

# BYLAWS FOR ACADEMIC GOVERNANCE

## Department of Plant Biology

### PREAMBLE

This document outlines the procedures by which the faculty, research associates, post-doctoral fellows and students participate in the academic governance of the Department of Plant Biology. The Bylaws emphasize the mutual confidence of the academic personnel (faculty, research associates, post-doctoral fellows and students) and Department Chairperson and provide a mechanism whereby the faculty, research associates, post-doctoral fellows and students assist the Department Chairperson in his or her responsibility to build a department strong in scholarship, teaching, and public service. These Bylaws are also designed to facilitate effective communication between the chairperson, the faculty, research associates, post-doctoral fellows and the students. An integral aspect of this communication is the provision of mechanisms through which the faculty, research associates, post-doctoral fellows and students can consult with and/or advise their Department Chairperson, as required by the University Bylaws for Academic Governance.

A representative mode of governance has been deemed essential and, to encourage meaningful faculty, post-doctoral fellow and student participation, committees and/or councils frequently have the faculty's delegated authority to consult with and advise the Department Chairperson.

Participation in academic governance, through effective communication, as outlined in these Bylaws, is an obligation shared by the Department Chairperson and all academic personnel. However, these Bylaws are not intended to constrain the Department Chairperson from direct communication with any element of the faculty, research associates, post-doctoral fellows or student groups. The Department Chairperson is, in fact, encouraged to communicate, on a regular basis, with both the Graduate Student Organization and the Undergraduate Student Organization.

If, in any matter, specifications or omissions place these Bylaws in conflict with University or College policies, as promulgated in their Bylaws, these latter shall take precedence.

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## 1. THE FACULTY

### 1.1. Composition of the Faculty

- 1.1.1. The regular faculty of the Department of Plant Biology shall consist of all tenured and tenure-system faculty in the Department holding the rank of professor, associate professor, or assistant professor.
- 1.1.2. The fixed-term faculty of the Department of Plant Biology shall consist of all faculty in the Department holding the rank of professor, associate professor, assistant professor, or instructor, but not appointed under the rules of tenure but receive the major portion of their salary from the Department.

- 1.1.3. Adjunct faculty may be appointed in the Department following the procedures set forth in the Department of Plant Biology Policy for Adjunct Faculty (Appendix I).
- 1.1.4. The honorary faculty of the Department of Plant Biology shall consist of visiting faculty and emeritus professors.
- 1.1.5. Academic specialists shall be those persons assigned to a specialized type of academic appointment or as a special instructor. This is not a category of the faculty appointed under the rules of tenure, but rather is provided for by the Board of Trustees' action as defined in a memorandum dated June, 1992, from the Provost to Deans, Directors and Chairpersons.

## 1.2. Voting faculty

### 1.2.1. College and University elections.

1.2.1.1. The voting faculty in the election of University councils and committees shall be all regular faculty. Voting faculty also includes full-time fixed-term faculty who have served at least three consecutive years and who are engaged in the academic activities of the University.

1.2.1.2. A faculty member jointly appointed in two or more units may vote only once in a given election. 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 multiple appointment form filed in the Office of the Provost.

1.2.2. The voting faculty in the election of departmental committees and in votes pertaining to departmental policies and decisions shall include all regular faculty of the Department.

1.2.2.1. The regular faculty may, in particular instances, extend voting rights to fixed-term faculty, adjunct faculty and academic specialists.

1.2.3. A faculty member may be elected to an academic governance body as a representative of any unit in which they hold regular faculty status.

1.2.4. A full-time fixed-term faculty member who has served at least three consecutive years or a specialist in the continuing appointment system may be elected to an academic governance body, with the exception of the University Committee on Faculty Tenure, as a representative of any unit in which the person holds faculty status.

## 1.3. Terms of Faculty Employment and Evaluation

- 1.3.1 Recommendations for original appointments to the faculty, whether under the tenure system or not, shall be made to the Dean(s) by the Department Chairperson upon the advice of the Department Advisory Committee (DAC), the Search Committee and the voting faculty.

The faculty vote on original appointments to the faculty shall be conducted as stated in section 4.4.2.7.

In the event the Department Chairperson's recommendation to the Dean conflicts with that of the Search Committee or the majority of the faculty as indicated by the faculty vote, the Department Chairperson shall inform the faculty of the conflict at least 1 week prior to submitting the recommendation. The Search Committee and/or the DAC shall then have the option of submitting a separate letter to the Dean explaining why they disagree with the recommendation of the Chairperson.

- 1.3.2. The terms and conditions of employment and tenure shall be those expressed in the Bylaws and other policy documents of the College of Natural Science, the University Faculty Handbook, and the Bylaws of the Department of Plant Biology.

- 1.3.2.1 Recommendations for promotion and/or tenure of faculty and reappointment of non-tenured members shall be made with the advice of the Reappointment, Promotion, and Tenure Committee.

- 1.3.3. Annual Review (See University Faculty Handbook and CNS Tenure System Annual Review Policy): Each spring, or more often as the Department Chairperson deems advisable, the Chairperson shall conduct a performance review orally with each regular faculty member and all fixed-term faculty members. The chairperson shall be familiar with all relevant university and college policies concerning faculty performance and evaluation and space allocation. By February 1 of each year, all faculty members holding primary appointments in the Department of Plant Biology shall provide the Chairperson a personal activities report covering activities and achievements of the previous calendar year, and any and all material deemed pertinent to the process of review. A written summary of this review, together with an assessment of the faculty member's status and progress, shall be prepared by the Department Chairperson on or before June 15, given to the faculty member and kept on file in the Department. Changes in responsibilities should be noted at this time, along with any remarks the faculty member may add. After reviewing the summary, the faculty member should indicate agreement or disagreement and sign. The signed summary shall become a part of the faculty member's permanent departmental file.

- 1.3.4. The Chairperson of the Department will appoint a faculty mentor(s) for each tenure system faculty's first appointment at the rank of Assistant Professor. The faculty mentor(s) monitors progress of the new appointee and provides critical help and support towards attainment of reappointment and tenure as outlined in the Faculty

## Mentoring Program (Appendix II).

### 2. THE STUDENTS

#### 2.1. Student Constituency of the Department

- 2.1.1. The student constituency of the Department, for the purpose of selecting student representatives from the Department to University and College committees, shall be all students who have declared with the Registrar a major or major preference in an academic program administered by the Department.
- 2.1.2. For purposes of serving on departmental committees, the student constituency shall be all students who are majors in the undergraduate Plant Biology programs or who are enrolled in the M.S. or Ph.D. programs of the Department.
- 2.1.3. Those student members of the Department who are enrolled in graduate non-degree programs, who are candidates for graduate degrees, or who are candidates for graduate-professional degrees shall be deemed graduate students for the purpose of these Bylaws.
- 2.1.4. All other students shall be deemed undergraduate students.

### 3. MODES OF PARTICIPATION

#### 3.1. General rules governing faculty and/or student participation in academic governance

- 3.1.1. Consultation. A body of faculty and/or students consult with and inform the Department Chairperson. Such a committee is not a deliberative body; it does not vote. Rather, the members express their views to inform the Department Chairperson.
- 3.1.2. Advisory. A deliberative body of faculty and/or students recommends policies to the Department Chairperson. The Department Chairperson is not bound by the recommendations and accepts responsibility for the decisions.
- 3.1.3. Shared Responsibility. A deliberative body of faculty and/or students makes recommendations to the Department Chairperson or a dean. If the administrator and deliberative body cannot agree and action must be taken, the recommendations of the administrator and of the deliberative body shall be submitted in writing to the appropriate administrator at the next higher administrative level for decisions by that administrator.
- 3.1.4. Delegated Authority. A deliberative body of faculty and/or students is authorized to make decisions on specified matters. Such decisions are subject to administrative review, but will be altered only in exceptional circumstances.

#### 3.2 Student Participation in Academic Governance

- 3.2.1. Students will participate in department academic governance bodies in the same mode as faculty participation, except for matters reserved to the faculty. The matters reserved to the faculty are:
  - 3.2.1.1. Policy concerning salary, leaves, insurance, retirement and fringe benefits of faculty.
  - 3.2.1.2. Decisions concerning the appointment, salary, reappointment, promotion, tenure or dismissal of individual faculty members.
    - 3.2.1.2.1. Evidence from students regarding the teaching performance of faculty may, as relevant, be considered in decisions concerning the above matters.
  - 3.2.1.3. Matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the University.

#### 4. DEPARTMENTAL ORGANIZATION

##### 4.1. Department Chairperson

- 4.1.1. The Department Chairperson is a regular faculty member of the Department of Plant Biology who serves as the chief executive and academic officer for 5 year terms.
- 4.1.2. The Department Chairperson shall be responsible for educational, research, and outreach service programs, budgetary matters, physical facilities and personnel matters in the Department, taking into account the advice of the continuing system faculty, the students, the Department Advisory Committee (DAC) and/or other appropriate committees in accordance with the procedures established in these Bylaws. The Department Chairperson has a special obligation to build a department strong in scholarship, teaching, and public service.

The chairperson shall conduct an annual review with each member of the tenure system faculty and all fixed-term faculty members. The chairperson 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.

The chairperson, or a designee, shall generally be present at meetings of an academic governance body.

- 4.1.3. The Department Chairperson shall also be responsible for the following reappointment, promotion and tenure matters.
  - 4.1.3.1. Insuring that all university, college, and departmental procedures,

guidelines, and timetables are followed in each reappointment, promotion and tenure case under consideration.

- 4.1.3.2. Informing each reappointment, promotion and tenure candidate and all regular faculty of all relevant procedures and deadlines in a timely fashion.
- 4.1.3.3. Making the official unit recommendation to the Dean of the College of Natural Science for or against the reappointment, promotion and tenure action under consideration by the designated deadline. This recommendation must report the vote of the faculty (see 4.9.5) for or against the reappointment, promotion and tenure action.
- 4.1.3.4. Informing the reappointment, promotion and tenure candidate of the faculty vote and his/her recommendation to the College as soon as these items are forwarded to the Dean of the College of Natural Science (see 4.9.6).
- 4.1.4. An Acting Chairperson.
  - 4.1.4.1. In the event that the Department Chairperson is absent for a period of time from more than 1 to not in excess of 30 days, the Associate Chairperson shall automatically be designated as Acting Chairperson. However, in the absence of a departmental Associate Chairperson, the Department Chairperson shall designate a member of the faculty to serve as the Acting Chairperson.
  - 4.1.4.2. In the event that the Acting Chairperson is to be absent for a period of time greater than one day and not exceeding fourteen days, the Director of the Graduate Program shall serve as temporary Acting Chairperson. If the absence is greater than 14 days and less than or equal to 30 days, the Dean shall appoint an Acting Chairperson from the regular faculty of the Department. The Acting Chairperson shall relinquish any duties and voting privileges that conflict with responsibilities incurred while serving as chairperson.
  - 4.1.4.3. In the event that the Department Chairperson anticipates an absence for a period greater than 30 days, the Dean shall appoint an Acting Chairperson. Consideration shall be given to relieving the Acting Chairperson of other responsibilities.
- 4.1.4. A Department Chairperson desiring to resign the chair shall notify the DAC at least 90 days prior to the proposed date of termination.
- 4.1.5. The Department Chairperson is subject to review at intervals not to exceed five years

(section 4.6.2.2.2). There is no limit to the number of 5-year terms a chair can serve.

4.2. Associate Chairperson

- 4.2.2. An Associate Chairperson shall be nominated by the Chair and approved by a majority of the voting faculty. This position is subject to approval by the Dean, and shall be a tenured member of the department's regular faculty who has agreed to serve in this capacity.
- 4.2.3. The Chairperson shall consult with the DAC and the faculty before nominating an individual as Associate Chairperson. The consultation shall cover both the qualifications of the nominee and the administrative duties associated with the position.
  - 4.2.3.1 The administrative duties of the Associate Chairperson shall be assigned in consultation with the Department Chairperson, following consultation with the DAC.
  - 4.2.3.2 The administrative duties of an Associate Chairperson shall be subordinate to his or her academic responsibilities as a member of the regular faculty.
- 4.2.4. The term of office of an Associate Chairperson shall neither precede nor extend beyond that of the Department Chairperson.
- 4.2.5. There is no limit on the number of terms an individual may serve as an Associate Chairperson.

4.3. Other Administrative Functionaries (shared responsibility)

- 4.3.1. The Chairperson shall, on a two year rotating basis, name an Awards and Honors Officer. The Awards and Honors Officer in the Department shall, with the help of an ad hoc committee of his/her choice, propose, in a timely manner and when appropriate, faculty members for honors and awards. The Honors and Awards Officer and his/her ad hoc committee will advise the Chairperson in regard to the departmental nominees and prepare the nominations. Any member of the Department may suggest to the Awards and Honors Officer any member of the Department for an award or honor.
- 4.3.2. The Chairperson shall, on a two year rotating basis, name a designated Liaison to the Office for Inclusion and Intercultural Initiatives. The Liaison shall provide guidance to assist individuals within the Department regarding allegations of harassment or discrimination. The Liaison shall act as an ombudsperson in relaying information to the Chairperson or other authorities of the University. Consulting with the Liaison does not preclude an individual from pursuing a matter or concern with the

University's Anti-Discrimination Judicial Board.

4.4. Meetings

4.4.1. Departmental Meetings

- 4.4.1.1. A minimum of one Departmental meeting shall be held in each academic year. The meeting is open to all members of the Department (faculty, staff, undergraduate students, graduate students, post-doctoral fellows). Additional Departmental meetings may be called by the Department Chairperson or by the DAC as needed.
- 4.4.1.2. The Department Chairperson or Acting Chairperson shall preside at all Departmental meetings.
- 4.4.1.3. An agenda for a Departmental meeting shall be prepared by the Department Chairperson or Acting Chairperson in consultation with the DAC, the Director of the Graduate Program, Director of the Undergraduate Program and chairs of other organized departmental groups. It shall be distributed to all members of the Department at least three days prior to each Departmental meeting.
  - 4.4.1.3.1. The agenda shall include an address by the Department Chairperson on progress achieved during the past year and plans for the coming year at a minimum of one Departmental meeting per year.
- 4.4.1.4. Conduct of all departmental meetings shall be governed by Robert's Rules of Order, Newly Revised.
  - 4.4.1.5.1. The agenda may be amended in accordance with Robert's Rules of Order, Newly Revised.
- 4.4.1.5. Departmental meetings are of an informative nature and shall not take action on academic matters.
- 4.4.1.6. The departmental Administrative Assistant or other person designated by the Department Chairperson shall serve as secretary at Departmental meetings. The minutes of each meeting shall be made available to all department members, and maintained in a file in the Department Office.

4.4.2. Departmental Faculty Meetings

- 4.4.2.1. The faculty of the Department shall meet at least twice each semester

during the academic year. Departmental meetings (section 4.4.1.) may substitute for one department faculty meeting per semester if so designated by the Chairperson. Additional department faculty meetings may be called by the Department Chairperson or the DAC.

- 4.4.2.2. The Department Chairperson, Associate Chairperson or regular faculty member designated by the Chairperson or acting Chairperson shall preside at all faculty meetings.
- 4.4.2.3. An agenda shall be prepared by the Department Chairperson in consultation with the DAC. It shall be distributed to faculty at least 3 working days before each meeting. The agenda may be amended in accordance with Robert's Rules of Order, Newly Revised.
  - 4.4.2.3.1. The agenda shall include reports on the activities of the DAC, standing committees, and ad hoc committees. These reports shall include progress on current deliberations as well as the advice given to the Department Chairperson and the rationale for that advice.
- 4.4.2.4. Faculty meetings shall generally be open to the Faculty. Research associates, post-doctoral fellows, graduate students and support staff may designate representatives to attend all meetings. The graduate student representative shall be designated by the Graduate Student Organization (GSO). The research associates and post-doctoral fellows may designate a representative from among their contingent. Speaking privileges may be granted in accordance with Robert's Rules of Order, Newly Revised. At the discretion of the Department Chairperson, the DAC, or the voting faculty, meetings or parts of meetings may be closed to all but the voting faculty.
- 4.4.2.5. Conduct of all faculty meetings shall be governed by Robert's Rules of Order, Newly Revised, except as modified in these Bylaws.
- 4.4.2.6. The departmental Administrative Assistant or other Department Chairperson designee shall serve as secretary at the faculty meetings. The minutes of each meeting shall be distributed to all faculty and maintained in a file in the Department Office for a minimum of seven years.
  - 4.4.2.6.1. The Chairperson shall designate a secretary from among the regular faculty at meetings or parts of meetings of the Department Faculty that deal with personnel matters and with issues of ethics. On such occasions, the departmental Administrative Assistant shall be relieved of his/her secretarial duties and excused from the meeting, as shall all non-tenure system faculty, fixed term faculty, post-doctoral fellows and research associates and students.

- 4.4.2.7. Action may be taken by a quorum of voting faculty present on any item which has appeared on, or has been added to, the agenda according to 4.4.2.3.
  - 4.4.2.7.1. A quorum shall consist of at least 50% of the regular faculty of the Department (section 1.1.1).
  - 4.4.2.7.2. A request for a secret ballot at the meeting may be made before the final vote on a motion is taken or before the question is called. This request must be supported by at least one-third of eligible voters present.
  - 4.4.2.7.3. A request for a ballot of all voting faculty may be made before the final vote on a motion is taken. This request must be supported by at least one-third of eligible voters present. A quorum for this ballot of all voting members shall be those ballots returned (marked or unmarked). The tally shall be made at least one week after the last ballot is sent out.
  - 4.4.2.7.4. A request for an electronic ballot may be made at the meeting before the final vote on a motion is taken or before the question is called. This request must be supported by at least one-third of eligible voters present. The deadline for submission of electronic ballots shall be determined at the meeting.
  - 4.4.2.7.5. Absentee voting is to be conducted by a proxy. The proxy is chosen by the absentee, and the proxy must be present at the faculty meeting when the ballot question is discussed. Absentees may participate in the faculty meeting and vote electronically.

#### 4.4.3 Annual Retreat.

- 4.4.3.1. The Department may hold an annual retreat to promote camaraderie and cohesion within the Department.
- 4.4.3.2. The retreat shall be planned by a committee composed of at least two faculty members and a graduate student representative.
- 4.4.3.3. At the discretion of the Chairperson and the Retreat Committee, all faculty members, post-doctoral fellows, research associates and graduate students shall be encouraged to attend. Office staff will be encouraged to attend when the agenda includes items related to their duties.
- 4.4.3.4. The annual retreat shall focus on one or more of the following topics:

current and future research opportunities for the Department, the preparation of graduate students, post-doctoral fellows and research associates for careers in science, and the Department's graduate and undergraduate teaching mission.

#### 4.5. Standing Committees

##### 4.5.1. Nature and establishment of standing committees.

- 4.5.1.1. A Standing Committee is a permanent committee whose function and continuity is essential to effective academic governance.
- 4.5.1.2. Standing Committees are authorized to make decisions on specified matters (3.1.4). Such decisions are subject to administrative review by the DAC prior to implementation, but will be altered only in exceptional circumstances.
  - 4.5.1.2.1. The DAC or the Department Chairperson may refer recommendations of a Standing Committee to the voting faculty if appropriate.
- 4.5.1.3. There shall be the following Standing Committees:
  - Departmental Advisory Committee
  - Graduate Committee
  - Undergraduate Committee
  - Reappointment, Promotion, and Tenure Committee
- 4.5.1.4. The Chairpersons of the Graduate, Undergraduate and Reappointment, Promotion, and Tenure Committee shall be appointed by the Department Chairperson with the approval of the DAC, and shall serve as the Department Chairperson's designated representative at all committee meetings that they chair (University Bylaws section 2.2.4.). Committee chairs must be regular faculty. The term of office shall be two years for the Reappointment, Promotion and Tenure committee and three years for the Graduate and Undergraduate Committees. The Chairs of the Graduate and Undergraduate committees shall serve as Director of the Graduate Program and Director of the Undergraduate Program, respectively. Reappointment of the Chair of a standing committee is encouraged to provide institutional memory to the committee.
  - 4.5.1.4.1. The Chair shall recommend a nominee for Chairperson of each Standing Committee to the DAC. When possible, preference should be given to nominees who have had experience on the committee.

4.5.1.4.2. If the Chairperson of a Standing Committee is, in the judgment of the DAC and the Department Chairperson, unable to perform his or her duties, the office is declared vacant and a new Committee Chairperson shall be designated to complete the remainder of the term. Procedures shall follow those outlined in section 4.5.1.4.1.

4.5.1.5. All standing committees shall meet as often as deemed necessary by the committee chair to conduct their business, but shall meet at least once each academic year.

#### 4.5.2. Faculty Membership

4.5.2.1. The term of office for members of standing committees shall be two years. If possible, and to facilitate continuity, terms of office shall begin on consecutive years for the two elected members of each standing committee. Terms of office shall begin on July 1, and terminate on June 30.

4.5.2.2. With the exception of members of the DAC, individuals shall not serve on more than one Standing Committee at a time.

4.5.2.3. Except for the DAC (see 4.6.1.1.), individuals shall be selected for Standing Committees by the DAC.

4.5.2.4. If a faculty member of a Standing Committee is unable to serve for 90 days or longer, excluding June, July and August, a replacement shall be appointed by the DAC. The replacement shall complete the unexpired term.

#### 4.5.3. Student membership

4.5.3.1. Graduate student members of departmental committees shall be selected by the Graduate Student Organization in accordance with their Bylaws.

4.5.3.2. Graduate student members of departmental committees shall have full voting privileges on all committees except on the DAC or in matters where prohibited by University guidelines or regulations.

4.5.3.3. Normally, individuals may not serve on more than one Standing Committee at a time.

### 4.6 Department Advisory Committee (DAC)

The DAC shall consist of four (4) faculty as described under section 4.6.1.1.

#### 4.6.1. Composition of the DAC

4.6.1.1. The DAC shall consist of four regular faculty members chosen by a direct vote of the voting faculty and one student representative designated by the GSO. Two faculty members of the DAC shall be elected each year. DAC members chosen by the faculty will normally have a two-year appointment. Every effort shall be made to ensure that the composition of the DAC represents the diversity and disciplines in the Department. The departing members of the DAC shall poll faculty to construct a ballot listing the names of all faculty willing to serve on the DAC. The two faculty members having the highest number of votes will replace the members of the DAC whose terms expire. At least 50% plus 1 of the eligible voting faculty must participate in the balloting. No DAC member may hold office for more than four consecutive years. The graduate student representative shall be a non-voting member of the DAC.

4.6.1.1.1. The Department Chairperson and Associate Chairperson shall be ex-officio members of the DAC, without voting rights.

#### 4.6.2. Functions of the DAC

4.6.2.1 To assist and advise the Department Chairperson in the discharge of his or her responsibilities.

4.6.2.1.1. To formulate long-term policy and revise or update such policy whenever appropriate.

4.6.2.1.2. To periodically assess the progress of the Department in achieving long-range goals and appoint an ad hoc Long Range Planning Committee as needed.

4.6.2.1.3. To nominate faculty for departmental committees.

4.6.2.1.4. To interpret the Department's Bylaws.

4.6.2.2. To provide liaison with the Deans and Directors, as well as with College and University Committees and Councils.

4.6.2.2.1. To select faculty nominees for committees and representative bodies outside the Department.

4.6.2.2.2. Upon recommendation of the Dean that a new Department Chairperson be found, or when the Chairperson becomes permanently unavailable, then the Associate Chairperson shall immediately become Acting Chairperson. If he (she), too, is unavailable, then the Director of the Graduate Program shall serve as Acting Chairperson 4.1.3.3.

The voting faculty shall have shared responsibility with the CNS dean to determine the procedures for nomination of the Department Chairperson to be selected by the Provost.

- 4.6.2.2.3. The Department Chairperson shall be subject to a regular review at an interval not to exceed five years. The DAC shall schedule a meeting with the Dean to review CNS policies and formulate specific procedures for the periodic review of the chairperson. The faculty shall have shared responsibility with the CNS dean to determine procedures for review of the chairperson.

#### 4.6.3. Procedures

- 4.6.3.1. The DAC shall meet at least once each month during the academic year. Additional meetings may be scheduled by the Department Chairperson, or by request of two DAC members.
- 4.6.3.2. The Department Chairperson or his/her designee shall chair all DAC meetings, except as provided in 4.6.3.4.3.
- 4.6.3.3. The Department Chairperson shall prepare a proposed agenda for each meeting of the DAC. Copies of the proposed agenda shall be distributed to each DAC member, and maintained in a permanent file in the Department Office. Ordinarily, such distribution shall be made at least two complete working days in advance of the meeting.
- 4.6.3.4. DAC meetings shall be open to all regular faculty, with exceptions as described in 4.6.3.4.1., 4.6.3.4.2., or 4.6.3.4.3. Speaking privileges shall be granted in accordance with Robert's Rules of Order, Newly Revised.
  - 4.6.3.4.1. At the discretion of the Department Chairperson or his/her designee or by a majority vote of DAC members, meetings devoted to particular subjects may be closed to all but members of the DAC.
  - 4.6.3.4.2. At the discretion of the Department Chairperson or his/her designee or by a majority vote of DAC members, meetings devoted to matters reserved to the faculty, as listed in section 3.2.1., may be closed to all but the voting faculty and ex officio members.
  - 4.6.3.4.3. A majority vote of DAC members is required to convene meetings devoted to particular subjects reserved to voting members of the DAC. In such cases, a member of the DAC

shall preside.

- 4.6.3.5 Conduct of all DAC meetings shall be governed by Robert's Rules of Order, Newly Revised except where they may be inconsistent with these Bylaws.
- 4.6.3.6 A quorum shall be declared if at least three of the voting members are in attendance. A regular DAC member may designate a proxy from among the voting faculty if the member is unable to attend a meeting.
- 4.6.3.7 In all open meetings of the DAC, the Administrative Assistant of the Department will be responsible for keeping the minutes. During all closed meetings (Sections 4.6.3.4.1., 4.6.3.4.2. and 4.6.3.4.3.) a designated DAC member shall be responsible for keeping accurate minutes of DAC meetings. Copies of the minutes shall be distributed to each DAC member, and maintained in a permanent file in the Department Office.
- 4.6.3.8 The Department Chairperson or a designated member of the DAC shall report on DAC activities at all department faculty meetings. These reports shall summarize the advice given to the Department Chairperson and present the rationale for that advice.

#### 4.7. Graduate Committee

The Committee has the responsibility to recruit, review, and evaluate current and prospective graduate students. The committee shall make recommendations concerning the graduate course offerings and the graduate program in the Department.

- 4.7.1. The Department Chairperson shall, following approval from the DAC, appoint a member of the regular faculty as a candidate for Director of the Graduate Program. The appointment shall be submitted for approval by the voting faculty. The Director of the Graduate Program shall normally serve for a term of three years. The Director of the Graduate Program and the Associate Chairperson shall work closely together to provide leadership to the Graduate program of the Department. The Director of the Graduate Program will be the Chairperson of the graduate committee with voting rights.
- 4.7.2. The Graduate Committee shall consist of the Director of the Graduate Program, at least two additional faculty members and one graduate student. Membership on the Committee shall represent the diversity and disciplines of the faculty in the Department. Members are appointed for a two- year term and may be reappointed for one additional term.
- 4.7.3. The Graduate Committee shall periodically review department requirements for graduate degrees. If the Committee deems changes are desirable, the Director of the Graduate Program shall consult with individual faculty members or groups of faculty

prior to advising the Department Chairperson.

- 4.7.4. The Graduate Committee shall assist the Department Chairperson and the faculty in the recruitment of students with the highest possible qualifications and potential. These recruiting activities shall include the dissemination of information and available opportunities.
- 4.7.5. The Graduate Committee shall review applications for admission to graduate study and advise the Department Chairperson and Associate Chairperson as to appropriate action.
- 4.7.6. The Graduate Committee shall consult with the Associate Chairperson relative to those applicants who should receive departmental assistantships, nominees for various fellowships and scholarships, according to the procedures outlined for such awards. The Graduate Committee shall advise the Chairperson of their recommendation.
- 4.7.7. The Graduate Committee shall have delegated authority to select the recipients for Departmental graduate awards, according to the procedures outlined for such awards. The Graduate Committee shall also propose nominees for College, University and National awards according to the procedures outlined for particular awards
- 4.7.8. The Director of the Graduate Program shall review graduate student progress on a yearly basis and advise the Chairperson and Associate Chairperson in regard to appropriate employment actions (termination, continuation of stipends).
- 4.7.9. The Graduate Committee shall initiate a review, at intervals not to exceed five years, of the graduate course offerings of the Department and shall advise the Department Chairperson as to desirable modifications be they additions, deletions, or other changes. In performing this function, the Graduate Committee shall work closely with the Associate Chairperson of the Department, with affected and concerned individual faculty members and/or groups of faculty, and the Graduate Student Organization. Changes to degree programs must be approved by a vote of the regular faculty.
- 4.7.10. Faculty may initiate requests for new graduate courses or changes in existing courses to the Chairperson or to the Associate Chairperson.
- 4.7.11. The Graduate Committee shall consider revisions in the degree program(s) of the Department and advise the Department Chairperson. Changes to the degree programs must be approved by a vote of the regular faculty.

#### 4.8. Undergraduate Committee

The Undergraduate Committee has the responsibility to recruit students, review and evaluate students and make recommendations concerning the undergraduate course offerings and the undergraduate program in the Department.

- 4.8.1. The Department Chairperson shall, following approval from the DAC, nominate a regular faculty member as a candidate for Director of the Undergraduate Program. The nomination shall be submitted for approval to the voting faculty. The Director of the Undergraduate Program shall normally serve for a term of three years. The Director of the Undergraduate Program shall be the Chairperson of the Undergraduate Committee with voting rights. The Director of the Undergraduate Program and the Associate Chairperson will work closely together to provide leadership to the Undergraduate program of the Department.
  - 4.8.2. The Undergraduate Committee shall consist of two faculty members, in addition to the Director of the Undergraduate Program. The Undergraduate Advisor shall serve as an *ex officio* member of the Undergraduate Committee.
  - 4.8.3. The Undergraduate Committee shall develop materials for the recruitment of students into the Department's undergraduate majors.
  - 4.8.4. The Undergraduate Committee shall be responsible for the orientation and initial guidance of undergraduate students.
  - 4.8.5. The Undergraduate Committee shall have delegated authority to select the recipients for undergraduate awards, according to the policy outlined for particular awards.
  - 4.8.6. The Undergraduate Advisor, or another faculty member approved by the Director of the Undergraduate Program and the Undergraduate Advisor, shall serve as the advisor for the Undergraduate Student Organization.
  - 4.8.7. The Undergraduate Committee shall be responsible for initiating a review, at intervals not to exceed five years, of the undergraduate course offerings of the Department and shall advise the Department Chairperson as to desirable modifications, be they additions, deletions, or other changes. In performing this function, the Undergraduate Committee shall work closely with the Associate-Chairperson of the Department, with affected and concerned individual faculty members and/or groups of faculty, with the Graduate Student Organization, and with the Undergraduate Student Organization.
  - 4.8.8. Faculty may initiate requests for new undergraduate courses or changes in existing courses.
  - 4.8.9. The Undergraduate Committee shall consider revisions in the undergraduate degree program(s) of the Department and advise the Department Chairperson concerning their considerations. Changes to the degree programs must be approved by a vote of the regular faculty.
- 4.9. Reappointment, Promotion, and Tenure Committee
    - 4.9.1. The Reappointment, Promotion, and Tenure Committee shall consist of four regular

faculty members, with the composition of the Committee representing the diversity and disciplines in the Department. Every effort shall be made to appoint members with the background and expertise to provide an informed evaluation of reappointment, promotion and tenure cases that come before the committee.

- 4.9.2. The Reappointment, Promotion, and Tenure Committee shall annually evaluate all faculty below the rank of Professor for reappointment, tenure, and (or) promotion. This evaluation shall be initiated at least 60 days prior to the deadline for forwarding a recommendation to the Dean. Furthermore, the Department Chairperson shall consult the Committee whenever any member of the faculty is being considered for reappointment, tenure, or promotion.
  - 4.9.2.1. The Committee shall consult the *Guidelines for Faculty Reappointment, Promotion and Tenure in the College of Natural Science at Michigan State University* available on the CNS website.
- 4.9.3. The Reappointment, Promotion, and Tenure Committee shall in all cases consider information from the following sources:
  - 4.9.3.1. The faculty member's research, as presented to the department as a research seminar.
  - 4.9.3.2. The professional accomplishments file, maintained in the Department Office, which includes all the data concerning the professional accomplishments of the candidate in the areas of teaching, advising, research, and service, as well as the candidate's contributions to the Department and/or University through committee assignments, etc. Each faculty member shall assist in keeping this file current.
  - 4.9.3.3. Student input. The Reappointment, Promotion, and Tenure Committee shall review the teaching evaluation forms in each candidate's file.
  - 4.9.3.4. Faculty input. The Reappointment, Promotion, and Tenure Committee shall review the peer evaluation of teaching in each candidate's file.
  - 4.9.3.5. Outside assistance. Evidence of the candidate's professional competence and reputation shall be solicited from faculty groups or professional associates outside the Department and University as required for tenure and promotion actions.
  - 4.9.3.6. Meeting with candidate. After information has been obtained and reviewed, the Reappointment, Promotion, and Tenure Committee shall meet with the candidate.
- 4.9.4. The Reappointment, Promotion, and Tenure Committee shall, for each candidate, advise the Department Chairperson, in writing, of its recommendations and the

rationale for its recommendations. These advisory documents, including statements received from individual faculty or faculty groups, shall be submitted to the Department Chairperson at least three weeks before the meeting of the tenured voting faculty to consider reappointment, promotion and tenure. Within one week after receipt of the recommendation from the Reappointment, Promotion, and Tenure Committee, the Chairperson shall provide a copy of the recommendation to the candidate so that he or she may reply or request reconsideration by the Reappointment, Promotion, and Tenure Committee.

- 4.9.5. In adherence with the timetable given in Appendix III to these Bylaws, the Chairperson shall convene a meeting of the tenured voting faculty to consider as a committee of the whole the reappointment, tenure and promotion recommendations presented to the Chairperson.

The sole subject of this meeting shall be reappointment, tenure and promotion. The Department Chairperson shall request the presence of the members of the Reappointment, Promotion, and Tenure Committee at this meeting. The Chairperson of the Reappointment, Promotion, and Tenure Committee, or his/her delegate, shall present each case for reappointment individually, followed by a motion to either reappoint or not reappoint. After consideration of the reappointment cases, the Chairperson of the Reappointment, Promotion, and Tenure Committee, or his/her delegate, shall present in a similar fashion each of the cases for promotion to associate professor with tenure. After consideration of the latter cases, the associate professors shall be excused from the meeting and promotion to full professor will be handled in a similar fashion. The meeting shall be held under the rules promulgated in Robert's Rules of Order, Newly Revised.

All voting shall be by secret ballot. Options shall be "yes", "no", or "abstain". The votes shall be tallied immediately by two faculty members appointed by the Department Chairperson. The results of the ballot shall then be announced immediately to all participants at the meeting, and shall become a part of the record that the Department Chairperson forwards to the Dean as part of the evaluation process. The Department Chairperson shall review the faculty recommendations and make the final Departmental recommendation to the Dean.

Absentees may participate in the faculty meeting and vote electronically at the meeting. Faculty must participate in the faculty meeting in person or electronically to be eligible to vote.

- 4.9.6 The Department Chairperson shall meet with all candidates as soon as possible after the voting procedure to inform them of the results of the vote. In the event that a recommendation is made at the tenured faculty meeting not to reappoint, grant tenure or promote, the candidate shall have the right to meet with the Reappointment, Promotion, and Tenure Committee for further review. Request for further review must occur within 7 days of the date of the candidate being informed of the initial

decision.

- 4.9.7. In the event that a recommendation is made not to reappoint, grant tenure, or promote and the affected faculty member believes review procedures have been violated, or the information presented by the Reappointment, Promotion, and Tenure Committee did not accurately reflect the record, the DAC shall meet as soon as practicable at the affected faculty member's request and give their recommendations as to whether procedures have been violated or whether the record accurately reflected the candidate's accomplishments.

## 5. AD HOC COMMITTEES

- 5.1. An ad hoc committee is any committee formed for a specified need or purpose, and whose activity is not of a continuing nature.
- 5.2. Ad hoc committees may be formed by the Department Chairperson, the DAC, and/or the voting faculty.
  - 5.2.1. An ad hoc committee that shall be formed to search for regular faculty shall be called a Search Committee. Guidelines for the formation of Search Committees and procedures for their operation are detailed in section 5.8. Search Committees of the Plant Research Laboratory (PRL) shall substitute for the Departmental Search Committees for faculty members hired by the PRL who wish to have their academic appointments in the Department of Plant Biology. Search Committees of the Kellogg Biological Station (KBS) shall substitute for Departmental Search Committees for faculty members hired by KBS who wish to have their academic appointments in the Department of Plant Biology. Faculty of the Department of Plant Biology will be invited to attend interview seminars, may request individual interviews with candidates and are encouraged to contribute written commentary concerning the candidates.
  - 5.2.2. An ad hoc Space Committee shall be formed to advise the Department Chairperson regarding utilization of office, research and teaching space. The Space Committee shall then identify areas of need and prepare priority lists for use by the Department Chairperson and by the DAC for short- and long-range planning.
  - 5.2.3. An ad hoc Curriculum Committee shall be formed at least once every five year period to review the entire graduate and undergraduate curriculum. An ad hoc committee may also be formed to advise the Chairperson on other issues of curriculum when such issues arise.
  - 5.2.4. An ad hoc Long Range Planning Committee may be formed as needed to periodically assess the progress of the Department in achieving long-range goals.

- 5.3. Graduate students may be included in ad hoc committees and shall be included in Search Committees. Graduate student members shall be selected by the Chairperson from a slate of at least two nominees prepared by the Graduate Student Organization.
- 5.4. Ad hoc committees shall report to the voting faculty on all matters of general interest except in instances of privileged information and personnel items.
- 5.5. The Chairperson of each ad hoc committee shall be designated by the Department Chairperson at the time that the committee is appointed.
- 5.6. Ad hoc committees shall receive their charge from the Department Chairperson at the time that their members are appointed.
- 5.7. Procedures of each ad hoc committee shall be determined by the ad hoc committee except in the case of Search Committees (5.8.3).
- 5.8. Search Committees: Guidelines for formation and procedures for operation.
  - 5.8.1. The Plant Biology faculty shall advise the Department Chairperson concerning possible areas for new positions and possible nominees for the Search Committees.
  - 5.8.2. Appointments to a Search Committee shall be made by the Department Chairperson, subject to approval by the DAC. Normally, Search Committees shall consist predominantly of faculty representing the discipline being sought. The graduate student and post-doctoral representatives shall normally, as closely as possible, represent the discipline being sought.
  - 5.8.3. The Search Committee shall follow the College and University policies regarding the policies for searching for and hiring new faculty.
  - 5.8.4. The Search Committee shall see that the position is widely advertised in accordance with the policies of the College of Natural Science and the University.
  - 5.8.5. The Search Committee shall normally submit the names of at least three candidates to be invited to visit the Department and deliver research seminars to faculty, post-doctoral fellows, and students. The Search Committee shall arrange for candidates to visit with faculty and students.
  - 5.8.6. The Search Committee shall seek reaction to the candidates from faculty, research associates and graduate students.
  - 5.8.7. Search Committees shall present their recommendations to the DAC and the voting faculty before advising the Department Chairperson.

5.9 For consultative and governance purposes, it is the right of any group of faculty to organize.

## 6. GRIEVANCE PROCEDURES

Grievance procedures are not intended to establish a separate administrative structure, nor are they intended to displace professional judgments where those judgments should take clear precedence. The Department shall follow procedures set out by the University. Grievance procedures for faculty, staff, and graduate and undergraduate students can be found at the following web sites:

Faculty:

<http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/facultygrievance.htm>

Union and non-union staff:

<http://www.hr.msu.edu/documents/facacadhandbooks/nsclhandbook/grievance.htm>

Students:

The DAC shall establish a hearing board whenever a grievance is filed by a student who alleges violations of academic rights. The DAC shall follow the *Department of Plant Biology Student Conduct and Conflict Resolution Policy*

<https://www.msu.edu/~ombud/grievance-procedures/index.html>

Student employees:

<http://www.hr.msu.edu/documents/studenthandbooks/grievance.htm>

## 7. ADOPTION, AMENDMENT AND ANNULMENT OF BYLAWS

- 7.1. These Bylaws shall become effective upon approval by a majority of all of the voting faculty of the Department of Plant Biology and shall replace all existing Bylaws of the Department of Plant Biology.
- 7.2. Any voting faculty member, student, or any group thereof, of the Department of Plant Biology may request in writing that the DAC initiate procedures to amend or annul any part of these Bylaws. The DAC shall research and discuss the proposed amendment and shall forward the request, together with its recommendation, to the faculty at a regular or special meeting so that it can be considered further, and amended, if necessary. Following passage of a motion for approval of the request, or an amended version thereof, the amendment shall be submitted to the voting faculty. Upon approval by a majority of all of the voting faculty, the amendment becomes a part of the Bylaws, or the section whose annulment was desired becomes void.
- 7.3. If the Chairperson and the faculty cannot agree on the proposed and faculty approved changes, the matter will be referred to the next higher level of administration, i.e., the Dean of the College of Natural Science, for resolution.
- 7.4. These Bylaws shall be reviewed by the DAC at intervals not to exceed five years.

7.5. The DAC shall be the final authority with regard to interpretation of these Bylaws.

## Appendices

- I. Policy on Adjunct Faculty
- II. Policy on Mentoring
- III. Criteria and Procedures for Reappointment/Tenure/Promotion –guidelines are those of the College of Natural Science <http://ns.msu.edu/dean/RPTGuidelines.pdf>