Department of Biology

COMMITTEES

2012-2015

Department Standing Committees

Unless otherwise specified, each term begins July 1 and concludes June 30 of the final year of the specified term

1. Undergraduate Education Committee

To make recommendations and develop policy on all matters relating to undergraduate education in the Department. Composed of the chair and five additional faculty members each with a three year term, the biology counselor(s), biology technical director, a graduate student representative, an undergraduate student representative, and, ex officio, the Chair of the Department. The five faculty members must include a representative for first year biology, and at least one representative from each of Ecology & Evolution, Molecular & Cellular Biology, and Physiology & Biochemistry. The chair is appointed by the Appointments and Planning Committee and has the title “Associate Chair, Undergraduate Education”. The graduate and undergraduate students are elected by their respective constituents and will each serve one year terms. The Undergraduate Affairs Coordinator will serve as recording secretary. The Chair of the Department will serve as Ex Officio member.

Present Composition: Ex Officio: Chair of Department – Mark Bernards
Chair of BUEC – Denis Maxwell
Chair or representative of first year biology: Tom Haffie
Biology Counselors - Brenda Beretta, Richard Gardiner
Biology Technical Director – Dan Lajoie
2012-2015 Jim Staples (Physiology)
2012-2015 Rob Dean (Cell & Molecular)
2011-2014 Denis Maxwell
2011-2014 Brenda Murphy (First Year Rep)
2011-2014 Alex Timoshenko
2010-2013 Yolanda Morbey (Ecology & Evolution)
2012-2013 Graduate Student Reps – Eric Diehl, Ian Willick
2012-2013 Undergraduate Student Rep – Randa Stringer
Undergraduate Program Coordinator: Stefani Tichbourne
Undergraduate and Recording Secretary: Jacqui Griffin
2. Graduate Education Committee

To make recommendations on all graduate affairs. Composed of a chair and five faculty members with FOGS membership, each for a three year term. The chair, who must be a Tenured faculty member in Biology (with FOGS membership), is appointed by the Appointments and Planning Committee, and receives the title “Associate Chair of Biology, Graduate Education”. Two Graduate Student representatives will be elected by the Graduate Students and will serve single year terms. An adjunct representative from Agriculture Canada (cannot serve as chair) will be appointed by the adjuncts at Agriculture Canada. A Vice-Chair will be elected from within the committee by the committee. The Graduate Affairs Coordinator will serve as the recording secretary. The Chair of the Department will serve as Ex Officio member.

Present Composition: Ex Officio: Chair of Department – Mark Bernards
Chair of BGEC – Beth MacDougall-Shackleton
2012-2015 Beth MacDougall-Shackleton
2012-2015 Chris Guglielmo (Physiology)
2012-2015 Kathleen Hill (Cell & Molecular)
2011-2014 Norm Hüner (Physiology)
2010-2013 Graham Thompson (Ecology & Evolution)
2010-2013 Jim Karagiannis (as 1-year Sabbatical Replacement)
2010-2013 Rep from Agriculture Canada – Cam Donly
2002-2013 Graduate Student Reps – Haroon Sheikh, Jordanna Newington
Graduate Program Coordinator and Recording Secretary: Carol Curtis

3. Research Committee

This committee is charged with promoting research in the Department of Biology by raising the profile and recognition of research, interface with the activities of other relevant committees (at the Department, Faculty of Science and University levels). The Research Committee will establish and monitor measures of research success. The Committee will contribute to department and faculty strategic plans, interface with the Seminar Committee, and the Unit Users’ Committee as well as with the offices of research at the Faculty and University levels. The Committee will promote links with granting councils and/or industry and participate in lobbies to secure additional funding for biological research. The Committee will facilitate research links among colleagues and with facilities (Biotron, Environmental Science Western, MOBEES, MGU, while interfacing with outside organizations such as Agriculture Canada, and Bird Studies Canada. The Committee will serve as a source of information on departmental resources and promote publicity for and outreach about research in the Department. The Committee also will promote in-reach to undergraduate students and prepare nominations for research prizes. The Committee may use different mechanisms to achieve its mandate such as an E-newsletter, announcements at seminars, a wall of fame, and assisting in mentoring.

Present Composition: Ex Officio: Chair of Department – Mark Bernards
Chair:
2012-2015 Hugh Henry: Ecology/Field Research
2011-2014 Greg Kelly
4. Outreach Committee

To organize all outreach activities. Composed of four members elected to three year terms, plus the Biology Counselor(s), with a Chair elected from within the committee, to provide outreach events within the Department, the Faculty, the University, and in the community. Two Graduate Student representatives will be elected by the Graduate Students. All members of the Department are expected to participate in outreach activities.

Present Composition: Ex Officio: Chair of Department – Mark Bernards
Chair of Outreach – Graeme Taylor
Chair of BUEC – Denis Maxwell
Biology Counselors - Brenda Beretta, Richard Gardiner
2012-2015 Graeme Taylor
2012-2015 Irene Krajnyk
2012-2015 Ben Rubin
2010-2013 Sashko Damjanovski
2012-2015 Graduate Student Reps – Aimee Houde, Benjamin Nickley
2012-2013 Undergraduate Student Rep – Natalie Westwood
Undergraduate Program Coordinator - Stefani Tichbourne
Undergraduate and Recording Secretary – Jacqui Griffin

5. Promotion and Tenure Committee

To review promotion and tenure applications, as dictated by the Collective Agreement. Consisting of the Dean, the Chair of the department, three full time tenured members, one member from Science, and two members outside Science, for three year terms.

Present Composition: Dean of Science
Chair of Department – Mark Bernards
2011-2014 Sashko Damjanovski
2011-2014 Liana Zanette
2010-2013 Andre Lachance (as 1-year Sabbatical Replacement)
2010-2013 John Corrigan (Chemistry)
2010-2013 Eric Ball (Biochemistry)
2012-2015 Kim Clark (Anthropology)
6. Appointments & Planning Committee (A&P)

Composed of eight members, two of whom must be tenured, as per the Collective Agreement. The Chair of Biology will serve as Chair of the committee, and the Chairs of the BUEC and BGEC will serve as members. Five members will be elected for 3 year terms. As an appointments committee, this committee will recommend, initiate and approve the filling of new positions within the department. As a planning committee, they will plan future initiatives within the department, including the use of space, recommend the composition of departmental committees and nominate members to departmental committees.

Present Composition: Chair of Department – Mark Bernards
Chair of BGEC – Beth MacDougall-Shackleton
Chair of BUEC – Denis Maxwell
2012-2015 Susanne Kohalmi (Cell & Molecular)
2012-2015 Liana Zanette (Ecology & Evolution)
2011-2014 Graham Thompson (Ecology & Evolution)
2011-2014 Jim Staples (Physiology & Biochemistry)
2010-2013 Norm Hüner (Physiology & Biochemistry)
Human Resources – Sherri Waring
Chair’s Assistant and Financial Coordinator – Hillary Bain

7. Workload Committee

To recommend the Normal Workload for members of the department, as dictated by the Collective Agreement.

Composed of the Chair of Biology and four members elected for three year terms.

Present Composition: Chair of Department – Mark Bernards
2012-2015 Irene Krajnyk
2011-2014 Yolanda Morbey E&E/field biologist
2010-2013 Greg Kelly
2010-2013 Rob Dean

8. Annual Performance Evaluation & Awards Committee

To conduct annual performance evaluations and to nominate members for departmental, faculty, university and external awards. Composed of six members, elected for three year terms.

Present Composition: Chair of Department – Mark Bernards
2012-2015 Norm Hüner (Physiology & Biochemistry)
2011-2014 Hugh Henry (Ecology & Evolution)
2011-2014 Part Time Faculty Rep (to be appointed)
2010-2013 Kathleen Hill (Cell & Molecular)
2010-2013 Susanne Kohalmi (Cell & Molecular)
9. Seminar Committee

To coordinate departmental seminars. Composed of three faculty representing the three areas within the department, for three year terms, plus one graduate student representative.

Present Composition: Chair of Department – Mark Bernards
   Committee Chair – Jim Staples (for Amanda Moehring)
   2012-2015 Danielle Way
   2011-2014 Zoe Lindo
   2010-2013 Jim Staples
   2012-2013 Graduate Student Reps – John O’Leary, Alana Demko, Julia Matheson

10. Unit Users Committee

The duties of the Unit Users Committee are to advise the Planning Committee concerning all space requirements. Composition will include representatives of Animal Care, Greenhouses, Environment Sciences Western, the Administrative Officers, the Laboratory Supervisor, and three members (one each from B&G, WSC, Collip, and NCB) elected for three year terms.

Present Composition: Chair of Department – Mark Bernards
   Committee Chair - Vicky Lightfoot
   Animal Care - Yolanda Morbey
   Greenhouse - Magdalena van Hal
   Environmental Sciences Western (ESW) – Hugh Henry
   Administrative Officer – Hillary Bain
   Human Resources – Sherri Waring
   B&G Bldg Rep (2010-2013) – Jim Karagiannis,
   WSC Bldg Rep (2010-2013) – Vava Grbic
   Collip Bldg Rep (2010-2013) – Liana Zanette
   NCB Bldg Rep (2012-2015) - Norm Huner

11. Social Committee

Composition will be one member each from Faculty, Staff and Graduate Students for one year appointments. Individuals will be nominated and voted upon each year by all departmental members within these groups. The term of this committee will be from May 1 to April 30 each year.

Faculty Representative – Brenda Murphy
Staff Representative – Winona Gadapati
Graduate Student Reps – Kayla Gardil, Jenna Siu, Joy Menghan Wang
12. Animal Use Policy Committee

The duties of the Animal Use Policy Committee are to provide a formal conduit for communication with Biology, the Faculty of Science, Animal Care & Veterinary Services (ACVS), and UWO Central Administration on matters that affect the Department as a whole, ensuring that the unique requirements of Biology animal users are recognized. Through consultation with animal users the committee will evaluate facility capacities for animal care, use, and rearing within Biology, and propose expansion or contraction of these facilities as required. The committee will establish an administrative and financial governance framework for the use and maintenance of Biology animal facilities.

Present Composition:

Chair – Jim Staples
Representative from Unit Users Committee – Yolanda Morbey
Representative from Animal Users’ Subcommittee – Beth MacDougall-Shackleton
Representative of Wild Mammals or Birds – Jack Millar
Representative of Aquatic Vertebrates – Yolanda Morbey
Representative of Insects – Graham Thompson
Staff representative for teaching labs – Sarah Lee
FoS representative from the University Council on Animal Care (Biology)

Departmental Officers and Representatives

Animal Care and Representative to the Animal Users' Subcommittee

Elizabeth MacDougall-Shackleton, Graham Thompson (alternate)

Curator for Teaching and Display Collections

Sarah Lee

UWO Herbarium and Director, Sherwood Fox Arboretum - Jane Bowles

Radioisotope Coordinator - Function: To regulate the use of radioisotopes within the Department. Elected for four years.

2009-2013 Denis Maxwell
**Safety Officer** - The department’s Safety Officer is now supported by **Biology’s Safety and Emergency Response Group (SERG)**

Vicky Lightfoot - Biology’s Safety Officer is responsible for coordinating the departmental Safety and Emergency Response Group (SERG)

The SERG consists of a representative from Biology’s various geographical locations:

- Chem: Jackie Sparks
- B&GS & Collip: Vicky Lightfoot
- Field Station: Peter Duenk
- NCB & Staging: Ray Zabulionis
- WSC (3rd Floor): Raihan Uddin

Members of SERG are required to have taken all available safety training offered through OH&S and to have a thorough understanding of UWO safety policies (including Isotope and Biohazard) and their applications.

SERG member duties

1. Serve as Emergency Coordinators for their respective areas. Including selecting, appointing, coordinating and instructing emergency marshals responding to building emergency evacuations.
2. Serve as first point of contact and dissemination of safety information and UWO safety policy for department members in their areas.
3. Develop Safety policy, guidelines and responses within the department through semi-annual or quarterly meetings with other SERG members
4. Act as guides/hosts for the JOHSC team during annual safety inspections.

**Ombudsperson and Representative to the Faculty-Student Liaison Committee**

Sabbatical Replacement and Brenda Beretta

**Departmental Representatives to the Faculty of Science**

**Education Policy Committee** - Usually the Chair of the Undergraduate Education Committee. Alternates (other than the original designate) are not permitted.

2011-2014 Denis Maxwell

**Section Planning Committee** - Determined by the Faculty Nominating Committee and voted on by the Faculty of Science Council. (Alternates are only permitted when the Department Chair is the representative).

Updated: September 26, 2012