Article I – Name
This committee shall be known as the UF Biology Major Committee (BMEC).

Article II – Purpose
The BMEC oversees the Biology Major Office, which administers and coordinates the joint efforts of the College of Agricultural and Life Sciences (CALS) and the College of Liberal Arts and Sciences (CLAS) in the offering of the undergraduate Biology Major (hereafter referred to as the Major) at the University of Florida. The purpose of the Major is to facilitate student access to all life science courses, to promote mentored undergraduate research by faculty across all life science departments, and to advance and support the improvement of undergraduate science teaching.

Article III – Administration

Section 1. Selection and Role of the Biology Major Executive Committee (BMEC). The BMEC is a standing committee that shall formulate bylaws, rules, procedures and guidance for the administration of the Major. The BMEC is comprised of nine members: three tenured or tenure-track faculty from CALS; two tenured or tenure-track faculty, and one faculty (regardless of tenure-track status) who is the designated Department of Biology’s Undergraduate Coordinator from CLAS; an Associate Dean from CALS, ex officio; an Associate Dean from CLAS, ex officio; and the Assistant Director, ex officio. The six faculty from CALS and CLAS shall each serve three-year terms and shall be appointed by the Deans of their respective colleges, with the intent to stagger the appointments. The Associate Deans from each college and the Assistant Director shall be appointed as permanent committee members.

Section 2. Selection and Role of the Director. The BMEC shall elect a Director from among its faculty members. The Director shall serve a one-year term, with the home college of the Director alternating between CALS and CLAS. The Director shall chair the meetings of the BMEC and provide for the general administration of the Major as determined by the BMEC. The Director is the programmatic supervisor of the Assistant Director.

Section 3. Selection and Role of the Assistant Director. The BMEC shall hire an Assistant Director with an appointment as Lecturer in the Department of Biology. The Assistant Director shall have four main responsibilities: 1) serve as the Undergraduate Coordinator for the Major, and in this capacity work closely with the BMEC, the staff and faculty advisors in CALS, and staff advisors in CLAS; 2) serve as the primary instructor for a graduate course in science pedagogy offered to graduate teaching assistants; 3) serve as the course director for a cross-college capstone course required for all students in the Major;
and 4) provide administrative management of the Biology Major Office and represent the Director in her/his absence. The BMEC, through the Director, shall have input on the annual evaluation of the Assistant Director administered by the Chair of the Department of Biology.

**Section 4. Selection and Role of the Program Assistant (PA).** The PA shall be hired by a search committee appointed by the Director and chaired by the Assistant Director. The PA shall work with the BMEC to advance the Major by coordinating inter-college activities, providing database management, assisting with student enrollment and registration within the Major, providing fiscal and operational expertise required to support the Major, scheduling committee meetings, and working with CALS and CLAS students in identifying appropriate college academic resources. The PA shall be supervised by the Assistant Director.

**Article IV – Relationships of the Biology Major Program with the Colleges and Departments**

**Section 1. Faculty.** The Biology Major Program is a cross-college academic unit that shall function as a degree program jointly administered by CALS and CLAS via the BMEC but shall function independently of administrative control by existing departments.

**Article V – Biology Major Program Policy**

The Biology Major Program shall maintain policies relating to academic requirements within the Major and other matters relating to students in the Major. These policies shall be approved by the BMEC and other appropriate University committees, and shall be included within the Undergraduate Catalog.

**Article VI – Voting Policy**

**Section 1.** The six BMEC faculty members shall be voting members. The *ex officio* members shall be non-voting.

Section 2. All BMEC members shall participate in the voting process. Absentee voting is allowed by proxy or by written (including electronic) communication with the Director. In the event that any BMEC member is temporarily unable to participate in the voting process, an interim member may be appointed by the Dean of the appropriate College.

Section 3. All BMEC decisions, with the exception of changes to the bylaws as noted below, must be supported by a majority of the BMEC.

**Article VII – Bylaws Adoption and Amendments**

**Section 1. Adoption of the Bylaws.** Adoption of these bylaws shall be supported by two-thirds of the BMEC.

**Section 2. Amendments to the Bylaws.** A motion to amend the bylaws may be made by any BMEC member. If seconded, a vote by ballot to amend the bylaws will proceed. Information on the proposed change (including both original and new language) shall be disseminated to the BMEC.
members no less than two calendar weeks before balloting is conducted. Approval of the motion must then be supported by two-thirds of the BMEC.

Article VII – Funding

Fiscal support for the program shall be shared among CALS and CLAS.