is initiated from the Office of the Associate Dean for Academic Affairs. A standard Self-Evaluation form provided by the OADAA is used. All BMS faculty follow the guidelines of the OADAA for completing their self-evaluation forms and returning them to the Department head by the OADAA deadline.

The BMS Department Head completes an evaluation of all paid faculty members in the department using the evaluation form provided by the OADAA. On completion of the evaluations the BMS Department Head arranges private face-to-face appointments (in person or via zoom) with all evaluated faculty.

Modifications to the satisfaction of both parties are made to the self-evaluation forms and the Department Head evaluation forms based on the discussions at the arranged meetings, prior to final signing of the documents.

**Article 6 – Departmental Process for making decisions on the timing of faculty promotion and/or tenure**

Every year during the annual evaluation meeting, the Department Head and faculty members discuss progress towards promotion and/or tenure independent of the tenure clock for individual faculty members. Discussions with tenured faculty revolve around issues that might preclude a successful post-tenure review.

Specific goals are agreed to that are revisited at the next annual review. Discussions are had about what requirements still need to be met before a voluntary request for promotion will be supported.

**Article 7 – Amendment Procedures**

Any articles of these operating procedures may be added, deleted, or amended by a majority vote of the paid faculty of the Department of Biomedical Sciences and recommended for approval by the Department Head.