Most of the departmental by-laws fall within the duties of the chairperson as stated in the Faculty by laws and are listed below:

1. Each academic unit shall have a chairperson or director appointed by the dean after consultation with the voting faculty of the unit concerned and the Advisory Committee. The appointment is normally for a period of three years, subject to renewal. The chairperson shall normally be of the rank of associate professor or professor. The chairperson or director may appoint one or more members of the academic unit to assist her/him as deemed necessary, subject to approval by the dean.

2. Duties and prerogatives of the chairperson or director shall be the following:

   a. Responsible for the administration and academic development of the unit. In the clinical departments, s/he shall be the chief of the professional service.

   b. Ensure the proper teaching of the programs of study, and prepare the teaching schedule in consultation with voting faculty members.

   c. Appoint academic advisors to students majoring in the unit.

   d. Prepare the budget proposal of the unit in consultation with the voting faculty for submission to the dean.

   e. Prepare course or clerkship description and related material for the university catalogue.

   f. Present to the dean, in accordance with established university procedures, recommendations on all matters pertaining to appointment, reappointment or non-reappointment, promotion, appointment to indeterminate status, periodic paid research leave, leave of absence, and advancement in remuneration of academic personnel.

   g. Co-ordinate and approve expenditures within the budget of the unit.
h. Prepare the annual and research reports of the unit for transmission to the dean.

i. Appoint ad hoc committees as may be deemed necessary.

j. Recommend to the dean the appointment of an acting chairperson or director during the absence of the chairperson or director.

In addition;

A. Departmental meetings are held on the average of once a month to deliberate the following:
1. Purchase of equipment (Minor & Major) needed by the department.
2. Purchase of reagents and supplies.
3. Approval of faculty and staff leaves (annual, home, conferences, sick, sabbatical).
4. Student (medical, graduate and undergraduate) performance and reporting of grades to the dean’s office.
5. Admissions to the MS graduate program.
6. Graduate student thesis topic and examining committee to be recommended to the graduate committee.
7. Recommend to the graduate committee students who have completed the requirements for the MS degree.
8. Evaluate potential recruits.
9. Miss-doings by faculty or staff.

B. Staff (Secretary and Technicians)
1. Have to abide by policies defined by Human Resources.
2. Their performance is evaluated annually and sent to the dean’s office.
3. Job description

   a. Senior Technician: Performs a variety of specialized and routine work in the Department. Includes preparing media, reagents, stains and isolates for student use, preparing laboratory for student teaching and research, securing daily laboratory needs, maintaining and operating Freeze Dryer, maintaining microscopes, washing and sterilizing equipment (Autoclaves, Hot-Air Ovens), and ensuring safety of laboratories. Assists the Supervisor in conducting student laboratory sessions. Sets up the audiovisual aids. In certain situations, trains laboratory attendants on techniques. Purchases daily departmental needs paying for them from petty cash and presents receipts monthly to Chairperson for replenishment of petty cash.
b. Technician: Performs specific and general work in the Microbiology/Immunology Laboratory according to instructions received from Department Chairperson, Professors and Research Assistants. Carries out annual inventory and controls receiving items in the Division she/he is located. Participates (under supervision) in student laboratory sessions and research projects.

c. Laboratory aide/Office boy: Performs specific and general work in the Media Preparation, Washing and Sterilizing Rooms under the supervision of the Senior Technician. Daily cleans and disinfects working benches in the Department laboratories under supervision of the Senior Technician. Delivers and obtains Departmental correspondence under supervision of the Secretary.

d. Secretary: Carries out various secretarial, clerical, specialized and administrative duties in the assigned division or department. Includes answering telephone calls, typing and printing from computers, maintaining appointments diary, keeping and updating files, dispatching and distributing outgoing and incoming mail, drafting routine correspondence, and distributing paperwork and other correspondence, preparing periodic and routine announcements, notices, and circulars, scheduling of meetings and lectures, and answering queries on general matters related to the Academic Department concerned.

4. Work assignments: Will be defined by the chairman.

C. Research Assistants:
   1. They are evaluated by their supervisor.
   2. Evaluations are sent to the chairperson.

D. Faculty including chairperson:
   1. Are evaluated annually.
   2. Evaluations are sent to the dean’s office.

E. Usage of equipment:
   To be used only under supervision of qualified personnel.

F. Laboratory Safety Procedures
   1. Everyone must wear a lab coat while in the laboratory.
2. Place books and other personal items on the shelves above the bench or coat rack.
3. Do not eat, drink or smoke in the laboratory.
4. Do not work with an uncovered open cut. Bandages and plastic gloves are available if needed.
5. Shoes must be worn at all times in the laboratory.
6. Long hair must be tied back or put under the lab coat so that it cannot fall over a burner and catch fire.
7. Upon entering the lab, and after finishing, wash down your bench space with the disinfectant provided.
8. Observe aseptic technique at all times when dealing with microbial cultures.
9. Keep all sources of possible contamination out of your mouth—hands, pencils, laboratory ware and other items.
10. Discard contaminated equipment such as pipettes into the disinfectant tray provided on the bench. Petri dishes, test tubes, and similar items should be placed in the large yellow plastic containers provided. Pipettes are disposed of tip side down.
11. Spills of materials containing viable organisms should be immediately contained with dry paper towels. The dry towel will soak up the spill and can then be sterilized. Following this, the area of the spill should be disinfected with bench disinfectant.
12. In case of larger spills whether chemical or biological, the biosafety department must be contacted.
13. Report accidents, such as a spilled culture or a cut, to the laboratory instructor.
14. In case of fire, the fire department can be reached at 5555.
15. Wash hands with soap and water or disinfectant before leaving the laboratory.
16. In case of injuries, a mini first aid kit is available in room 209.

G. Dual Purpose Research:
Research dealing with some organisms might have a dual purpose; a beneficial aim such as preparing a vaccine and a harmful aim such as its use as a biological weapon. Research dealing with such organisms (defined by CDC) will be prohibited if it is not ascertained that only beneficial uses is the objective and when we acquire the proper biological safety cabinets.

H. Research Collaboration:
Collaboration (within the department, interdepartmental, interfaculty, external) at all levels is encouraged. The chairman has to be informed of all collaborative projects.
I. **Exchange Visitor Students**

Faculty members of the department who accept visiting students have to ascertain that they will not be on leave during the period that the visiting student is expected to come, should define the work to be done by the visitor and should obtain the approval of the chairperson.