

# **UT Department of Animal Science Bylaws**

## ***Article I - Department of Animal Science Mission Statement***

Through the generation and dissemination of science-based knowledge, the Department of Animal Science aims to inspire and educate students, producers, industry, and the public, to achieve their personal and professional goals. Serving state, national, and global animal industries, we strive to enhance the quality of life for humans and promote the well-being of animals.

## ***Article II – Relevance of Bylaws***

The bylaws address issues such as the governance structure of the department; search process for new faculty; departmental voting protocols; criteria for promotion, retention and evaluation of tenure-track and tenured faculty members; selection, evaluation and roles of non-tenure-track faculty members in the department; input into criteria for evaluation of department heads; application of faculty evaluations to salary adjustments; and the role of the faculty in setting departmental budget priorities. A departmental strategic plan outlines the needs, goals, and aspirations of the department, providing guidance to both the head and the faculty members about achieving departmental objectives in teaching, research, extension and service. Such plans should be revised as necessary in the context of agricultural experiment station, college, extension, and University goals. Departmental bylaws in addition to the strategic plan provide the head with guidance for day-to-day decisions concerning personnel evaluations, handling budgetary responsibilities, dealing with facilities issues, improving the student experience, achieving appropriate diversity goals, and representing the department to the college and University.

## ***Article III – The Faculty***

The faculty is defined as the collective of all individuals holding professional rank, inclusive of Lecturer, Distinguished Lecturer, Instructor, Extension Associate or Specialist whose appointment lies within the departmental budget, Assistant, Associate Professor, and Professor, and who are listed on the departmental budget(s) as regular employees

## ***Article IV – Function and Conduct of Departmental Meetings***

### **Section 1. Function**

It is the responsibility of faculty to collectively assist the department head in planning and developing resident instruction, research and extension programmatic activities needed to fulfill the departmental mission. These responsibilities include specific approval steps in course and curricular development and in monitoring quality of instruction. They also include specific faculty responsibility to provide the department head advice on matters relating to faculty hiring, tenure, and promotion decisions. In addition to the above, an effective departmental program requires that sufficient communications occur to keep faculty and staff attuned to

program developments and requirements in the Institute of Agriculture, its various divisions and departments. Departmental faculty meetings are an important step in these communication processes and should be scheduled regularly.

### Section 2. Participation

Meetings are open to the entire faculty. The head may invite other faculty and non-faculty to specific meetings for discussions, planning, reporting, etc. on items of concern to departmental programs; however, these guests cannot vote on matters that relate to curriculum or faculty personnel.

Faculty with adjunct appointments, emeritus faculty, and faculty with full-time administrative assignments (but whose tenure is based in the department) and faculty with appointments not classified as regular appointments shall be ineligible to vote on department curricula or faculty personnel matters. Faculty members with at least 75% appointment in the department are eligible to vote on curricula and faculty personnel matters. Voting privileges could be granted to others by an affirmative vote of the voting faculty.

Faculty meetings that deal with faculty personnel decisions are open to all eligible department faculty. Spouses or other immediate family of faculty under consideration for hiring, retention, or tenure/promotion are ineligible to participate in discussions or voting.

### Section 3. Frequency of Meetings

Departmental meetings should be scheduled regularly as to month and day, but the schedule may need to be changed each academic term to facilitate attendance. Occasional special meetings may be necessary to avoid major conflicts or to handle special business. At least two meetings will be held each academic term. Meetings involving curricula or faculty personnel decisions shall be announced at least one week in advance and the announcement must include the nature of the topic(s) to be considered.

### Section 4. Procedural Format

To ensure orderly meetings, the head or designee will preside and Robert's Rules of Order will guide meeting procedures. A record of the meeting will be kept and copies will be distributed to the departmental faculty, and others designated by the head.

### Section 5. Quorum

A meeting at which official curriculum or faculty personnel decisions are made must have at least a simple majority of the eligible faculty in attendance. Absentee ballots will be allowed for department curricula and faculty personnel decisions to be arranged by the department head.

## ***Article V – Selection and Evaluation of Department Head***

### Section 1. Responsibilities of the Department Head

The head is a member of the faculty and is the executive officer of the Department of Animal Science. The head serves as the primary link between Animal Science (AS) and the University of

Tennessee Institute of Agriculture (UTIA) administration and is responsible for administering teaching, research, extension, and service agendas. The department head, following consultation with tenured departmental faculty, will nominate a tenured full professor to represent the department on the UTIA Promotion and Tenure Committee. The head conducts regular faculty meetings (at least two per semester), and facilitates the work of departmental faculty committees as outlined in the bylaws. It is the responsibility of the head to arrange for the continuous administration of the department when physically absent from the office or when unable to function. One or more tenured faculty members in Animal Science should be identified to have signatory authority to carry out ongoing responsibilities. Following the dean(s)'s approval to initiate search, the head conducts searches for new faculty and staff members in accordance with departmental bylaws and University policies. The head meets annually with each faculty member to conduct a performance review and writes an evaluation, in accordance with departmental bylaws, the UTK Faculty Handbook, Bylaws of the Faculty of the College of Agricultural Sciences and Natural Resources (CASNR), Tennessee Agricultural Experiment Station (TAES) and UT Extension, and the Manual for Faculty Evaluation.

### Section 2. Selection of Department Head

Members of the search committee shall be selected by the Vice President of UTIA after consultation with and recommendations by all deans representing appointments (teaching, research and extension) of departmental faculty. Committee membership should be composed of members of the faculty, staff and students (graduate and undergraduate) from within the department. The chair of committee should be a representative from outside the department. Furthermore, membership to the committee from the departmental advocacy committee is highly suggested. During the search, interview and selection process, all departmental constituencies have input into discussion. However, only faculty members will conduct a secret vote by ballot for their choice and recommendation to the Vice President. If the Vice President's choice of candidate for the head position disagrees with the vote of the faculty, he or she will provide reasons in writing to the faculty and offer faculty members as a group the opportunity to discuss the decision.

### Section 3. Evaluation and Reappointment of Department Head

Evaluation of the department head shall follow guidelines described in the UTK Faculty Handbook and Manual for Faculty Evaluation in consultation with the Vice President of UTIA and representative deans. The deans will meet with the head annually to discuss job performance and will provide a summary assessment, including goals established for the coming year, which is available for inspection by departmental faculty.

As described in the UTK Faculty Handbook, department heads may be reappointed by the deans of teaching, research and extension in consultation with the UTIA Vice President. The reappointment decision involves a five-year review based on written annual evaluations by the deans including a recommendation for or against reappointment. Departmental personnel will meet to discuss reappointment of the head and are provided the deans' review to consider. Following discussion, only tenure-track and tenured faculty members conduct a secret vote by ballot on reappointment. This vote guides the reappointment decision of the deans. If the deans' decision is the opposite of the faculty, they will provide written reasons to department faculty and offer faculty members the opportunity to discuss the decision. Departmental faculty has the

right to request a meeting with the Vice President should disagreement occur with the deans. Once a decision has been made, the deans either reappoint the head or begin the process of selecting a new head.

### ***Article VI – Responsibilities of Faculty***

#### **Section 1. Expectation of Faculty**

The expectation of faculty members is to “meet expectation” or achieve excellence (exceed) in each portion of their appointments in the area of publications, grant and contract activity, teaching and extension program development. Development of successful teaching programs at the undergraduate and graduate level, as evaluated by students’ evaluations and comments as well as peer-reviewed evaluation by respective coordinators and the department head, should be the goal of all faculty. National and international recognition of teaching, research and extension programs will be the expectation of faculty with such appointments.

#### **Section 2. Role of Faculty in Departmental Budgetary Matters**

Faculty will work with the head to establish priorities in teaching, research, extension, and other outreach in accordance with the vision of the strategic plan. Decisions about these programs have significant bearing on the budget and the function of these programs. Salary adjustments shall be at the discretion of the department head and UTIA and UT administration. However, the department head should provide faculty with a report of these decisions and allow faculty time for discussion of these matters.

### ***Article VII - Committees***

The department shall have standing and special *ad hoc* committees appointed by the department head. Standing committees shall include undergraduate, graduate, information technology, recruitment, and faculty/staff nomination committees. Chairs and members of standing committees shall be appointed and serve at the discretion of the department head for a term not to exceed 3 years, and may be appointed to consecutive terms. When appropriate, students may also serve on committees. These committees will report periodically to the faculty at regular meetings.

Many issues arise within the department that require specific study, deliberation, and management. Although some issues can be dealt with by an individual, most demand input and activities from a number of persons. Examples of issues that may be considered by committees are: teaching, research and extension activities, faculty advisory, staff, awards, displays, bylaws review, computers and information systems, course scheduling, curriculum, departmental seminars, equipment, library, membership and appointment of committees, public communications and relations, recruitment and scholarships, safety, social and facilities, strategic- and long-term planning, student admission and review, and student interest organizations. Formation of ad hoc committees may be initiated by the department head or faculty.

## *Article VIII – Criteria for Evaluation, Promotion, Tenure, and Review of Tenure-Track and Tenured Faculty*

The UTK Faculty Handbook is intended to be a general reference to university and institute guidelines, policies, services and resources. In some instances, university-wide policies and procedures (*Manual for Faculty Evaluation*) have been augmented with more specific requirements for UTIA faculty, and these more rigorous procedures shall apply. In cases related to Cumulative Performance Review, Termination of Tenure, and Compensated Outside Activities, departmental policy will follow guidelines presented in the UTK Faculty Handbook and Manual for Faculty Evaluation. In all cases, the UTK Faculty Handbook and Manual for Faculty Evaluation policies and procedures take precedence over these bylaws, unless these bylaws are more restrictive.

### Section 1. Evaluation of Tenure-Track and/or Promotional Faculty for Retention, Tenure and/or Promotion

Expectation of faculty input will involve a meeting of tenured faculty to debate and discuss the tenure-track and/or promotional candidate. These discussions will occur annually for tenure-track faculty during their probationary period to determine retention.

The department head will appoint a review subcommittee composed of three faculty members with the candidate's mentor serving an advisory role only. The chair of the candidate's review subcommittee, appointed by the department head, shall present an overview to tenured faculty of the candidate's teaching, research and/or extension programs as they relate to written criteria used for awarding tenure and promotion (UTK Faculty Handbook), with additional information provided by the candidate's mentor. An anonymous vote by ballot of tenured faculty with the equivalent promotional status (or tenured status if a full professor is applying for tenure) for which the candidate is being discussed will be collected by the subcommittee. The ballots will be prepared in advance of the meeting, and will have space for written comments on strengths and weaknesses along with space for recording the vote. Tenured faculty members located in Nashville and Jackson, TN, may send their ballots by mail, FAX, e-mail, or overnight courier to Knoxville.

The appointed members of the faculty member's review subcommittee will count, validate, record the formal vote, and draft a written summary of the deliberation of the tenured faculty. A majority of votes presented by the faculty will constitute a positive recommendation. Spouses or other immediate family of faculty under consideration for hiring, retention, or tenure/promotion are ineligible to participate in discussions or voting. A written summary of the tenured faculty's deliberation, in addition to a formal record of the vote, is required to help the department head understand positive and negative considerations for tenure and must be kept on file in accordance with university policies. The faculty member under consideration has the right to pursue a grievance through an appeals channel if department and/or college bylaws, UTK Faculty Handbook or the Manual for Faculty Evaluation have not been upheld.

### Section 2. Faculty Review and Evaluation

All faculty who are not on leave will be reviewed annually. The purposes of the annual reviews are outlined in the UTK Faculty Handbook. The review processes will result in a narrative and

evaluation signed by the department head and the faculty member. The faculty member's signature indicates that he or she has read the evaluation, but the signature does not imply agreement with its findings. The faculty member has the right to make a written response to this evaluation. Both the narrative and the evaluation are forwarded to the appropriate dean(s).

### ***Article IX – Appointment and Evaluation of Non-Tenure-Track Faculty***

#### **Section 1. Appointment of Faculty to Non-Tenure-Track Positions**

All appointments to non-tenure-track faculty positions (teaching, research, and extension), including part-time appointments, will be made in accordance with departmental policy as directed by the department head and following protocol as directed in the UTK Faculty Handbook. These policies may include formation of search committees to provide guidance in candidate selection or may involve an accelerated decision by the department head if appropriate. Unless otherwise noted, tenured and tenure-track faculty, or a committee of tenured and tenure-track faculty, will evaluate credentials and vote on non-tenure-track appointments.

#### **Section 2. Appointment of Adjunct Faculty**

Following submission by the department head, tenured and tenure-track faculty will evaluate the candidate for rank of Adjunct Faculty. Following discussion of the candidate, faculty will provide a vote to the department head following which the candidate will be informed of the departmental decision.

#### **Section 3. Appointment of Emeritus Faculty**

At the discretion of the chancellor or vice president and upon the recommendation of the department head and departmental faculty, dean, and chief academic officer, faculty members who are professors at the time of retirement may be awarded the rank of emeriti or emeritus. In special cases of long and meritorious service, persons who have retired with the rank of associate professor or assistant professor may also be awarded the rank of emeriti or emeritae.

#### **Section 4. Evaluation of Non-tenure-track Faculty**

Teaching, research and extension non-tenure-track faculty are subject to annual performance reviews appropriate to the positions. Evaluation of non-tenure-track faculty by the department head shall follow guidelines described in the UTK Faculty Handbook and Manual for Faculty Evaluation.

### ***Article X - Parliamentary Authority and Rules***

#### **Section 1. Rules of Order**

The rules contained in the latest edition of Robert's Rules of Order shall govern all departmental meetings in all cases in which they are applicable and in which they are not inconsistent with these Bylaws.

#### **Section 2. Parliamentarian**

The head may appoint a parliamentarian from among the departmental faculty members to assist in the conduct of meetings.

## *Article XI - Amendments*

### Section 1. Origin of Amendments

Amendments to the Bylaws may originate from the head, from a Bylaws Committee, or from at least twenty-five percent of the full-time tenured faculty members. Proposed amendments shall be presented in writing to the departmental faculty members for consideration at any regular meeting or at any special meeting called for that purpose.

### Section 2. Notice

The proposed amendments shall be distributed with the agenda for the meeting at which they are to be discussed. Consideration of the amendments for voting by the departmental faculty members shall occur at a subsequent meeting when the matter will have been included again in the agenda.

### Section 3. Voting for Adoption

An affirmative vote of two-thirds (2/3) of all tenured departmental faculty members will be required for adoption of amendments of the Bylaws.

## *Article XII – Adoption and Effective Date*

### Section 1. Adoption and Effective Date

The Animal Science departmental bylaws must be approved by a two-thirds (2/3) vote of voting faculty members prior to their effective date.

*Approved 10-26-2007*