

DEPARTMENT OF PLANT SCIENCES

DEPARTMENT BYLAWS:

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Approved by Plant Sciences Faculty

January 12, 2018

BYLAWS OF THE DEPARTMENT OF PLANT SCIENCES

Preamble: The Bylaws of the Department of Plant Sciences in the College of Agricultural and Life Sciences will be in compliance with the Bylaws of the University of Idaho and the College served by the Department. If, in any matter, specifications or omissions place these Bylaws in conflict with University or College policies, these latter shall take precedence.

1. THE FACULTY

1.1. Composition of the Faculty

- 1.1.1. The **regular faculty** of the Department of Plant Sciences shall be composed of all persons in the Department who have been appointed under the rules of tenure and who hold the rank of professor, associate professor, or assistant professor.
- 1.1.2. **Adjunct Faculty.** Initial appointments are made by the Department Head, after a vote of approval by more than half of the tenure-track faculty of the Department. These appointments are made in accordance with University policies as outlined in the Faculty-Staff Handbook and issued by the Office of the Provost from time to time. Appointments are renewed as appropriate by the Department Head, after a majority vote by tenure-track faculty. Arrangements are addressed on an individual basis for each of the following privileges:
 - 1.1.2.1. Amount of time to be spent in the unit.
 - 1.1.2.2. Service on unit committees.
 - 1.1.2.3. Service on graduate committees.
 - 1.1.2.4. Voting at the unit level.
 - 1.1.2.5. Office space to be provided by the unit.
 - 1.1.2.6. Laboratory facilities to be provided by the unit.
 - 1.1.2.7. Secretarial or graduate assistant help to be provided.
 - 1.1.2.8. Authority to teach, do research, or advise students for the unit.
 - 1.1.2.9. Authority to publish as a member of the unit.
 - 1.1.2.10. Authority to propose, receive, and implement research grants.
- 1.1.3. **Affiliate Faculty.** Initial appointments are made by the Department Head, after a vote of approval by the majority of tenure-track faculty of the Department. These appointments are made in accordance with University policies as outlined in the Faculty-Staff Handbook and issued by the Office of the Provost from time to time. Appointments can be renewed every three years by the Department Head, after a majority vote by tenure-track faculty. Arrangements are addressed on an individual basis for each of the following privileges:

- 1.1.3.1. Amount of time to be spent in the unit.
- 1.1.3.2. Service on unit committees.
- 1.1.3.3. Service on graduate committees.
- 1.1.3.4. Secretarial or graduate assistant help to be provided.
- 1.1.3.5. Authority to teach, do research, or advise students for the unit.
- 1.1.3.6. Authority to publish as a member of the unit.
- 1.1.3.7. Authority to propose, receive, and implement research grants.

1.1.4. **Clinical Faculty.** Initial appointments are made by the Department Head, after a vote of approval by the majority of tenure-track faculty of the Department. These appointments are made in accordance with University policies as outlined in the Faculty-Staff Handbook (Chapter One, 1565 D-9) and issued by the Office of the Provost from time to time. Appointments are renewed as appropriate by the Department Head, after a majority vote by tenure-track faculty. Arrangements are addressed on an individual basis for each of the following privileges:

- 1.1.4.1. Amount of time to be spent in the unit.
- 1.1.4.2. Service on unit committees.
- 1.1.4.3. Service on graduate committees.
- 1.1.4.4. Voting at the unit level.
- 1.1.4.5. Office space to be provided by the unit.
- 1.1.4.6. Laboratory facilities to be provided by the unit.
- 1.1.4.7. Secretarial or graduate assistant help to be provided.
- 1.1.4.8. Authority to teach, do research, or advise students for the unit.
- 1.1.4.9. Authority to publish as a member of the unit.
- 1.1.4.10. Authority to propose, receive, and implement research grants.

1.1.5. **Honorary faculty** shall be those persons designated as Visiting Professors or Professors Emeriti.

1.2. Voting Faculty

- 1.2.1. The voting faculty shall be all tenure system faculty solely or jointly appointed in the Department together with adjunct and clinical faculty (see Sections 1.1.1, 1.1.2 and 1.1.4).
- 1.2.2. Faculty holding joint appointments shall have the same voting privileges as do singly appointed faculty members on all intradepartmental matters.
- 1.2.3. A faculty member jointly appointed in two or more academic units may vote only once in a given election concerning extra departmental matters. In elections voted upon by two or more units, the faculty member shall

vote in that unit which has primary responsibility for initiating personnel action, as indicated on the appointment form filed in the Office of the Provost.

- 1.2.4. A faculty member may be elected to an academic governance body as a representative of any unit in which he/she holds regular faculty status.
- 1.2.5. Faculty have the privilege of voting as members of the various Colleges and programs served by the Department, as specified by the Bylaws of those units.

1.3. Departmental Meetings

- 1.3.1. The faculty of the Department of Plant Sciences shall meet no less than four times per calendar year. When funding is available to pay for travel for all faculty, at least one of these meetings should be convened in a common location, alternating between Moscow and a University of Idaho facility or campus elsewhere within the state. All other meetings will be convened electronically on the Moscow campus, with off-campus faculty linking from their preferred base of operations.

Additional meetings of the Department may be called by the Department Head or designated Acting Head. Such meetings may be attended by a representative elected by the Departmental Graduate Student Body and a representative elected by the Departmental Staff. Both representatives would be co-equal with the faculty and participate as voting members. When, in the Department Head's judgment, the discussion centers on matters in which student and/ or staff participation is not appropriate, a meeting of only voting faculty may be convened (see Section 3.5.1.).

- 1.3.2. The Department Head or designee shall attend and chair all departmental faculty meetings. The Department Head shall visit the southern centers regularly and may chair a meeting of the Plant Sciences Department or of the faculty in that center from that location.
- 1.3.3. Conduct of all Department faculty meetings shall be governed by Robert's *Rules of Order, Revised*, except as modified in these Bylaws. In general, departmental meetings will follow an agenda, presented to the faculty at least 24 hours in advance of the meeting. The agenda will be prepared by the Department Head, with advice from the Associate Department Head. Minutes, including all votes, will be kept and be available to faculty and representatives of students and staff. Persons, other than those designated under Section 1.3.1., wishing to attend departmental meetings should request permission of the Department Head to do so, and can do so only on consent of the Department Head.

Meetings which deal with personnel and other privileged matters are designated for voting faculty only and are not open.

- 1.3.4. No meeting or vote will be valid or binding unless a quorum of more than 50% of all tenure track faculty are present.
- 1.3.5. Any single faculty member attending the meeting may request a secret ballot on any vote or opinion poll taken at that meeting. Only the results, and not the names, will be revealed to the people present.

1.4. Criteria for the Selection of New Faculty, Promotion, and Tenure

- 1.4.1. The Department shall have a document on the evaluation of faculty which describes criteria for appointment, promotion, and tenure. This document shall be reviewed by the Department Head at three year intervals, and revised if necessary. It must conform to the college document, *Guidelines for Faculty Reappointment, Promotion and Tenure in the College of Agricultural and Life Sciences*. Revisions shall be adopted by vote of the faculty.
- 1.4.2. Decisions on the appointment of new tenure-track faculty will be made by the Dean of the College after receiving the independent and non-binding recommendations of a Departmental Search Committee (3.4.1.3.), the faculty as a whole, and the recommendation of the Department Head and Associate Department Head.
 - 1.4.2.1. All incoming faculty members, in consultation with the Department Head or Associate Department Head, must assemble a Mentoring Committee made up of 3 to 5 faculty from anywhere in the University. The Chair of this committee must be a tenured member of the Department of Plant Sciences.
 - 1.4.2.1.1. This committee must meet at least 1 time/ year to assess the new faculty member based on their teaching and advising, scholarship or research, grantsmanship, outreach and extension efforts, service and leadership, and relations with members of the department. The committee is expected to offer constructive advice on how to improve in those areas, should improvement be needed, or requested.
 - 1.4.2.1.2. These meetings must be called by the faculty person themselves, but the Mentoring Committee chair may do so also if a need arises or if the new faculty person fails to call for the meeting.
 - 1.4.2.1.3. The committee must prepare a written report of the proceedings and recommendations and send it to the Head for inclusion in the faculty members files.

1.4.2.1.4. This committee will continue to serve the new faculty person until he or she go up for tenure or promotion.

1.4.2.1.5. One member of the mentoring committee must be appointed to the Tenure and Promotion Committee for that candidate.

1.4.2.1.6. Service on a mentoring committee should be noted and rewarded in annual evaluations.

1.4.3. Recommendation for Tenure and/or Promotion

1.4.3.1. The procedures and guidelines for Tenure and/or Promotion are detailed in a separate document entitled **Procedures and Guidelines for: Annual Evaluation/Position Descriptions, Third Year Review, Tenure, and Promotions**. If the Department Bylaws conflict with the **Guidelines**, this latter document shall be followed until the conflicting protocols can be reconciled and corrected.

2. THE STUDENTS AND STAFF

2.1. Student Constituency of the Department

2.1.1. The undergraduate student constituency of the Department, for the purpose of selecting student representatives from the Department to College or University Committees, shall be those students who have declared with the Registrar a major or major preference in Plant Sciences.

2.1.2. For purposes of serving on departmental committees, the student constituency shall include all students who are majors in the undergraduate Plant Sciences program or who are enrolled in the M.S. or Ph.D. programs of the Department of Plant Sciences.

2.1.3. Those students who are enrolled in graduate non-degree programs, as candidates for graduate degrees or as candidates for graduate-professional degrees, shall be deemed graduate students for the purposes of these Bylaws.

2.1.4. All other students shall be deemed undergraduate students.

2.2. Staff Constituency of the Department

2.2.1. The **classified and exempt staff** of the Department of Plant Sciences shall be composed of all persons in the Department who have classified appointments.

- 2.2.2. Temporary or student staff members are also considered staff of the Department of Plant Sciences and should be represented within the department.
- 2.2.3. The staff of the Department of Plant Sciences shall meet no less than four times per year. Additional meetings of the Departmental Staff may be called by the Department Head or designated Acting Head. Such meetings may be attended by an elected representative of the faculty and student body. When, in the Department Head's judgment, the discussion centers on matters in which student or faculty participation is not appropriate, a meeting of staff only may be convened.

2.3. Review Personnel File: A staff member may submit to the Department Head a written request to review his/her personnel file, in accordance with University Faculty-Staff Handbook.

2.4. Retention of Staff Members: In the event that a staff member's supervisor leaves, efforts should be made to retain and accommodate the subordinate staff commensurate with their skills, seniority, and personal preferences so long as this is in accordance with the guidance of the Faculty-Staff Handbook and the Department of Human Resources.

3. DEPARTMENT ORGANIZATION

3.1. Department Head

- 3.1.1. The chief administrator shall be designated "Department Head." This head shall operate from the Moscow campus in order to liaise with University Governance and the majority of the university's students.
- 3.1.2. The Department Head shall be responsible for educational, research, and outreach and extension programs, budgetary matters, physical facilities, and personnel matters in his/her jurisdiction. Specific duties are subscribed below.
 - 3.1.2.1. The Department Head shall provide an annual report to the faculty on financial activity that occurred in accounts to which funds have been contributed under the departmental Designated Giving Program and Gift Accounts.
 - 3.1.2.2. The Department Head, or a designee, shall be the sole legitimate representative of the Plant Sciences department at meetings of any academic governance body or university operation.
 - 3.1.2.3. The Department Head shall conduct an annual review with each member of the tenure-track faculty members. The Department Head shall

consult with the Associate Department Head when completing annual evaluations for off-campus faculty members. The Department Head shall be familiar with all relevant university and college policies concerning faculty performance and evaluation and space allocation. Written documentation of the meeting shall be given to the faculty member and kept on file.

3.1.3. The Department Head shall serve the Dean of the College of Agricultural and Life Sciences and the President and Provost of the University of Idaho (Section 3.1.5). For the selection of a new Department Head, the current Head or an elected representative from the tenured faculty of the Department of Plant Sciences must schedule a meeting with the respective deans of each College with which the Department is affiliated to review college policies and formulate specific procedures. The voting faculty (see Sections 1.1.1, 1.1.2, and 1.1.4) shall have shared responsibility with the Deans to determine procedures for selecting the Department Head to be nominated to the Provost.

3.1.3.1. In the event that college or university forms an external search committee to find a new Department Head, that position must be advertised both locally and nationally in professional society publications or on websites representing the highest standards of that discipline as deemed appropriate by the Plant Sciences faculty in that area.

3.1.3.2. The external search committee shall submit a list of selected candidates to the faculty for a vote of approval, prior to any invitation to visit, or meeting with the search committee.

3.1.3.3. Time must be allocated for each candidate to meet with search committee and other faculty and staff of the department, and the final selection of a new Department Head must come from the list of those candidates who were interviewed by the search committee and other faculty.

3.1.4. The Department Head shall be subject to a yearly periodic review. The Department Head should be consulted by the respective Deans of each College with which the Department is affiliated concerning his/her interest and willingness to continue. The tenure-track faculty shall have shared responsibility with the Deans to determine procedures for review of the Department Head.

3.1.5. At any time during his/her term of office, the Department Head's appointment as Department Head may be terminated either by resignation or by action of the President upon recommendation of the Provost.

3.1.5.1. At any time during the tenure of the Department Head, the Faculty of the Department, may request a meeting with the Deans to consider early review of the Department Head's performance.

3.1.6. There is no limit on the number of terms of service for the Department Head.

3.2. Associate Department Head

3.2.1. The Associate Department Head will participate in the general administration of the Department. This Associate Head will operate from a university facility or campus in central or southern Idaho.

3.2.1.1. A partial list of duties includes collaboration with the Department Head in meeting with the Faculty as a whole, preparation of major reports, allocation of department resources, development of departmental programs, etc. He or she will also serve as the chief administrative officer in the absence of the Department Head.

3.2.1.2. The Associate Department Head will conduct all staff and faculty evaluations for departmental members not operating from the Moscow campus, and consult with the Department Head to finalize all of these evaluations.

3.2.1.3. The Associate Department Head will devote about one-third of his or her time to the duties of this position.

3.2.1.4. The Associate Department Head and the Department Head will jointly share responsibility for ensuring that one or both of them meets yearly with each of the major commodity commissions in the State and represents the interests of the Department as a whole. Afterwards, the Department Head or Associate Department Head who participated in these meetings shall report on these meetings to the Department as a whole.

3.2.2. Department Head will recommend a member of the tenured faculty to the deans and Provost for the appointment to the position of Associate Department Head, after an advisory vote by the Faculty and discussion at a regular faculty meeting. The advice of the faculty shall be transmitted with this recommendation.

3.2.3. The Associate Department Head shall be subject to a yearly periodic review. The Associate Department Head should be consulted by the Department Head concerning his/her interest and willingness to continue. The tenure-track faculty shall have shared responsibility with the Department Head to determine procedures for review of the Associate Department Head.

3.2.4. There is no limit on the number of terms of service for Associate Department Head.

3.3. Student Advisors

3.3.1. **Graduate Programs Director:** The Department Head will appoint a member of the regular faculty as the Graduate Programs Director.

3.3.1.1. The Director will serve at the discretion of the Department Head.

3.3.1.2. Duties of this position include representing the Graduate College within the Department and report to the Graduate College the suitability for admission of every applicant to the Plant Sciences program. This representative will also be available to advising each graduate student in the Department with respect to his or her academic program.

3.3.2. **Undergraduate Advisors:** The Department Head will appoint one or more consenting members of the teaching faculty as Undergraduate Advisors.

3.3.2.1. Each appointed person or persons will serve at the discretion of the Department Head.

3.3.2.2. The Undergraduate Advisor(s) will assist and advise undergraduates in enrollment, professional careers, and where needed, direct students to facilities offering mentoring and remedial help.

3.4. Committees

3.4.1. The committees of the Department shall be divided into standing and *ad hoc* committees. All committees are expected to have a Chair designated by the Department Head.

3.4.1.1. The Department Head will be responsible for soliciting and choosing volunteers for all *ad hoc* committees, including search committees for new faculty.

3.4.1.2. The Head will choose a chair from the tenured Plant Science faculty on all committees.

3.4.1.3. The standing committees of the Department include the following.

Awards and Scholarship Committee

Academic Programs and Curriculum Committee

Academic Programs Assessment Committee

Interdepartmental Vehicle Committee (Motor Pool)

Safety Committee

3.4.1.1.1. Memberships of the Standing Committees

3.4.1.1.1.1. All faculty shall be eligible for each standing committee. The membership of the standing committees shall consist of three to five faculty members, and 1 undergraduate or graduate student selected by the Department Head, as provided in Section 3.5.1.

3.4.1.1.1.2. Appointments to standing committees will be for a term of one year, beginning July 1 of each year. Members of a committee may be automatically renewed unless he/she resigns or is requested to resign by the committee chair.

3.4.1.1.2. Functions of the Standing Committees:

3.4.1.1.2.1. **Awards and Scholarship Committee** - to provide recognition for deserving faculty by overseeing their nomination for internal and national awards utilizing the assistance of other Plant Sciences faculty or faculty from other institutions, as appropriate. The Committee should also oversee the nominations of outstanding undergraduate students, graduate students, and post-doctoral research associates, and staff for awards, where funds are available.

3.4.1.1.2.2. **Academic Programs and Curriculum Committee** - to evaluate all aspects of the undergraduate and graduate Plant Sciences program and make recommendations to the faculty for any modification thereof. These aspects will include, but need not be limited to, curriculum, advising, and undergraduate research participation. This committee is expected to seek advice from alumni and industry as to how to better tailor the curriculum to the current job market.

- 3.4.1.1.2.3. **Academic Programs Assessment Committee** – to assess undergraduate and graduate majors in the Department of Plant Sciences. This committee will help department administration complete the annual plan for program learning outcomes required by the university.
- 3.4.1.1.2.4. **Interdepartmental Vehicle Committee** – to monitor and ensure the availability of all departmental motor vehicles and facilities for them, and to set and collect fees, where necessary, for their upkeep.
- 3.4.1.1.2.5. **Safety Committee** – to monitor safety and best management practices requirements within all departmental facilities as directed by the University Environmental Health and Safety Office.

3.4.1.3. Faculty and staff search committees

3.4.1.3.1. A search and selection advisory committee for a new faculty person will have no less than 5 members, at least 3 of whom must be drawn from the existing faculty, and the other members can be drawn from industry, other relevant departments, or commodity groups as required. A majority of these members must have expertise closely allied to the area of research or extension in which the new faculty member is expected to work. 1 additional member may be drawn from graduate student or staff members from the Department of Plant Sciences.

3.4.1.3.2. This search committee will consult with the Department Head and College Dean on the criteria for judging candidates, including their areas of expertise and responsibilities to teaching, extension, and research. This committee must also approve the wording for the final advertisements for this position, and where that ad will be published.

3.4.1.3.3. All new faculty positions will be advertised both locally and nationally in professional society publications or on websites representing the highest standards of that discipline as deemed appropriate by the Plant Science faculty in that area.

3.4.1.3.4. At least 2 members of the committee will be expected to review each application ensuring it meets the minimum requirements set by the university and the search committee. Each

report will then be presented to the committee as a whole, and voted upon. A report summarizing the final votes of the committee, and containing all other university evaluations, will be submitted to Human Resources at the conclusion of the search. A summary of this report will be provided to the faculty.

3.4.1.3.5. All members of the committee will be expected to participate in every stage of the selection and interview process, or resign and be replaced by another person chosen by the Department Head.

3.4.1.3.6. The committee will submit a vote to the Head on the suitability and rank order of the final candidates. This vote will be reported to the Dean along with the Departmental advisory vote and recommendation of the Department Head. The Head has the discretion to report this vote to the faculty after the faculty vote has been taken, but not before.

3.5. Student and Staff Participation in Academic Governance

3.5.1. Students and Staff participation in Department academic governance bodies shall be encouraged to participate in the same mode as faculty participation, except as reserved. The matters reserved to the faculty are:

3.5.1.1. Policy concerning salary, leaves, insurance, retirement, and fringe benefits of faculty.

3.5.1.2. Decisions concerning the appointment, salary, reappointment, promotion, tenure, or dismissal of individual faculty members. Evidence from students regarding the teaching and advising performance of faculty shall be considered in decisions concerning the above matters.

3.5.1.3. Matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the University.

3.5.1.4. Matters concerning the academic standing of students.

4. DEPARTMENTAL GRIEVANCE PROCEDURE

4.1. Grievance Procedure: The Department of Plant Sciences follows the *Faculty Grievance Policy* published in the Faculty-Staff Handbook and approved by the Board of Trustees for resolving employment related disputes that arise between faculty or staff members and administrators. However, a faculty or staff member who feels aggrieved should first seek an informal resolution at the department or college level before filing a formal grievance.

4.1.1. Faculty or staff members wishing to pursue an informal resolution may contact the Department Head or Faculty Ombudsperson.

5. PLANT SCIENCE ADVISORY BOARD

5.1. The Plant Advisory Board: shall provide the Department Head and faculty with an external evaluation of departmental performance in the areas of teaching, scholarship, research, extension and outreach. The Board will also facilitate, where possible, liaisons with commodity and industry stakeholders, and assist the department, when possible, in identifying and acquiring additional resources and support from these groups.

5.2. The Plant Advisory Board: will consist of 3 to 4 members nominated by the Department Head and Associate Department Head, and have been approved by a vote of the majority of the faculty. The nominees will be drawn from past alumni, industry, academia, and government, and serve at their convenience and the discretion of the Department Head.

6. ADOPTION AND AMENDMENT OF BYLAWS

These Bylaws shall become effective upon approval of two-thirds of all of the tenure-track faculty. Amendments to these Bylaws may be introduced by the Department Head, Associate Department Head, or a group of at least two faculty members at a faculty meeting. A proposed amendment shall become part of the Bylaws upon approval by two-thirds of all the regular faculty.

These Bylaws shall be reviewed by an designated ad hoc Advisory Committee as required.