

UT Department 4-H, Agricultural Leadership, Education and Communications (4-H/ALEC) Bylaws

PREAMBLE

0.1.¹ The Mission of the Department of 4-H Youth Development, Agricultural Leadership, Education and Communications is to provide research-based educational experiences, both classroom and community-based, that will stimulate youth, university students, and professionals to become leaders in their communities and their chosen careers.

ARTICLE I: PURPOSE

1.1. The purpose of the bylaws of 4-H/ALEC is to promote the orderly conduct of business of the department. These bylaws address faculty governance in which the opinions, advice or consent of faculty members are required or essential. These bylaws supplement policies of the Board of Trustees and The University of Tennessee as described in the *UT Faculty Handbook* and *Bylaws of the Faculty of College of Agricultural Sciences and Natural Resources (CASNR)*, *Tennessee Agricultural Experiment Station (TAES)*, and *UT Extension*. If these bylaws conflict with University policies, University policies will prevail.

ARTICLE II: MEMBERSHIP

2.1. 4-H/ALEC Department Members

All faculty and honorary faculty members, specialists, exempt, non-exempt employees and student employees are considered members of the 4-H/ALEC Department.

2.2. 4-H/ALEC Faculty Members

For the purpose of these bylaws, membership includes all tenured, tenure-track, and non-tenure-track faculty in the 4-H/ALEC department. Unless otherwise noted, the term “regular faculty” will refer to voting members of the faculty as defined in Section 2.3. This definition applies to all mentions of “Faculty” in these bylaws, unless otherwise stated.

2.3. Voting Members

The various faculty ranks are defined in the *UT Faculty Handbook* (Chapters 3 and 4). The voting faculty, for Faculty Meetings, includes all tenured or tenure-track faculty members whose appointment in the Department. Voting rights may be granted for

¹ 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.

particular business to other non-voting faculty within the Department with two-thirds (2/3) affirmative vote of the entire body (not quorum) of previously defined voting members. Department meeting voting will include all faculty, specialists and staff in the 4-H/ALEC Department.

2.4. Honorary Faculty Members

Honorary faculty members include those persons designated as Visiting Professors, Professors Emeriti, Adjunct Faculty and faculty on temporary or part-time appointments in 4-H/ALEC and are subject to policies outlines in the *UT Faculty Handbook* (Chapters 3 and 4). Emeritus Faculty can be selected according to the procedure in Section 2.1.3 in the *Bylaws of the Faculty of College of Agricultural Sciences and Natural Resources, Tennessee Agricultural Experiment Station and UT Extension*. Honorary faculty members serve in an advisory capacity and do not have a formal vote on departmental matters.

ARTICLE III: GOVERNANCE AND FUNCTION

3.1. Department Head

The department is administered by the department head with advisory inputs from faculty, specialists and departmental committees. The department head is answerable directly to the Dean of UT Extension and the Dean of CASNR. The department head serves as the primary link between the department and the administration.

3.1.1. Responsibilities

The head is a member of the faculty and is the executive officer of the Department of 4-H/ALEC. The head is responsible to the Dean of UT Extension and the Dean of CASNR. The head is required to uphold policies and procedures of the Board of Trustees, UT and UTIA. The department head conducts regular faculty and departmental meetings and facilitates the work of departmental committees as outlined in the bylaws. It is the responsibility of the head to arrange for the continuous administration of the department when physically absent from the office or when unable to function. One or more faculty or specialists in 4-H/ALEC should be identified to have signatory authority to carry out ongoing responsibilities. Responsibilities include recruiting faculty and staff; working with faculty and specialists to plan, execute and review program direction and priorities; enhancing the visibility of the department by promoting the creative achievements and advocating departmental expertise for new and collaborative opportunities; organizing departmental administrative and support structure; management of 4-H/ALEC physical facilities and planning for space and equipment needs; resource enhancement; preparation, presentation and management of the 4-H/ALEC budget; authorization of all expenditures from the 4-H/ALEC budget; retaining, motivating and strengthening faculty and staff through active engagement, mentoring and professional development programs; representing the department within the University system and external constituencies; creating an environment that fosters diversity, collegiality, teamwork and the ability to work in multi-cultural and multi-disciplinary settings; assigning tenured faculty mentor to

each tenure-track faculty member; and planning annual performance review of faculty and staff. The head will meet annually with each faculty member and specialist to conduct a performance review and write an evaluation, in accordance with 4-H/ALEC bylaws, the *UT Faculty Handbook* and the *Manual for Faculty Evaluation*.

3.1.2. Selection

Selection of the department head will follow the requirements of the *UT Faculty Handbook* (Chapter 1, Section 1.4.4). For internal and external searches, the Vice President for Agriculture will appoint the chair of the search committee from outside 4-H/ALEC. Tenure-track and tenured faculty members and specialists will collectively recommend a slate of 4-H/ALEC faculty/specialists for the search committee, from which the Vice President for Agriculture selects 4-H/ALEC representatives on the search committee. The search committee may include representation from tenure-track faculty members, non-tenure-track faculty members, staff and (or) faculty members from outside 4-H/ALEC. In accordance with UT's requirements for upper-level searches, committee members must include a representative of black or African-American faculty, if available. After interviews with all candidates have been conducted, 4-H/ALEC personnel will meet to discuss their preferences. While all 4-H/ALEC constituencies have input into the discussion, only the voting members conduct an anonymous vote for their choice. A summary of the faculty and specialist discussion and a record of the faculty and specialist vote will become part of the narrative that the search committee submits to the Vice President for Agriculture with the recommendation of the committee about candidates. Normally, the vote of the faculty and specialists guides the decision of the search committee. Similarly, the vote of the faculty, specialists and the recommendation of the search committee guide the decision of the Vice President for Agriculture. If the Vice President for Agriculture's choice of candidate for the head disagrees with the vote of the faculty, specialists and search committee, he or she will provide reasons in writing to the 4-H/ALEC faculty and specialists and offer the faculty and specialists as a group the opportunity to discuss the decision.

3.1.3. Evaluation

As outlined in the *UT Faculty Handbook* (Chapter 1, Section 1.4.5) 4-H/ALEC faculty and specialists will provide annual objective and systematic evaluation of the head to the Dean of UT Extension and the Dean of the College of Agricultural Sciences and Natural Resources (CASNR). All 4-H/ALEC departmental faculty and staff will be given the opportunity to complete the department head survey, which is to be distributed by and returned to the UT Extension Dean and the Dean of CASNR. . The deans will meet with the head annually to discuss job performance and will provide a summary assessment, including goals established for the coming year, which is available for inspection by departmental faculty and specialists.

3.1.4. Strategic Plan

The 4-H/ALEC department will maintain a strategic plan that addresses the needs, goals and aspirations of the department. The strategic plan will be used to provide guidance to the head and the faculty and specialists to achieve departmental objectives. Working together, the department head and the faculty and specialists will re-evaluate the strategic plan annually.

3.1.5. Role of Faculty and Specialists in Setting Departmental Budget

With the strategic plan providing vision regarding the mission of 4-H/ALEC, the faculty and specialists will work with the head to establish program priorities. Judgments about these programs have significant bearing on the budget, and budgetary decisions affect the shape of these programs.

3.2. Department Meetings

For the purpose of these bylaws, two distinct types of regular departmental meetings will be defined. Departmental meetings will refer to typically monthly meetings that include faculty, specialists, region program leaders, area 4-H specialists, appropriate staff and other invited participants. Faculty meetings will refer to meetings that include the department head, tenured and tenure-track faculty. Others may be invited, as appropriate; however, these guests cannot vote on matters that relate to faculty personnel.

3.2.1. Function

It is the responsibility of faculty and specialists to collectively assist the department head in planning and developing Extension and CASNR programmatic activities needed to fulfill the departmental mission. An effective departmental program requires that sufficient communications occur to keep faculty, specialists and staff attuned to program developments and requirements of The University of Tennessee, the Institute of Agriculture, CASNR and UT Extension. Departmental faculty meetings are an important step in these communication processes and should be scheduled regularly.

3.2.2. Participation

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

3.2.3. Scheduling

Departmental meetings should be scheduled regularly as to month and day, but the schedule may need to be changed to facilitate attendance. Faculty meetings should strive to occur once a quarter. The faculty meeting could occur after a departmental meeting. An agenda is prepared and distributed before the scheduled meeting. The department head presides at all meetings. If the department head cannot attend all or part of a

meeting, he/she may appoint a faculty member or specialist to preside during their absence. Occasional special meetings may be necessary to avoid major conflicts or to handle special business. Additional meetings may be called by the head or designate or by petition to the dean(s) of 50 percent of faculty. Meetings involving faculty personnel decisions shall be announced at least one week in advance and the announcement must include the nature of the topic(s) to be considered.

3.2.4. Procedural Format

The rules contained in the latest edition of *Robert's Rules of Order Revised* will govern all faculty and department meetings in all cases in which they are applicable and not inconsistent with these bylaws. The head or designate may appoint a parliamentarian at his/her discretion.

3.2.4.1. Quorum

A quorum will consist of one more than one-half of departmental members eligible to vote. Absentee ballots will be allowed for department programs and faculty personnel decisions to be arranged by the department head.

3.2.4.2. Voting

All faculty, as defined in 2.3 are eligible to vote. Voting is normally by voice vote. However, any faculty or specialist member in attendance may ask for a show of hands or a blind, paper ballot.

3.2.4.3. Reporting

Minutes of the faculty meetings and department meetings will be delivered electronically to all members of the department within five business days of the meeting. Minutes of past meetings will be archived in a manner so that they are accessible to all departmental members.

ARTICLE IV: CRITERIA FOR APPOINTMENT, RESPONSIBILITIES, EVALUATION, PROMOTION, TENURE, AND REVIEW FOR ALL TENURE-TRACK AND TENURED FACULTY

4.1. Process for Appointment of New Faculty to Tenure-Track Positions

The *UTK Faculty Handbook* serves as the general guide for the process of appointment, evaluation, promotion, tenure, and review for all tenure-track and tenured faculty (Chapter 3).

4.1.1. Representation of Search Committee

When permission has been obtained to search for one or more tenure-track faculty positions, a faculty meeting of tenured and tenure-track faculty will be held to advise the department head in the selection of a search committee. The search committee follows the process in the *UT Faculty Handbook* (Chapter 3.2.1).

4.2. Faculty, Specialist and Staff Review and Evaluation

All tenure-track and tenured faculty members will be reviewed annually in accordance with the *Manual for Faculty Evaluation* and the *UT Faculty Handbook* (Chapter 3, Section 3.8). All specialists and staff will be reviewed annually following CASNR or UT Extension guidelines.

4.2.1. Procedures

The department head will schedule a date for annual review with the faculty or specialist member. The department head may designate a supervisor to evaluate departmental staff. The faculty, specialist, or staff member is responsible for completing all required forms and submitting them via appropriate channels to the department head in advance of the scheduled meeting. The review process will result in a narrative and evaluation signed by the department head and the faculty/specialist/staff member. The faculty/specialist/staff member's signature indicates that he or she has read the evaluation, but the signature does not imply agreement with its findings. The faculty/specialist/staff member has the right to make a written response to this evaluation. A written response must be received by the department head within two weeks of the review meeting and will be included in the evaluation packet forwarded to the dean(s). Both the narrative and the evaluation are forwarded to the Dean for Extension and/or Dean of CASNR as required.

4.2.2. Criteria

Faculty and staff will be responsible for meeting expectations as outlined in the previous year's performance appraisal as described in the *UTIA Guidelines for Annual Performance Review*.

4.2.3. Rewards

Faculty, specialists and staff ratings will be consistent with definitions contained in the *UTIA Guidelines for Annual Performance Review*.

4.3. Annual Retention Review for all Tenure-track Faculty Members

All tenure-track faculty members receive an annual retention review in addition to the annual evaluation.

4.3.1. Procedures

The department head will establish a timeline and request from each tenure-track faculty member a retention dossier in the same format as outlined in sections A, B, C, and D of Appendix B in the *Manual for Faculty Evaluation*. These sections contain:

- Educational and employment history
- Statement of Responsibilities
- Criteria statements as listed in the *Bylaws of the Faculty of College of Agricultural Sciences and Natural Resources, Tennessee Agricultural Experiment Station, and UT Extension*, Appendix B
- Research, scholarship, and creative achievement
- Institutional, disciplinary, and/or professional service

These materials will be made available to the department's tenured faculty at least two weeks prior to a called meeting of the tenured faculty. The faculty committee chair will report his/her assessment of the respective tenure-track person's professional activities. At the end of faculty discussion, a formal ballot vote will be taken by all tenured faculty. The chair of the committee will provide to the department head a written summary of the faculty discussion and the vote, which comprises the recommendation of the faculty to the head. When a tenure-track faculty member has not received a unanimous committee vote, the summary must include a discussion of the reasons for the divergent opinions. The department head will make an independent retention review, taking into consideration the input of the faculty in making a recommendation. After making an independent judgment, the department head will make a written recommendation to the Dean for Extension and/or Dean of CASNR as to retention or non-retention. The narrative prepared by the tenured faculty and the faculty member and the retention vote will be included in the materials submitted to the dean(s). Copies of all materials submitted to the dean will be provided to the faculty members. The dean will make an independent decision for retention or non-retention, taking into consideration all of the information provided and will forward his/her recommendation to the Vice President for Agriculture. The Vice President for Agriculture has the final decision on retention. Procedures following positive or negative retention votes are described in the *UT Faculty Handbook* (Chapter 3, Section 3.11.3.4).

4.4 Tenure Review

The department will follow the procedures for awarding tenure found in the *Manual for Faculty Evaluation* (Part III and the *UT Faculty Handbook* (Chapter 3, Section 3.11.5). Tenure resides in the University of Tennessee Institute for Agriculture (UTIA).

4.4.1. Procedures

The Department head will appoint a committee of peers at the same rank or above as the candidate for tenure.

The tenure review procedures are similar to the annual retention review procedures. The Tenure and Promotion Committee (TPC) will meet to discuss the tenure candidate. The chair of the TPC summarizes the committee discussion and presents a written recommendation. When a candidate has not received a unanimous committee vote, the

summary must include a discussion of the reasons for the divergent opinions. The summary must be made available to the candidate and to the TPC so that they may (if they wish) prepare any dissenting statement. This summary and any dissenting statements become part of the dossier (see Part IV of the *Manual for Faculty Evaluation* for assembly of dossier). The vote of the TPC is advisory to the department head. As described in the *Manual for Faculty Evaluation* (Part III), the head conducts an independent review on the tenure candidacy and submits his or her recommendation simultaneously to the dean and to the tenure candidate with a written summary of his or her judgment. The department head's recommendation must be made available to the candidate and to the TPC so that they may (if they wish) prepare a dissenting statement (*Manual for Faculty Evaluation*, Part III, Section C.2). The candidate has a right to review his or her file at any stage of the process. The candidate is to be informed of any additions made to his or her file after submitting it and be given an opportunity to review and respond to the addition at any stage of the process. The candidate must acknowledge receipt of additional reports before the tenure package is submitted to the next level. The head will inform the candidate of subsequent actions beyond the department at his/her discretion.

4.5. Promotion Review

The procedure for consideration of candidates for promotion is given in the *Manual for Faculty Evaluation* (Part III) and the *UT Faculty Handbook* (Chapter 3, Section 3.10).

4.5.1. Procedures

Annual performance reviews form the basis of a cumulative record that prepares a faculty member for promotion. Generally, assistant professors will be considered for promotion to the rank of associate professor at the same time as they are considered for tenure. Departmental faculty at or above the rank to which promotion is sought along with a faculty member from an affiliated academic department of the person seeking promotion, if appropriate, will review materials prepared by the candidate and external evaluations. Following a discussion, the tenured faculty at the appropriate rank, will vote on promotion. The department head will review the candidate's material for promotion and faculty vote, and make an independent recommendation to the dean. The department head's recommendation must be made available to the candidates and to the voting members of TPC so that they may (if they wish) prepare a dissenting statement (*Manual for Faculty Evaluation*, Part III, Section C.2).

ARTICLE V: CRITERIA FOR APPOINTMENT, RESPONSIBILITIES, EVALUATION AND APPEALS FOR NON-TENURE TRACK FACULTY

5.1. Definition of Non-Tenure-Track Faculty

Non-Tenure-Track Faculty includes instructors, temporary faculty, Extension assistants, regional specialists, 4-H specialists and other specialists and assistants with instructional

duties whose positions are classified as exempt but who do not hold tenure-track faculty positions.

5.1.1. Appointment of Faculty to Non-Tenure-Track Positions

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

5.1.2. Responsibilities of Non-Tenure-Track Faculty

The responsibilities of non-tenure-track faculty are defined in the *UT Faculty Handbook*. Any additional responsibilities will be included in the official letter of appointment.

5.1.3. Evaluation of Non-Tenure-Track Faculty

Non-tenure-track faculty members are subject to annual performance reviews appropriate to the positions. Evaluation of non-tenure-track faculty by the department head shall follow guidelines described in the *UT Faculty Handbook* and *Manual for Faculty Evaluation*.

5.2. Appointment of Emeritus Faculty

At the discretion of the vice president and dean and upon the recommendation of the department head and departmental faculty, a faculty member who is a professor at the time of retirement may be awarded the rank of emeritus. Emeriti faculty members are not subject to annual performance review.

ARTICLE VI: COMMITTEES

6.1. Departmental committees and their chairs may be created and appointed by the head. The composition and size of each committee are determined by the head with advice from the departmental faculty and specialists, committee chairs, and the probable needs of the committee. Prior to appointment of committees, the department head will discuss appointments with prospective members to determine if their work load is compatible with committee service. All activities related to committee should be considered departmental business and all committee members should be afforded the appropriate opportunity to participate. A list of membership in standing committees and Ad hoc

committees will be updated annually and will be maintained on the department web page. All committees will report on a regularly scheduled basis, as appropriate.

6.2. Standing Committees

Chairs and members of standing committees shall be appointed and serve at the discretion of the department head for a term not to exceed three years, and may be appointed to consecutive terms. These committees will report periodically to the faculty/department at regular meetings.

6.2.1. Promotion and Tenure Committee

6.2.1.1. Purpose

Review and discuss the tenure-track or promotional candidate's dossier and, when deemed necessary, make suggestions to the candidate on how to strengthen the dossier.

6.2.1.2. Vote

Vote on retention and/or promotion of the tenure-track faculty.

6.2.1.3. Membership

Members of the committee will follow guidelines in the *UT Faculty Handbook*.

6.2.1.4. Chair

The chair will be selected by the department head. The function of the chair is described in the *UT Faculty Handbook*.

6.2.1.5. Procedures

The committee will hold meetings as needed to complete the responsibilities of the committee.

6.2.2. Human Subjects Committee

6.2.2.1. Purpose

Review faculty human subjects applications to ensure compliance to the University of Tennessee Institutional Review Board guidelines.

6.2.2.2. Membership

Members of the committee will consist of three (3) regular faculty members. A rotation should be determined to allow all members of the faculty to participate, with one member rotating off and one member rotating on each year.

6.2.2.3. Chair

The chair will be selected by the department and serve a one-year term.

6.2.2.4. Procedures

The committee will hold meetings as needed to complete the responsibilities of the committee.

6.2.3. Awards and Recognition Committee

6.2.3.1. Purpose

Maintain a list of awards and due dates applicable to the activities of the faculty and staff. Solicit nominations from faculty and staff, hold elections and tally votes received from departmental members, if necessary. Submit award nominations for faculty and staff, if appropriate.

6.2.3.2. Membership

Members of the committee will consist of three (3) regular faculty members. A rotation should be determined to allow all members of the faculty to participate, with one member rotating off and one member rotating on each year.

6.2.3.3. Chair

The chair will be selected by the department and serve a one-year term.

6.2.3.4. Procedures

The committee will hold meetings as needed to complete the responsibilities of the committee.

6.2.4. By-Laws Committee

6.2.4.1. Purpose

Review FCS bylaws at least annually and make recommendations for change to the faculty. Ensure that FCS bylaws are in compliance with *UTIA College Bylaws* and *UT Faculty Handbook*.

6.2.4.2. Membership

Members of the committee will consist of 2 faculty/specialist members. A rotation should be determined to allow all members of the faculty/specialists to participate, with one member rotating off and one member rotating on each year.

6.2.5. Peer-Review of Teaching Committee

6.2.5.1. Purpose

To facilitate the evaluation of faculty's teaching ability and effectiveness.

6.2.5.2. Membership

Committee membership consists of at least two regular faculty members from 4-H/ALEC and one faculty from outside of the department. Terms are for two years. A rotation should be determined to allow all members of the faculty to participate, with one member rotating off and one member rotating on each year.

6.2.5.3. Chair

The faculty member in their second year on the committee will serve as chair.

6.2.5.4. Procedure

When peer review of teaching is needed, the committee will follow the procedures in the *Manual for Faculty Evaluation*.

6.3. Ad hoc Committees

Ad hoc committees are intended to respond to a short-term need or concern. The charge should be narrow and the time frame explicit.

6.3.1. Membership

The number of members and specific members of the committee will be determined by the department head, based upon the committee's charge. If appropriate, a rotation should be determined to allow all members of the faculty/specialists/staff to participate.

6.3.2. Chair

The chair will be selected by the department head and serve a one-year term.

6.3.3. Procedures

The committee will meet as needed to complete the responsibilities of the committee.

ARTICLE VII: APPROVAL OF AND AMENDMENTS TO BYLAWS

7.1. Approval

Bylaws will become effective upon a majority vote of faculty/specialists attending the department meeting at which they are proposed.

7.2. Amendment

Faculty and specialist 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 department meeting, provided the amendment was submitted in writing or by electronic transmission to all faculty and specialist members at least two weeks prior to the meeting.

7.2.1. The office of the 4-H/ALEC Department Head is authorized to make changes only to reflect approved name changes of UT Extension/CASNR departments and programs.

7.2.2. The office of the UT Dean of Extension and the Dean of CASNR or designate is authorized to renumber paragraphs of the bylaws after revision of the bylaws.