

**BYLAWS OF THE FACULTY OF THE
COLLEGE OF AGRICULTURAL SCIENCES AND NATURAL RESOURCES,
AGRESEARCH, AND UT EXTENSION^a**

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PREAMBLE

0.1.^{1,2} The mission of the College of Agricultural Sciences and Natural Resources, AgResearch and UT Extension is to enhance the quality of life for rural and urban people through teaching, research and outreach programs focused on human activity, food, fiber and natural resource systems. The Chief Academic Officer for the faculty covered by these bylaws is the Chancellor for the University of Tennessee Institute of Agriculture.

ARTICLE I: PURPOSE

1.1. The purpose of the bylaws of the College of Agricultural Sciences and Natural Resources (CASNR), AgResearch, and UT Extension is to promote the orderly conduct of business of the CASNR, AgResearch and UT Extension. These bylaws supplement University of Tennessee Board of Trustees Policy and The University of Tennessee Faculty Handbook. If they conflict with University policies, University policies prevail.

1.2. Unless otherwise noted, the terms “College” or “College-level” are used for the sake of brevity to refer to all three units (CASNR, AgResearch, UT Extension). If a specific section refers to only the faculty in one of the three units or to one of the units, it is stated.

ARTICLE II: MEMBERSHIP

Section 1. Faculty

2.1.1. Membership for the purposes of these bylaws is inclusive of all tenured, tenure-track, and non-tenure-track faculty (see Chapters 3 and 4 of the UT Faculty Handbook) in the College of Agricultural Sciences and Natural Resources, AgResearch, and/or UT Extension. This definition applies to all mentions of “Faculty” in these bylaws, unless otherwise stated.

2.1.2. Honorary Faculty are those persons designated as Visiting Professors, Professors Emeriti, Adjunct Faculty and faculty on term or part-time appointments (employed less than 76% time by the University of Tennessee Institute of Agriculture).

2.1.3. Emeritus Faculty. At the discretion of the Chancellor and upon the recommendation of the department head and dean, faculty members who are professors at the time of retirement may be awarded the rank of emeritus or emerita. 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 emerita or emeritus.

2.1.3.1 The departmental faculty votes on the award of the title "Emeritus."

¹ Footnotes are noted by numbers; endnotes are noted by lowercase letters.

² Paragraph numbering: In the numbering sequence, the first number signifies the Article, the second number signifies the Section, the third number is the paragraph and the fourth number is the subparagraph.

2.1.3.2 The department head transmits a letter of recommendation, which includes the results of the faculty vote, to the dean(s).

2.1.3.3 The dean(s) make a recommendation and transmits it along with the department head's recommendation to the Chancellor.

2.1.3.4 The Chancellor makes the final decision upon review of the recommendations of the dean(s), department head, and faculty. S/he then notifies the department head and dean(s) of the final action.

2.1.4 Adjunct Faculty. Individuals who provide uncompensated, or part-time, compensated service, to the instructional, research, or Extension programs of the College³ may be given adjunct faculty appointments. Criteria for rank will follow The University of Tennessee Faculty Handbook. Departmental bylaws determine appointment procedure and the term of appointment. Departmental faculty will recommend an individual for adjunct appointment by ballot vote and the results will be forwarded by the department head to the Chancellor for action. Upon approval of the Chancellor, the department can take personnel action to make the appointment.

2.1.5 Faculty, as defined in 2.1.1, have the right to vote in College-level elections, to vote at College-level faculty meetings, and to serve on elected and appointed College-level committees. Voting in departmental faculty meetings is deferred to departmental bylaws.

2.1.6. A faculty member may be elected to an academic, research or Extension governance body as a representative of any unit in which the person holds regular⁴ faculty status, in accordance with University of Tennessee bylaws.

2.1.7. Procedures and criteria for appointment to the faculties of the CASNR, AgResearch and/or UT Extension are clearly delineated in The University of Tennessee Faculty Handbook, the Manual for Faculty Evaluation, and Appendices A and B of these bylaws.

Section 2. Deans.

2.2.1. The Dean of the College of Agricultural Sciences and Natural Resources is responsible to the Chancellor for the Institute of Agriculture and provides leadership for academic programs. The Dean works with the Office of the Provost, the Office of the Vice Chancellor for Student Affairs, and the Office of the Vice Chancellor for Finance and Administration on matters related to the academic programs, student affairs, and budget.

2.2.2. The Dean of AgResearch provides leadership for the research program and is responsible to the Chancellor for the Institute of Agriculture.

³ "College" or "College-level" are used for the sake of brevity to refer to all three units (CASNR, AgResearch, UT Extension)

⁴ Regular appointment is defined in HR Policy 0105, Employment Status. "Faculty" is a recognized EEO classification that excludes those considered Executive and Administrative according to Title VI guidelines.

2.2.3. The Dean of UT Extension provides leadership for the outreach and non-credit educational programs in the UTIA and is responsible to the Chancellor for the Institute of Agriculture.

Section 3. Associate and Assistant Deans.

2.3.1. The Associate and/or Assistant Dean(s) for Academic Programs provide leadership for academic programs. S/he represents CASNR on various university-level committees; works with various university offices that function in support of undergraduate and graduate academic programs; works with CASNR faculty, staff, students and student organizations on matters related to academic programs; and other tasks as assigned by the Dean of CASNR and/or the Chancellor for the Institute of Agriculture.

2.3.2. The Associate and/or Assistant Dean(s) of AgResearch are responsible to the AgResearch Dean. S/he represents AgResearch on various university-level committees; provides leadership to department heads and research and education center directors in the coordination of a mission oriented agricultural and natural resources research program; coordinates development of field days and other technology transfer events; promote AgResearch relationships with commodity groups, agencies and professional groups; and other tasks as assigned by the AgResearch Dean and/or Chancellor for the Institute of Agriculture.

2.3.3. The Associate and/or Assistant Dean(s) for UT Extension provide programmatic leadership for statewide educational programs; coordination and leadership for faculty and staff; and representation of Extension at local, state, and national meetings and events; and other tasks as assigned by the Dean of UT Extension and/or the Chancellor for the Institute of Agriculture.

Section 4. Searches for Deans

2.4.1. Guidelines as established by the Office of Equity and Diversity and the Faculty Handbook (Chapter 1, Section 1.4.1) will be followed. In addition,

2.4.1.1 The Chancellor selects the chair of the search committee from outside the unit (that being CASNR, AgResearch, or UT Extension) and appoints members of the committee from persons nominated by deans, associate/assistant deans, department heads, and tenured, tenure-track, and non-tenure track faculty members of the departments.

2.4.1.2 A majority of the search committee is composed of tenured faculty members of the unit, chosen to represent a balance among the academic areas of the unit.

2.4.1.3 Members may include representation from tenure-track faculty, non-tenure track faculty, other UT faculty and administrators external to the CASNR/AgResearch/UT Extension, students, exempt and non-exempt staff, county Extension personnel, outside stakeholders, alumni, and other key individuals deemed appropriate by the Chancellor for the Institute of Agriculture.

2.4.1.4 Per university requirements, dean search committees will include a representative from the black faculty. Should the Chancellor for Institute of Agriculture determine there is not an

appropriate member of the faculty or that the black faculty have been overburdened with service on search committees, black students, staff, stakeholders, and others will be considered to ensure committee diversity.

ARTICLE III: FACULTY MEETINGS

Section 1. Frequency and Authorization

3.1. Meetings of the faculty will be conducted at least once each fall and spring semester. Additional meetings may be called by the dean(s) or designate or by petition to the dean(s) of 20 percent of faculty. The dean(s) or designate prepares and distributes an agenda by campus mail or by e-mail at least one week before the scheduled meeting. The dean(s) or designate presides at all meetings.

Section 2. Quorum and Rules

3.2. A quorum for voting consists of eligible faculty in actual attendance at the meeting. Meetings will be conducted according to Roberts Rules of Order. The dean(s) or designate may appoint a parliamentarian at his/her discretion.

Section 3. Voting

3.3. All faculty, as defined in 2.1.1, are eligible to vote. Voting is normally by voice vote. However, any faculty member in attendance may ask for a show of hands or a blind, paper ballot.

Section 4. Reporting

3.4. Minutes are recorded by a member of the Office of the Dean staff, and transcribed and distributed to all faculty within five (5) business days of the meeting.

ARTICLE IV: COMMITTEES

Section 1. Bylaws Committee

4.1.1. Purpose. This committee reviews and makes appropriate recommendations regarding the bylaws. Its charges are:

4.1.1.1 To review the Constitution and Bylaws of The University of Tennessee and College⁵ in response to changes in The University of Tennessee policies and to requests from the faculty.

4.1.1.2 To propose revisions to the bylaws for action by the faculty.

4.1.2. Membership. Membership consists of one representative from each of the eight departments (seven academic departments and one Extension department): Agricultural and Resource Economics (including the Agricultural Leadership, Education and Communication Program faculty); Animal Science; Biosystems Engineering and Soil Science; Entomology and Plant Pathology; Family and Consumer

⁵ "College" or "College-level" are used for the sake of brevity to refer to all three units (CASNR, AgResearch, UT Extension)

Sciences; Food Science and Technology; Forestry, Wildlife and Fisheries; and Plant Sciences; a member of the UTIA Advisory Council, and an ex officio administrative facilitator.

4.1.2.1 Each department's representative is selected by a vote of that department's tenured faculty members.

4.1.2.2 Representatives serve three-year terms. Terms are staggered; three new representatives are selected each year (two every third year).

4.1.2.3 A member of the committee is elected by the committee to serve for one year as chair. Chairs serve in that capacity during the second year of their three-year term on the committee.

4.1.2.4 A faculty member who is a department head, assistant dean, associate dean or dean is not eligible to serve on this committee, except as an ex officio administrative facilitator. The ex officio administrative facilitator is appointed by the Chancellor.

4.1.3. Procedures. Procedures will be developed by consensus of the first elected committee.

Section 2. Tenure and Promotion Committee

4.2.1. Purpose. This committee performs the following functions pertaining to tenure and promotion:

4.2.1.1 Review recommendations for tenure and promotion submitted by department heads;

4.2.1.2 Make recommendations for tenure and promotion to the deans of the CASNR, AgResearch and UT Extension, including evaluations of each recommendation and of department compliance with existing policies.

(NOTE: See Appendix A for flow-chart of the tenure and promotion process.)

4.2.2. Membership. Every effort will be made by Administration to ensure this committee is composed of one representative from each of the eight departments (seven academic departments and one Extension department): Agricultural and Resource Economics (including the Agricultural Leadership, Education and Communication Program faculty); Animal Science; Biosystems Engineering and Soil Science; Entomology and Plant Pathology; Family and Consumer Sciences; Food Science and Technology; Forestry, Wildlife and Fisheries; and Plant Sciences.

4.2.2.1 To ensure the committee has individuals who are familiar with the responsibilities of those engaged in teaching, research and Extension, the Chancellor will inform the department heads of the types of faculty appointments needed to maintain balance. Based on the appointment needed, each department will select their representative in accordance with departmental bylaws.

4.2.2.2 Representatives serve three-year terms. Terms are staggered; three new representatives are selected each year (two every third year).

4.2.2.3 A member of the committee is selected by the deans to serve for one year as chair. Chairs serve in that capacity during the second year of their three-year term on the committee.

4.2.2.4 A vice chair is selected by the deans to serve in the capacity of chair when the chair cannot or should not (see Section 4.2.4. Procedures) serve. The vice chair and chair cannot be from the same department.

4.2.2.5 A faculty member who is a department head, assistant dean, associate dean or dean is not eligible to serve on this committee.

4.2.2.6 The committee membership, vice chair, and chair should be in place no later than November 1 of each year.

4.2.3. Eligibility for Membership. Departmental bylaws should follow the Manual for Faculty Evaluation in selecting their nominees for the committee. "...[O]nly tenured faculty should make recommendations about candidates for tenure", and "only faculty of higher rank than the candidate should make recommendations about promotion." (Manual for Faculty Evaluation, p. 15, 2006 edition; viewed at <http://provost.tennessee.edu/evaluation/> on March 11, 2008.)

The College⁶-level tenure and promotion committee is normally composed of tenured full professors. However, in the rare occurrence when a department does not have an available tenured full professor, a tenured associate professor may represent that department. This representative will recuse him/herself from discussion and vote of promotions to full professor.

4.2.4. Procedures. This committee meets at least once per year in January, once applicant files are available and prior to the report due date, which is published each year by the Chancellor.

4.2.4.1 The Chancellor, dean(s) or designate(s) will familiarize the committee with current pertinent University and Institute policies regarding tenure and promotion procedures.

4.2.4.2 The chair assigns primary and secondary reviewers to each candidate's dossier. The primary reviewer presents the candidate and the secondary reviewer adds other comments.

4.2.4.3 The faculty member serving on the review committee will recuse him/herself from the deliberations of a colleague from his/her department by leaving the room during the discussion and not participating in the vote on that faculty member. The departmental representative will remain available to answer specific questions. Committee members with a potential conflict of interest (e.g. spouse, business associate) will also recuse themselves from the discussion and the vote.

4.2.4.4 Following the committee discussion of each applicant, a written blind vote is conducted for the applicant. The ballot must include space for written comments on strengths and weaknesses along with space for recording the vote: yes or no.

⁶ "College" or "College-level" are used for the sake of brevity to refer to all three units (CASNR, AgResearch, UT Extension)

4.2.4.5 Should a candidate under consideration for tenure and/or promotion be from the same department as the chair of this committee, the vice chair conducts this portion of the committee deliberations.

4.2.4.6 The committee chair drafts a report of the discussion of each candidate. The report for each candidate must summarize the vote and include strengths and weaknesses. In the circumstance where the committee chair must recuse him/herself from a particular candidate's review, the report on the discussion of that candidate will be prepared by the committee vice chair. In the case that both the chair and vice chair recuse themselves, the committee will decide on a person to draft the report. The report is reviewed by the entire committee prior to submission.

4.2.3.7 The committee report, and any dissenting reports, is(are) shared with the appropriate dean(s), department head(s), and candidate(s), and added to the dossier. If the candidate disagrees with the assessment, s/he may provide a statement, which will be added to the dossier (see Appendix A: Tenure and Promotion Flowchart).

4.2.5. Responsibilities of Department Heads and Deans. The dean(s) will inform the Tenure and Promotion Committee and relevant department heads of their recommendation(s) to the Chancellor and provide an explanation, if their recommendations differ from that of the Tenure and Promotion Committee and relevant department heads.

4.2.5.1 The dean(s) shall make available to the candidate(s) their recommendation. If the candidate disagrees with the assessment, he/she may provide a statement, which will be added to the dossier (see Appendix A: Tenure and Promotion Flowchart).

4.2.5.2 Each recommendation to the next level is considered advisory. To improve the decision-making process and to help all understand the decision, feedback from department heads and deans to their respective advisory committees is expected.

4.2.5.3 Deans will meet with the Tenure and Promotion Committee and department heads no later than spring break to discuss their decisions. Departmental bylaws govern when department heads will meet with their advisory committees to discuss their decisions.

Section 3. Graduate Academic Council (GAC)

4.3.1. Purpose. The CASNR Graduate Academic Council (GAC) is responsible for the review of all course and curriculum proposals presented by graduate-level academic programs and to ensure that policies, related to graduate curricular matters, of the Graduate School are followed.

4.3.2. Membership. The committee consists of one faculty member from each recognized academic unit in CASNR (Agricultural and Resource Economics; Agricultural Leadership, Education and Communication; Animal Science; Biosystems Engineering/Biosystems Engineering Technology; Entomology and Plant Pathology; Environmental and Soil Sciences; Food Science and Technology;

Forestry; Plant Sciences; and Wildlife and Fisheries Science), the CASNR representative to the University of Tennessee Graduate Council, the CASNR dean or designate, and any other persons the dean believes are appropriate to the functioning of the committee, including graduate students. Faculty members may hold appointments with CASNR, AgResearch, and/or UT Extension.

4.3.3. Selection of Members and Chair. The CASNR dean or designate selects members in consultation with department heads. Selected persons have the right to refuse appointment. The chair is selected by the dean or designate in consultation with the nominee's department head and the members of the GAC. The chair shall serve a three year term.

4.3.4. Term of Appointment. Members of GAC are appointed to three-year terms, and reappointment is possible. If a member leaves the committee before completing the three-year term, the dean or designate appoints a replacement from the same department, in consultation with the department head.

4.3.5. CASNR Representative to the UT Graduate Council. The CASNR GAC elects the CASNR representative to the UT Graduate Council. This person does not need to be a member of CASNR GAC, but if not a member, becomes one following election. The term of office for the CASNR representative shall be three years. This person may also represent his/her department in CASNR GAC meetings. The representative to the UT Graduate Council remains a member of CASNR GAC for the duration of the appointment. The CASNR GAC Council selects the UT Graduate Council Proxy Member for a three-year term, with appointment beginning August 1 to coincide with the UT Council's term of appointment. The proxy will continue to represent his/her department at CASNR-GAC meetings. The proxy participates in the UT Graduate Council meetings on occasions when the elected CASNR representative is unavailable.

4.3.6. Meetings and Agenda. The CASNR GAC meets once each fall and spring semester before the deadline for submission of course and curriculum change materials to the Office of the Dean. The chair organizes and schedules the meeting, to allow participation by the greatest number of members. In most instances the agenda will be short and may be posted at the beginning of the meeting. If detailed or complicated discussions are anticipated, the chair distributes an agenda and any additional relevant materials before the meeting so that members can consider them beforehand.

4.3.7. Quorum, Attendance, and Proxies. A quorum is those members present at a meeting. The representative from each department making course and curriculum proposals must attend the meeting to answer questions, or ensure that a proxy with knowledge of the changes is present to answer questions. Members of departments not making proposals are expected to attend. However, if they cannot attend the meeting, they may vote on changes and(or) provide written commentary to the chair by letter or e-mail.

4.3.8. Procedure for Course and Curriculum Changes. The meeting is conducted according to Roberts Rules of Order. All members have a vote. Course and curriculum proposals from each department are handled separately. During discussion of the proposals the departmental representative may withdraw any part of the proposal from consideration. After complete exposition

and discussion of the proposals, the chair entertains a motion to accept the proposals, after which there will be a voice vote for approval. In the case of close votes, a show of hands or a written vote will be requested. The chair then calls for the next department's proposals.

4.3.9. Reporting. The chair prepares the minutes of the meeting, which constitutes the report of the committee. This report includes a list of members present, designated proxies, other invited or interested parties, and notice of those who could not attend but sent votes or commentary. If the agenda consisted of more than course and curriculum discussion, the agenda is incorporated or appended. Each department is listed with a general statement of actions requested, those who moved and seconded to accept the actions, whether the vote was affirmative or negative, and in the case of non-unanimous votes, the number of ayes and the number of nays. Other business discussed in the meeting is summarized sufficiently by the chair to provide members an accurate rendition of points of discussion and opinions expressed. A proof copy of the report is sent by e-mail to all members within one week following the meeting, for comments and corrections. After a reasonable period of time for feedback, the chair corrects the report and sends the final copy by e-mail to all members and to the Office of the Dean.

Section 4. Undergraduate Academic Council (UGAC)

4.4.1. Purpose. The CASNR Undergraduate Academic Council (UGAC) is responsible for the review of all course and curriculum proposals presented by undergraduate-level academic programs and to ensure that policies, related to undergraduate curricular matters, of the University of Tennessee, Knoxville are followed.

4.4.2. Membership. The committee consists of one faculty member from each recognized academic unit in CASNR (Agricultural and Resource Economics; Agricultural Leadership, Education and Communication; Animal Science; Biosystems Engineering; Entomology and Plant Pathology; Environmental and Soil Science; Food Science and Technology; Forestry; Plant Sciences; and Wildlife and Fisheries Science), the CASNR representative to the University of Tennessee Undergraduate Council, the dean or designate of CASNR, the two appointed student representatives from the CASNR Student Council, and any other persons the dean believes are appropriate to the functioning of the committee. Faculty members may hold appointments with CASNR, AgResearch, and/or UT Extension.

4.4.3. Selection of Members and Chair. The CASNR dean or designate selects members in consultation with department heads. Selected persons have the right to refuse appointment. The chair is selected by the dean or designate in consultation with the department heads and the members of the UGAC. The chair shall serve a three year term.

4.4.4. Term of Appointment. Members of UGAC are appointed to three-year terms, and reappointment is possible. If a member leaves the committee before completing the three-year term, the dean or designate appoints a replacement from the same department, in consultation with the department head.

4.4.5. CASNR Representative to the UT Undergraduate Council. The CASNR Undergraduate Academic Council elects the CASNR representative to the UT Undergraduate Council. This person does not need to be a member of CASNR UGAC, but if not a member, will become one following election. The term of office for the CASNR representative shall be three years. This person may also represent his(her) department in CASNR UGAC meetings. The representative to the UT Undergraduate Council remains a member of CASNR UGAC for the duration of the appointment. The CASNR UGAC Council elects the UT Undergraduate Council Proxy Member for a three-year term, with appointment beginning August 1 to coincide with the UT Council's term of appointment. The proxy will continue to represent his(her) department at CASNR UGAC meetings. The proxy participates in the UT Undergraduate Council meetings on occasions when the elected CASNR representative is unavailable.

4.4.6. Meetings and Agenda. The CASNR UGAC meets at least once each fall and spring semester before the deadline for submission of course and curriculum change materials to the Office of the Dean. The chair organizes and schedules the meeting to allow participation by the greatest number of members. In most instances the agenda will be short and may be posted at the beginning of the meeting. If detailed or complicated discussions are anticipated, the chair distributes an agenda and any additional relevant materials before the meeting so that members can consider them beforehand.

4.4.7. Quorum, Attendance, and Proxies. A quorum is those members present at a meeting. The representative from each department making course and curriculum proposals must attend the meeting to answer questions, or ensure that a proxy with knowledge of the changes is present to answer questions. Members of departments not making proposals are expected to attend. However, if they cannot attend the meeting, they may vote on changes and(or) provide written commentary to the chair by letter or e-mail.

4.4.8. Procedure for Course and Curriculum Changes. The meeting is conducted according to Roberts Rules of Order. All members have a vote. Course and curriculum proposals from each department are handled separately. During discussion of the proposals the departmental representative may withdraw any part of the proposal from consideration. After complete exposition and discussion of the proposals, the chair entertains a motion to accept the proposals, after which there will be a voice vote for approval. In the case of close votes, a show of hands or a written vote will be requested. The chair then calls for the next department's proposals.

4.4.9. Reporting. The chair prepares the minutes of the meeting, which constitutes the report of the committee. This report includes a list of members present, designated proxies, other invited or interested parties, and notice of those who could not attend but sent votes or commentary. If the agenda consisted of more than course and curriculum discussion, the agenda is incorporated or appended. Each department is listed with a general statement of actions requested, those who moved and seconded to accept the actions, whether the vote was affirmative or negative, and in the case of non-unanimous votes, the number of ayes and the number of nays. Other business discussed in the meeting is summarized sufficiently by the chair to provide members an accurate rendition of points of discussion and opinions expressed. A proof copy of the report is sent by e-mail to all members within

one week following the meeting, for comments and corrections. After a reasonable period of time for feedback, the chair corrects the report and sends the final copy by e-mail to all members and to the Office of the Dean.

Section 5. Key Placement Contacts Committee

4.5.1. Purpose. The Key Placement Contacts serve as the main contacts for exchange of information related to helping students find jobs and internships. Job postings are forwarded by the Director of CASNR Student Career Services, the committee chair, to the appropriate contact for distribution within the departments.

4.5.2. Membership. The committee consists of one faculty member from each academic undergraduate and/or graduate major (Agricultural and Resource Economics; Agricultural Leadership, Education and Communication; Animal Science; Biosystems Engineering; Entomology and Plant Pathology; Environmental and Soil Sciences; Food Science and Technology; Forestry; Natural Resources; Plant Sciences; and Wildlife and Fisheries Science) and the Director of CASNR Student Career Services in the Office of the Dean. Faculty members may hold appointments with CASNR, AgResearch, and/or UT Extension.

4.5.3. Selection of Members and Chair. The CASNR dean or designate selects members in consultation with department heads. Selected persons have the right to refuse appointment. The chair is the Director of CASNR Student Career Services.

4.5.4. Term of Appointment. Key Placement Contacts are appointed to three-year terms, and reappointment is possible. If a member leaves the committee before the three-year term is finished, the dean or designate appoints a replacement from the same department, in consultation with the department head.

Section 6. Recruitment Committee

4.6.1. Purpose. The recruitment committee serves as a liaison between the Program Coordinator for Recruitment and the departments for the exchange of information related to recruitment initiatives of CASNR. Opportunities for departmental participation in recruitment events are forwarded by the Program Coordinator for Recruitment to committee members for distribution within the departments. Additionally, updates on recruitment progress throughout the year and opportunities for departmental feedback will be exchanged among committee members and the chair.

4.6.2. Membership. The committee consists of one faculty member from each academic undergraduate major (Agricultural and Resource Economics; Agricultural Leadership, Education and Communication; Animal Science; Biosystems Engineering; Environmental and Soil Sciences; Food Science and Technology; Forestry; Plant Sciences; and Wildlife and Fisheries Science) and the Program Coordinator for Recruitment from the Office of the Dean.

4.6.3 Selection of Members and Chair. The CASNR dean or designate selects members in consultation with department heads. Selected persons have the right to refuse appointment. The chair is the Program Coordinator for Recruitment.

4.6.4. Term of Appointment. Members are appointed to three-year terms, and reappointment is possible. If a member leaves the committee before the three-year term is finished, the dean or designate appoints a replacement from the same department, in consultation with the department head.

Section 7. CASNR Scholarship Committee

4.7.1. Purpose. The committee reviews scholarship applications and makes awards. The committee coordinates with departmental scholarship committees.

4.7.2. Membership. The committee consists of five (5) faculty members selected by the CASNR dean or designate in consultation with the department heads.

4.7.3. Chair. The committee chair is selected by the CASNR dean or designate, in consultation with the department heads and serves a five-year renewable term. The chair coordinates closely with the University of Tennessee Office of Financial Aid and Scholarships, the Office of the Dean, the UTIA Development Office, and academic departments.

4.7.4. Meetings. The committee meets as needed throughout the academic year. Meeting dates and times are determined by the chair in consultation with members of the committee.

Section 8. CASNR Honors Program Advisory Committee (HPAC)

4.8.1. Purpose. The committee is responsible for oversight of the CASNR Honors Program. This includes invitations to students to participate, review of proposals for potential funding, and review of seminars and written reports presented by participants.

4.8.2. Composition. The committee consists of one faculty member from each undergraduate academic major in CASNR (Agricultural and Resource Economics; Agricultural Leadership, Education and Communication; Animal Science; Biosystems Engineering; Environmental and Soil Sciences; Food Science and Technology; Forestry; Plant Sciences; and Wildlife and Fisheries Science), the assistant/associate dean for academic programs and others appointed by the dean or designate. Faculty members may hold appointments with CASNR, AgResearch, and/or UT Extension.

4.8.3. Selection of Members and Chair. The assistant dean for academic programs selects members in consultation with the dean and the department heads. Selected persons have the right to refuse appointment. The assistant dean for academic programs is the chair.

4.8.4. Term of Appointment. HPAC meets once each fall and spring semester to review applications for the Honors Program and other items that come before the committee. Meetings are held within two weeks of the semester application deadlines. Applications are distributed to committee members before the review meeting is held. Other meetings may be scheduled as the need arises. The chair organizes

and schedules meetings allowing participation by the greatest number of members. When the agenda is brief, it is posted at the beginning of a meeting. If detailed or complicated discussions are anticipated, an agenda and any additional relevant materials are distributed prior to the meeting for consideration by the members.

4.8.5. Quorum, Attendance, and Proxies. A quorum is a majority of committee members. For each student's application being reviewed, the committee member from the student's academic major must be present at the meeting. If an applicant is invited to the meeting when his/her proposal is discussed for approval, his/her project mentor may serve as proxy for the academic unit's committee member if she/he is unable to attend. Members who have no applicants are expected to attend. However, if they cannot attend the meeting, they are expected to provide written input to the chair before the meeting and may vote on applications and award determinations by letter or e-mail.

4.8.6. Reporting. The chair prepares the minutes of the meeting, which constitutes the report of the committee. This report includes a list of members present, designated proxies, other invited or interested parties and notice of those who could not attend but sent votes or commentary. If the agenda consisted of more than application review, the agenda is incorporated or appended. Other business discussed in the meeting is summarized sufficiently by the chair to provide members an accurate rendition of points of discussion and opinions expressed. A proof copy of the report is sent by e-mail to all members within one week following the meeting for comments and corrections. After a reasonable period of time for feedback, the chair corrects the report and sends the final copy by e-mail to all members and the Office of the Dean.

ARTICLE V: FACULTY SENATE

Section 1. Composition

5.1.1. CASNR-AgResearch Caucus. The voting representatives of the Faculty Senate from the CASNR-AgResearch are divided into two classes: (A) elected faculty members and (B) alternates. The elected faculty members and alternates hold bona fide academic rank in order to be eligible. Members of the CASNR-AgResearch Caucus will include elected senators and alternates currently serving within the UTK Faculty Senate and elected from departments representing CASNR and AgResearch.

5.1.2. Joint College⁷ Caucus. Faculty senators representing CASNR-AgResearch are elected from those faculty with CASNR and/or AgResearch appointments; faculty senators representing UT Extension are elected from those faculty with UT Extension appointments. These senators meet as the Joint College¹ Caucus. Those faculty who are eligible to vote and serve on Faculty Senate “1) hold full-time or continuing part-time appointment with the rank, or equivalent rank, of assistant professor or higher, and 2) perform the academic duties totaling at least half-time teaching, research, service or departmental administration.” (See Article II, Section 1.B. of the Faculty Senate Bylaws posted at <http://web.utk.edu/~senate/bylaws.shtml>.)

⁷ “College” or “College-level” are used for the sake of brevity to refer to all three units (CASNR, AgResearch, UT Extension)

5.1.2.1 Joint College⁸ Caucus Officers. Each spring, after the election of new senators, the faculty senators and alternates will elect a Joint College¹ Caucus Chair and Secretary from among the regular senators (alternates are ineligible). Senators with a minimum of one-year Faculty Senate experience are eligible to serve as chair. No prior senate experience is required for secretary.

5.1.2.1.1. The chair sets the agenda and convenes monthly meetings of the caucus.

5.1.2.1.2. The secretary is responsible for taking minutes and providing them to the CASNR Office of the Dean for distribution to all CASNR/AgResearch/Extension faculty represented by the caucus.

Section 2. Election of Senators.

5.2.1. Initiation of the Election Process. Election of Faculty Senators representing the CASNR, AgResearch and UT Extension, follows the guidelines stated in the UTK Faculty Senate Bylaws [<http://web.utk.edu/~senate/bylaws.shtml>]. "The Office of the President of the Senate administers all elections with assistance from the Office of Institutional Research and Assessment. Each January, the clerical secretary of the Faculty Senate notifies the Senate President of the number of positions to be filled in the forthcoming election from each college or division."

5.2.2. Nominations. The Joint College Caucus is the nominations committee. The caucus chair calls for and receives nominations from faculty in their respective departments. Faculty in each academic department with CASNR-AgResearch appointments are eligible to fill seats designated to represent CASNR-AgResearch (Agricultural and Resource Economics, including the Agricultural Leadership, Education and Communication Program; Animal Science; Biosystems Engineering and Soil Science; Entomology and Plant Pathology; Food Science and Technology; Forestry, Wildlife and Fisheries; and Plant Sciences). Faculty in each academic and UT Extension department with UT Extension appointments are eligible to fill seats designated to represent UT Extension (Agricultural and Resource Economics, including the Agricultural Leadership, Education and Communication Program; Animal Science; Biosystems Engineering and Soil Science; Entomology and Plant Pathology; Family and Consumer Sciences; Food Science and Technology; Forestry, Wildlife and Fisheries; and Plant Sciences).

5.2.2.1. Nominations are due by February 15. The nominations committee meets to select from the nominees the appropriate number of candidates to stand for each open senate seat; at least two (2) candidates are listed on the ballot for each open senate seat.

5.2.3. Elections. All elections are conducted by secret ballot. The nominations committee serves as the tellers committee. Ballots are counted and the caucus chair notifies the Senate President, the Senate Secretary, the Joint College Caucus, all faculty, department heads, and administrators of the outcome no later than Spring Break.

⁸ "College" or "College-level" are used for the sake of brevity to refer to all three units (CASNR, AgResearch, UT Extension)

5.2.3.1. Duly elected senators are those receiving the greatest number of votes. Alternates are those who received the second greatest number of votes.

Section 3. Vacancies and Proxies

5.3.1. Vacancies.

5.3.1.1. In case of any CASNR-AgResearch vacancy in the Faculty Senate through death, resignation, promotion (of a member to a position which makes the person eligible to be an administrative member of Faculty Senate), or where a representative ceases to be a member of the faculty electing him/her or is absent on leave for more than one semester or is ineligible for other causes, the faculty of CASNR-AgResearch selects a successor to fill the unexpired term.

5.3.1.2. In case of any UT Extension vacancy in the Faculty Senate through death, resignation, promotion (of a member to a position which makes the person eligible to be an administrative member), or where a representative ceases to be a member of the faculty electing him/her or is absent on leave for more than one semester or is ineligible for other causes, the faculty of UT Extension selects a successor to fill the unexpired term.

5.3.2. Proxies. A proxy may be appointed by the Senate president during a one-semester leave, when a conflict prevents a Senator from attending for an entire semester, or for called meetings during a summer term. The proxy has all the privileges and power of the absentee member.

Section 4. Joint College⁹ Caucus

5.4.1. The Joint College Caucus consists of all Senators and Alternates. The convening caucus chair is elected by the Joint College Caucus during May. The caucus is responsible for timely communications with faculty in all departments and will be provided with LISTSERVs by the office of the Senate President. The caucus calls meetings of the faculty as needed. The caucus is provided administrative and secretarial assistance by the Office of the Dean that is the responsible unit of the Joint College¹ Caucus chair. The caucus is responsible for making nominations to the Senate after an appropriate call for nominations. The caucus is expected to provide nominees, when requested, to the Senate President for Senate and other committees.

Section 5. Term of Appointment

5.5.1. The term of office for senators starts August 1. After completion of a full three-year term, or any partial term of more than one year, an elected member is eligible for a second three-year term. A senator, who served two consecutive terms, becomes eligible after being off the Faculty Senate for three full years. Alternates serve a term of one year with the option to serve for an additional year or be nominated for a senate position during the election process.

⁹ "College" or "College-level" are used for the sake of brevity to refer to all three units (CASNR, AgResearch, UT Extension)

Section 6. Meetings, Quorum, Voting and Agenda

5.6.1. Procedures concerning meeting times, quorum, voting and agenda protocol for UTK Faculty Senate are in the UTK Faculty Senate Bylaws [<http://web.utk.edu/~senate/governing/index.html>].

Meeting times and frequency of the Joint College1 Caucus are left to the discretion of the current caucus and determined at the beginning of each semester.

ARTICLE VI: APPROVAL OF AND AMENDMENTS TO BYLAWS

6.1. Approval. Bylaws will become effective upon a majority vote of faculty attending the meeting at which they are proposed.

6.2. Amendment. Faculty members have the authority to make, amend and rescind the bylaws by a blind, ballot vote. Amendments require a two-thirds majority of those members present at the faculty meeting, provided the amendment was submitted in writing or by electronic transmission to all faculty members at least two weeks prior to the meeting.

6.2.1. Revision of Unit and Program Names. The Office of the Dean is authorized to make changes only to reflect approved name changes of academic and UT Extension departments, and undergraduate and graduate programs.

6.2.2 Renumbering of Bylaw Paragraphs. The Office of the Chancellor or designate is authorized to renumber paragraphs of the bylaws after revision of the bylaws.

First draft written by a Faculty committee composed of:

Dr. Ernest Bernard, Entomology and Plant Pathology, chair

Dr. Robert Augé, Plant Sciences

Dr. David Golden, Food Science and Technology

Dr. Charles R. Hall, Agricultural Economics

Dr. F. Neal Schrick, Animal Science

Dr. Richard J. Strange, Forestry, Wildlife and Fisheries

Dr. Mark Radosevich, Biosystems Engineering and Soil Science

Dr. Al Womac, past President, UTIA Advisory Council

Approved by the faculty on July 11, 2005

Amendments approved by the faculty on September 6, 2007; October 16, 2007; March 10, 2008

ENDNOTES:

^a Background information: In 2001, a committee of faculty representing both UTK and the UTIA was appointed by Chancellor Loren Crabtree and Vice President Jack Britt to create one handbook from the UTK and the UTIA handbooks for Knoxville-based faculty and for the few faculty in the UTIA that are located across the state.

The new handbook applies to faculty. These bylaws were written to address items in the handbook that refer to college bylaws and a few other matters such as how several standing committees operate since that is not written down anywhere. In the handbook, Chapter 3 describes tenure and tenure-track (formerly known as probationary) faculty. Chapter 4 describes non-tenure track faculty appointments. See <http://chancellor.tennessee.edu/facultyhandbook/> for the new handbook. Chapter 7 is not the revised chapter as it has not yet been finalized or approved. At Chapter 7 there is an explanation and link to the UTIA handbook section regarding outside compensated services.¹⁰

Professional staff are not covered by the handbook and therefore, not covered by these bylaws. They may be included in departmental bylaws. Neither these bylaws nor the handbook prohibit that. Realize that professional staff would include individuals in Marketing and Communications; IT; the Offices of the Deans for CASNR, TAES and UT Extension; Extension assistants/associates and various research technical staff. Also, professional staff may be categorized by HR as exempt staff or non-exempt staff.

These bylaws are written to address how faculty are engaged in the "processes of academic life" - research, teaching, outreach, and service to the "College." To make a unit in the UTIA that resembles other colleges based in Knoxville, CASNR, TAES and UT Extension tenure, tenure-track, and non-tenure track faculty are considered one unit. The College of Veterinary Medicine is considered another unit because within their departments they too have the three missions of research, teaching and outreach as well as the responsibility to participate in the governance of their "College."

Therefore, the document states that when all three units are included, the word College is used. When something applies only to one unit or the faculty of one unit, the unit name is used. For example, with regards to graduate education issues, all three units are involved since faculty, regardless of appointment, serve on and mentor graduate students. Therefore, all faculty should have a voice in graduate education procedures, policy and curriculum in each department and in the "College." Matters related to recruitment and undergraduate curricula are under the direction of the College of Agricultural Sciences and Natural Resources. However, the voice of those based in TAES and UT Extension is welcomed and should be part of the discussions in the departments. After all, the UT Extension faculty are directly involved with the industries of the state and can provide insights to curricular matters that are valuable to the overall program.

The discussion regarding the UT Extension Caucus and the CASNR-TAES Caucus is required because Faculty Senate recognizes these as two groups. Since UT Extension only has one senator, that senator meets with the CASNR-TAES senators as a joint caucus, as opposed to being a member of a caucus of one.

¹⁰ NOTE: This is information (URL and Chapter 7) was valid in 2007 when these bylaws were first written. Chapter 7 is approved and the handbook is now located on the Office of the Provost website <http://provost.utk.edu/facultyhandbook/>




Summary of Revisions, File Version, and Dates Proposed/Approved

Section	Summary	Dates
File Version: Bylaws revised-FY07v7.doc		Proposed March 2007 Reviewed by VP & Deans, June 2007
Approved 09/06/07 II, 2.1.3	Emeritus faculty appointment: added and subsequent subsections renumbered	
Approved 09/06/07 II, 2, 3, & 4	Deans: separation of CASNR & TAES dean positions; revision of associate/assistant deans descriptions; dean search committees	
Partially approved 09/06/07 IV, 4.2.2.1	Membership of the Tenure and Promotion Committee: clarification of committee membership and chair and creation of vice chair; proposed 4.2.2.1.2 (balance statement), 4.2.2.1.3 (three at-large members selected by deans) not approved	
Partially approved 09/06/07 IV, 4.2.3	Procedures of Tenure and Promotion Committee: clarification of procedures for review of nominations and role of department representative and vice-chair; proposed 4.2.3.3 (dept. rep. absent from room during discussion) and 4.2.3.6 (writing of committee report) not approved	
Approved 09/06/07 IV, 4.3.3, 4.3.5	Graduate Academic Council: clarification of term of chair, role of CASNR rep to UT Graduate Council	
Approved 09/06/07 IV, 4.4.3, 4.4.5	Undergraduate Academic Council: clarification of term of chair, role of CASNR rep to UT Undergraduate Council	
Approved 09/06/07 V, 5.1.2.1	Election of Joint College Caucus Officers added to outline selection mechanism	
Approved 09/06/07 Appendix A	Tenure and Promotion Review Flowchart: Addition	
Approved 09/06/07 Appendix B	CASNR/TAES/UT Extension Criteria for Appointment to Faculty Rank: Addition	
Approved 09/06/07 Endnotes	Summary of Revisions, File Version, and Dates Proposed and Approved: Addition	
File Version: Bylaws-revisions approved-10162007.doc		Proposed Sept 20 2007 Reviewed by VP & Deans, Oct 9, 2007
Approved 10/16/07 II, 2.1.6	Inclusion of the Manual for Faculty Evaluation and Appendices A & B	
Approved 10/16/07 III, 3.3	Voting at faculty meetings	
Approved 10/16/07 IV, 4.2.2.1.1, 4.2.2.1.2	Ensuring balance in the Tenure and Promotion Committee membership; deletion of 4.2.2.1.2	
Approved 10/16/07 IV, 4.2.3.3, 4.2.3.4, 4.2.3.5	Recusal of departmental representative and absence from discussion; written ballot to include opportunity for committee members to provide comments on strengths and weaknesses of the candidate; removal of phrase "and writes the necessary report."	
Approved 10/16/07 IV, 4.2.3.6	New paragraph 4.2.3.6 writing of the committee report by the chair or vice chair and renumbering of old 4.2.3.6 to 4.2.3.7	
Approved 10/16/07 VI, 6.2.3	Addition of section 6.2.3 Renumbering of Bylaw Paragraphs, which allows the Office of the Vice President to renumber paragraphs upon revising to minimize bylaw revisions required.	

Section	Summary	Dates
File Version: Bylaws-revisions approved-03102008.doc		Approved by voice vote of the faculty present, March 10, 2008
Approved 03/10/08 II, 2.1.4	Adjunct faculty	
Approved 03/10/08 Appendix C	Appendix C. Length of the Probationary Period	
File Version: Bylaws-revisions approved 112008.doc		Approved by voice vote of the faculty present, November 13, 2008
Approved 11/13/008 IV, 4.1.2, 4.2.1.4	Addition of UTIA Advisory Council representative and ex officio administrative facilitator to the Bylaws Committee	
File Version: Bylaws-revisions-v2.072010.doc		Editorial only, no vote needed
Various locations	Added Table of Contents and revised formatting; revised page numbers referencing the Manual for Faculty Evaluation in Appendix A to the 2009 edition; revised CASNR Honors Research and Creative Achievements Program Advisory Committee to CASNR Honors Program Advisory Committee; revised Tennessee Agricultural Experiment Station (TAES) to AgResearch; revised Department of Agricultural Economics to Agricultural and Resource Economics; revised Agricultural and Extension Education to Agricultural Leadership, Education and Communication; revised Vice President to Chancellor after Board of Trustees approval on June 25, 2010.	

APPENDIX A: Tenure and Promotion Review Flowchart

Based on 2009 Faculty Handbook (FH) and Manual for Faculty Evaluation (MFE)

Action	Supporting text from Handbook and Manual
<p>Faculty member prepares dossier</p> 	<p>Faculty member follows format described in the Manual for Faculty Evaluation (see Part IV Assembly of the Tenure and/or Promotion Dossier, MFE, pp. 22-27).</p>
<p>Department Review Committee/Subcommittee</p> <p>Provide summary of discussion, to include minority and majority positions</p> <p>Prepare written recommendation and vote for department head</p> <p>Presents "objective data" at a meeting of the tenured faculty</p> 	<p>Department bylaws should have detailed review procedures that reflect the organizational arrangements of each department (MFE, p. 17-19). Small departments may act as a committee of the whole; larger departments may utilize a Department Review Subcommittee that makes presentation to the entire tenured faculty.</p> <p>Department Review Committee/ Subcommittee (DRC) composition is described on p. 18 of MFE</p>
<p>Recommendation sent to Department Head and Candidate</p> 	<p>Department Head does not participate or vote during the meeting of the DRC; may be present only to clarify issues and ensure procedures are followed. The vote of the tenured faculty is advisory to the department head (FH, p. 24).</p> <p>Recommendation must be made available to the candidate so that he/she may prepare a dissenting statement. This recommendation, the vote, and any dissenting statements become part of the dossier (MFE, p. 18).</p>

Action

Supporting text from Handbook and Manual

<p>Department Head review</p> <p>↓</p> <p>Head's recommendation sent to Candidate, Department Review Committee, and UTIA Review Committee</p> <p>↓</p> <p>UTIA Review Committee Action</p> <p>Provide summary of discussion, to include minority and majority positions</p> <p>Prepare written recommendation and record of the vote for the dean(s)</p> <p>↓</p> <p>UTIA Review Committee's recommendation sent to Dean, Department Head and Candidate</p> <p>↓</p> <p>Dean's review</p> <p>↓</p>	<p>Department head review letter addresses the candidate's employment history and responsibilities, as they relate to the departmental and collegiate criteria for the rank; provides an independent recommendation (MFE, p. 19).</p> <p>Recommendation of the head must be made available to the candidate and to the departmental review committee so that they may (if they wish) prepare a dissenting statement. This recommendation, the vote, and any dissenting statements become part of the dossier (MFE, p. 19).</p> <p>Review at the UTIA level brings broader faculty and administrative judgments to bear and also monitor general standards of quality, equity, and adequacy of procedures used. Review committees shall be constituted as described in college bylaws (MFE, p. 19). The committee summary and vote becomes part of the dossier (MFE, p. 20)</p> <p>The Dean prepares a letter providing an independent recommendation based on his/her review and evaluation of the materials in the dossier. The dean's letter becomes part of the dossier (MFE, p. 20)</p>
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Action

Supporting text from Handbook and Manual

Dean's recommendation sent to Chancellor of Agriculture (Chief Academic Officer for the UTIA), UTIA Review Committee, Department Head, and Candidate

Recommendation of the dean is made available to the candidate and department head, who transmits the recommendation to the departmental review committee, so that each may (if they wish) prepare a dissenting statement. This recommendation and any dissenting statements become part of the dossier (MFE, p. 20).



Chancellor's review

The Chancellor shall review each dossier and prepare a letter providing an independent recommendation based on the review and evaluation of the materials in the dossier. The recommendation is forwarded to the President who forwards a recommendation to the UT Board of Trustees (MFE, p. 20).



Chancellor's recommendation sent to the President, Dean, Department Head and Candidate.

Recommendation of the Chancellor is made available to the dean (who transmits the recommendation to the UTIA Review Committee), candidate, and department head (who transmits the recommendation to the departmental review committee), so that each may (if they wish) prepare a dissenting statement. This recommendation and any dissenting statements become part of the dossier (MFE, p. 20).

APPENDIX B: CASNR/AgResearch/UT Extension Criteria for Appointment to Faculty Rank

(Expansion of Section 3.2 of the Faculty Handbook)

"In addition to the expectations listed for each rank below, the university requires the head to determine and attest that each person appointed to the faculty is competent in written and spoken English."

Professors, consistent with their assigned responsibilities, are expected to

1. hold the doctorate or other terminal degree of the discipline, or present equivalent training and experience appropriate to the particular appointment
2. be accomplished teachers, productive researchers and/or Extension educators
3. have achieved and continue to maintain a nationally and internationally recognized record in disciplinary research / scholarship / creative activity
4. have achieved and continue to maintain a record of significant institutional, disciplinary, and/or professional service
5. serve as mentors to junior colleagues
6. have normally served as an associate professor for at least five years
7. have shown beyond doubt that they work well with colleagues, staff, students and clientele in performing their university responsibilities

Associate professors, consistent with their assigned responsibilities, are expected to

1. hold the doctorate or other terminal degree of the discipline, or to present equivalent training and experience as appropriate to the particular appointment
2. be good teachers, productive researchers and/or Extension educators
3. have achieved and continue to maintain a nationally recognized record in disciplinary research / scholarship / creative activity
4. have achieved and continue to maintain a record of institutional, disciplinary, and/or professional service;
5. have normally served as an assistant professor for at least five years
6. have demonstrated that they work well with colleagues, staff, students and clientele in performing their university responsibilities

Assistant professors, consistent with their assigned responsibilities, are expected to

1. hold the doctorate or other terminal degree of the discipline, or to present equivalent training and experience as appropriate to the particular appointment
2. show promise as teachers, researchers and/or Extension educators
3. show promise of developing a program in disciplinary research / scholarship / creative activity that is gaining external, national recognition

4. have a developing record of institutional, disciplinary, and/or professional service
5. show evidence that they work well with colleagues, staff, students and clientele in performing their university responsibilities

In all of these ranks, concerned and effective advising and responsible service to the university are understood to be part of the normal task of a university faculty member."

APPENDIX C: Length of the Probationary Period

(Amplification of 3.11.3.1 of the Faculty Handbook)

In calculating the probationary period for faculty having 12-month appointments, the following explanation may be useful. Tenure-track faculty will receive an appointment letter that indicates

- an appointment date,
- the length of the probationary period, and
- a tenure decision date.

The appointment date is the date that the faculty members report to their duty station and begin work.

The length of the probationary period is limited to a maximum of seven years beginning July 1 of the year of appointment. The letter may include a statement indicating that the individual may be considered for tenure earlier based on prior experience.

The tenure decision date represents the academic year in which the faculty member must be informed of the tenure decision, such that a denial of tenure allows for 12 months notice of non-renewal of employment.

Faculty tenure dates are calculated by adding six years to June 30 of the year of appointment. For example, the decision date for someone appointed on August 1, 2003, would be June 30, 2009. The decision date for someone appointed March 1, 2004, would be June 30, 2010. Preparation and review of the faculty member's dossier actually begins in the fall preceding the June 30 decision date.