

DEPARTMENT OF FORESTRY, WILDLIFE AND FISHERIES BYLAWS

MISSION

The mission of the Department of Forestry, Wildlife and Fisheries (FWF) is to advance the management, health, utilization, and appreciation of natural resources in Tennessee, the region and beyond through programs in teaching, research and extension.

ARTICLE I – PURPOSE

The purpose of the bylaws of FWF 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 the 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

For the purpose of these bylaws, all faculty and honorary faculty members, and other academic, exempt, non-exempt, and student employees, as well as graduate students not financially supported by the department, are considered members of FWF.

Section 1. Faculty Members

Membership includes all tenured and tenure-track faculty, and non-tenure-track faculty members who hold appointments in FWF and CASNR, TAES, or UT Extension and who are subject to policies outlined in the [UT Faculty Handbook](#).

Section 2. Joint Faculty Members

Joint Faculty members are appointed under the terms of a Joint Faculty Agreement between the University of Tennessee and another entity. Joint Faculty members are considered non-tenure track faculty and fall under the provisions made for this category of faculty in these departmental bylaws. Joint Faculty members carry one of the following titles: Joint Faculty Assistant Professor, Joint Faculty Associate Professor, or Joint Faculty Professor. Joint Faculty members participate in teaching, research, and extension of the department with which they are associated in accordance with the provisions of the Faculty Handbook (Chapter 4.2). Joint Faculty members are appointed and evaluated following the same procedures described for non-tenure track faculty (Article V, section 3).

Section 3. Honorary Faculty Members

Honorary faculty members includes those persons designated as visiting professors, professors emeriti, adjunct faculty and faculty on temporary or part-time appointments in FWF and are subject to policies outlined in the [UT Faculty Handbook](#). Honorary faculty members serve in an advisory capacity and do not have a formal vote on departmental matters.

ARTICLE III – GOVERNANCE AND RESPONSIBILITIES

Section 1. Responsibilities of Department Head

The Head is a member of the faculty and is the chief executive officer of FWF. The Head is responsible to the dean(s) of CASNR, TAES, and UT Extension. The Head is required to uphold policies and procedures of the Board of Trustees, UT, and the University of Tennessee Institute of Agriculture (UTIA). The head serves as the primary link between FWF and UTIA administration and is responsible for administration of the teaching, research, Extension, and service agendas. These responsibilities include recruiting faculty and staff; working with faculty to plan, execute, and review curriculum; encouraging and supporting faculty teaching, research, Extension, outreach, and public service; counseling and advising undergraduate students in forestry and wildlife and fisheries, M.S. and Ph.D. students in FWF; representing FWF to the public, the other faculty and administration, colleagues at other universities and institutions, and the constituency supporting the university; employment and supervision of clerical and support personnel; management of FWF physical facilities and planning for space and equipment needs; resource enhancement; preparation, presentation, and management of the FWF budget; authorization of all expenditures from the FWF budget; and planning annual performance reviews of faculty and staff. The head will meet annually with each faculty member to conduct a performance review and write an evaluation, in accordance with FWF bylaws, the *UT Faculty Handbook* and the *Manual for Faculty Evaluation*.

The head will conduct scheduled faculty meetings (at least two per semester), and facilitate the work of FWF committees as outlined in these bylaws (see Article IX). After approval by the dean(s), the head conducts searches for new faculty and staff members in accordance with FWF bylaws and university policies. The head encourages participation by the faculty in decision making and departmental governance and consults with faculty members and other employees on issues of concern to them. It is the responsibility of the head to arrange for the continuous administration of FWF when physically absent from the office or when unable to function. One or more tenured faculty members in FWF should be identified to have signatory authority to carry out ongoing responsibilities.

Section 2. Selection of Department Head

Selection of the department head will follow the requirements of the *UT Faculty Handbook* (Chapter 1, Section 1.4.4). Briefly, the head is appointed to a five-year term, serving at the will of the vice Chancellor of UTIA, and can be reappointed by the Chancellor of UTIA. Prior to initiating a search for a new department head, the departmental faculty will meet and draft a statement, using input from all departmental constituencies, including minority opinions, that contains their expectations for the position in the context of the departmental vision and their recommendation for an internal or external search. This statement will be sent to the Chancellor of UTIA or his or her designee and this communication will be followed by a meeting of the Chancellor of UTIA with all departmental faculty members. The Chancellor of UTIA will communicate a decision to the departmental faculty about the search with allowance for response and discussion, particularly where the decision of the Chancellor of UTIA disagrees with expectations of departmental members. However, the Chancellor of UTIA or his or her

designee's decision is final and must be consistent with the university's diversity and equity policies.

For internal and external searches, the Chancellor of UTIA will appoint the chair of the search committee from outside FWF. Tenure-track and tenured faculty members will collectively recommend a slate of FWF faculty for the search committee, from which the Chancellor of UTIA selects FWF representatives on the search committee. The majority of the search committee will be composed of tenured faculty members of FWF, representing forestry, wildlife and fisheries. The search committee should include representation from tenure-track faculty members, non-tenure-track faculty members, graduate students, staff, and (or) faculty members from outside FWF. In accordance with UT's requirements all upper level searches must have a racially diverse search committee. After interviews with all candidates for the headship have been conducted, FWF personnel will meet to discuss their preferences. While all FWF constituencies have input into the discussion, only faculty members conduct an anonymous vote for their choice. A summary of the faculty discussion and a record of the faculty vote will become part of the narrative that the search committee submits to the Chancellor of UTIA with the recommendation of the committee about candidates for the headship. Normally, the vote of the faculty guides the decision of the search committee. Similarly, the vote of the faculty and the recommendation of the search committee guide the decision of the Chancellor of UTIA. If the Chancellor of UTIA's choice of candidate for the headship disagrees with the vote of the faculty, he or she will meet with faculty members to discuss the candidates in an attempt to reach consensus. If the Chancellor of UTIA's choice of candidate continues to differ from the vote of the faculty, he or she will provide reasons in writing to the FWF faculty.

Section 3. Evaluation of Department Head by the Faculty

As outlined in the *UT Faculty Handbook* (Chapter 1, Section 1.4.5) FWF faculty members will provide annual objective and systematic evaluation of the head to the dean(s) of CASNR, TAES, and UT Extension. The dean(s) 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.

Section 4. Reappointment of Department Head

As described in the *UT Faculty Handbook* (Chapter 1, Section 1.4.6), department heads may be reappointed by the dean(s) (CASNR, TAES, UT Extension). The reappointment decision involves a five-year review based on annual reviews by the departmental faculty and written annual evaluations by the dean(s). The reappointment review is written by the dean(s) and includes a recommendation for or against reappointment. The departmental personnel will meet to discuss reappointment of the head, and are given the dean(s)' review to consider. While all departmental groups, including faculty, staff, and students, have input into the discussion, only the tenure-track and tenured faculty members conduct an anonymous vote about reappointment. This vote guides the reappointment decision of the dean(s). If the dean(s)' decision is the opposite of the departmental faculty, they will provide reasons in writing to the department and offer the tenure-track and tenured faculty members as a group the opportunity to discuss the decision. The faculty as a whole has the right to request a meeting with the Chancellor of UTIA should they continue to disagree with the dean(s). Once the decision is made, the dean(s) either reappoint the head or begin the process of selecting a new head.

Section 5. Strategic Plan

The FWF 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 members to achieve departmental objectives in teaching, research, Extension, and service. Working together, the department head, and the faculty will re-evaluate the strategic plan annually.

Section 6. Role of Faculty in Setting Departmental Budget

With the strategic plan providing vision regarding the mission of FWF, the faculty will work with the head to establish priorities in teaching, research, Extension, and other outreach. Judgments about these programs have significant bearing on the budget, and budgetary decisions affect the shape of these programs.

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

All members of the FWF faculty have the responsibility to encourage the promotion of, and to assist colleagues in qualifying for and maintaining, tenure. The Department of Forestry, Wildlife and Fisheries will follow the procedures for tenure and promotion described in the *UT Faculty Handbook* (Chapter 3).

Section 1. Appointment of New Faculty to Tenure-track Positions

The procedures for appointment of new faculty to tenure-track positions are in accordance with those outlined in the *UT Faculty Handbook* (Chapter 3, Section 3.1). A thorough search and careful selection must precede any departmental recommendation of appointment. Tenured and tenure-track Departmental faculty have the primary role in selecting new faculty. It is the department head's responsibility to assure the search committee represents the departmental faculty broadly, but also that faculty members with subject matter expertise pertinent to the search are included as well. As part of this process, departmental faculty nominates a pool of no fewer than five potential search committee members from which the department head selects a search committee in consultation with the tenured and tenure-track faculty. The final search committee must have at least three, and preferably five members, all of whom are tenured or tenure-track faculty within the Department of Forestry, Wildlife, and Fisheries. Additional, non-voting members may be nominated and selected to serve on the search committee even if they are not tenured or tenure-track faculty within the Department of Forestry, Wildlife, and Fisheries if they have specific expertise pertinent to a particular search. Nevertheless, the search committee shall have a majority of tenured and tenure-track departmental faculty as members.

The search committee, with faculty input, evaluates applicants to develop a list of candidates to be interviewed and alternates. The faculty then votes to confirm a final slate of candidates and alternates from among those recommended by the Search Committee. Following the interview process, the tenured and tenure-track faculty will evaluate and vote on the candidates and make a final recommendation to the department head. The head will then recommend a candidate to the dean. If the dean agrees with the recommendation, the dean will then recommend the candidate to the chief academic officer, who will then make a recommendation to the chancellor. If the

head's recommendation diverges from that of the faculty, the head must explain his or her reasons in detail to the faculty, who have the right to meet with the dean and chief academic officer about the recommendation.

Section 2. Criteria for Appointment to Faculty Rank

The criteria for appointment of tenure-track and tenured faculty to the ranks of assistant professor, associate professor, and professor are given in the *UT Faculty Handbook* (Chapter 3, Section 3.2). Criteria and procedures for appointment of emerita or emeritus faculty are provided in the *UT Faculty Handbook* (Chapter 3, Section 3.2.1).

Section 3. Faculty Review and Evaluation

All tenure-track and tenured faculty members, who are not on leave, will be reviewed annually. The purposes of the annual reviews are outlined in the *UT Faculty Handbook* (Chapter 3, Section 3.8.1). The review processes will result in a narrative and evaluation signed by the department head and the faculty member. The faculty member's signature indicates that he or she has read the evaluation, but the signature does not imply agreement with its findings. The faculty member has the right to make a written response to this evaluation. Both the narrative and the evaluation are forwarded to the appropriate dean(s).

Section 4. Review of Teaching Performance of Faculty

All tenure-track faculty at the associate professor rank or lower, regardless of whether they have a formal teaching appointment, will participate in peer reviews to assess their teaching effectiveness. Full professors may participate by request. The procedure for peer evaluation will be standardized based on the process and criteria developed by the departmental promotion and tenure review committee.

Section 5. Annual Retention Review for all Tenure-track Faculty Members

The department head conducts an annual retention review of all tenure-track faculty members, in consultation with the tenured faculty during the fall semester. For the retention review process, the tenure-track faculty member must prepare a summary of teaching, research / scholarship / creative activity, and service during the previous academic year, using the same format as the P&T Dossier. The tenured faculty will review the summary and solicit input from the faculty member's mentor or mentor committee. As described in the *UT Faculty Handbook* (Chapter 3, Section 3.11), the tenured faculty will develop a written review that is intended to provide the faculty member with a clear, thoughtful, and professional narrative that describes and discusses his or her progress toward promotion and tenure in the context of his or her appointment. At the end of discussion, a formal ballot vote will be taken by the tenured faculty. The ballots will be prepared in advance of the meeting, and will have space for written comments on strengths and weaknesses along with space for recording the vote. Tenured faculty members located away from the Knoxville campus may send their ballots by mail, FAX, e-mail, or overnight courier to Knoxville. The quorum requirements for formal votes on retention are one more than one half of the tenured faculty members. After completing its review, the tenured faculty will take a formal retention vote by secret ballot. See Article VIII, Section 5 of these bylaws for additional comments on faculty votes. The review and the record of the retention vote by the tenured faculty will be shared with the faculty member and the department head.

The department head will make an independent retention review, and will consider the narrative developed by the tenured faculty and the retention vote, and may have other consultations with the tenured faculty as needed. After making an independent judgment, the department head will make a written recommendation to the dean(s) as to retention or non-retention, including an evaluation of performance that uses the ratings for tenured faculty members from “exceeds expectation” to “unsatisfactory.” The narrative developed by the tenured faculty and the retention vote of the tenured faculty will be included in the materials submitted by the department head to the dean(s). Copies of all materials submitted to the dean(s) will be provided to the faculty member. After considering the department head’s recommendation and the materials submitted by the department head, the dean(s) will make an independent judgment on retention. The dean(s) will forward his or her recommendation for retention or non-retention to the Chancellor of UTIA. After review of all retention recommendations, Chancellor of UTIA will make 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).

Section 6. Procedures and Criteria for Consideration and Grant of Tenure

Criteria for eligibility for tenure are outlined in the *UT Faculty Handbook* (Chapter 3, Section 3.11). In general, a tenure-track faculty member must serve a probationary period of no less than one (1) and no more than seven (7) academic years prior to being considered for tenure. However, for good cause, the president, upon the recommendation of the Chancellor of the University of Tennessee Institute of Agriculture (UTIA), may approve a probationary period of less than one academic year, and the seven-year probationary period may be extended for a maximum of two additional years. In general, the Chancellor of UTIA will not approve suspension of the probationary period for work that advances the faculty member’s record in teaching, research, or service. The proposed extension must be approved in advance by the Chancellor of UTIA, the president (or designee), and the general counsel (or designee). The Chancellor of UTIA will give the faculty member written notice of the decision concerning suspension of the probationary period. Circumstances that may cause the probationary period to be extended are procedural error, the faculty member accepts a part-time faculty position, the faculty member accepts an administrative position, or the faculty member is granted a leave of absence under the *UT Knoxville Family Care Policy*.

For consideration of tenure, FWF will follow the procedures outlined in the *Faculty Evaluation Manual*. A committee consisting of all tenured FWF faculty members will meet to discuss the tenure candidate. At the end of discussion, a formal ballot vote will be taken by the committee. The ballots will be prepared in advance of the meeting, and will have space for written comments on strengths and weaknesses along with space for recording the vote. Tenured faculty members located away from the Knoxville campus may send their ballots by mail, FAX, e-mail, or overnight courier to Knoxville. The written summary of the deliberation of the tenured faculty is required for a vote on tenure as noted in the *UT Faculty Handbook* (Chapter 3, Section 3.11.5) and will be kept on file in accordance with university policies. The quorum requirements for formal votes on tenure are one more than one half of the tenured faculty members.

As described in the *UT Faculty Handbook* (Chapter 3, Section 3.11.5) the vote of the tenured faculty is advisory to the department head. The head shall make an independent judgment on the tenure candidacy and submit his or her recommendation simultaneously to the dean(s) and to the

tenure candidate with a written summary of his or her judgment. If the head's recommendation differs from the recommendation of the tenured faculty, the reasons for the differing judgment must be explained in the summary, and the head must provide a copy of the summary to the tenured faculty. Tenured faculty, individually or collectively, may forward a report supporting or opposing the granting of tenure to the next level of administration. 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.

Section 7. Procedures and Consideration for Promotion

The criteria for promotion to a rank are the same as those given above for initial appointment to that rank. 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. Associate professors serve at least five years in rank before being considered for promotion to full professor. Exceptions to this policy require approval by the Chancellor of UTIA.

The full procedure for consideration of candidates for promotion is given in the *Manual for Faculty Evaluation*. Departmental faculty at or above the rank to which promotion is sought, will constitute the departmental P&T committee to review materials prepared by the candidate and external evaluations. Following a discussion, the committee will vote on promotion. Ballots will be prepared prior to the meeting and have space for written comments on strengths and weaknesses along with space for recording the vote. Tenured faculty members at the appropriate rank located away from the Knoxville campus may send their ballots by mail, FAX, e-mail, or overnight courier to Knoxville.

The department head will review the candidate's material for promotion and the faculty vote, and then make an independent recommendation to the dean(s). The college committee reviews the file and makes an independent recommendation to the dean(s), who reviews the file and makes a recommendation to the Chancellor of UTIA. The Chancellor of UTIA reviews the file and makes a recommendation to the university president, upon whose recommendation the Board of Trustees makes a decision regarding promotion at its last meeting of the state fiscal year.

The FWF departmental representative to the college committee will be selected by the faculty, within the requirements specified by the Chancellor of UTIA. Specifically, after the Chancellor of UTIA has informed the department head of the type of appointment needed from the Department to balance the representation on the committee, the department will call a faculty meeting to nominate and elect an appropriate member by secret ballot.

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 promotion package is submitted to the next level.

Section 8. Cumulative Performance Review for Tenured Faculty Members

Cumulative performance reviews for tenured faculty are triggered by evaluations from annual reviews. Faculty members whose performance is found to be “unsatisfactory” in two out of five consecutive years or whose evaluations are any combination of “needs improvement” or “unsatisfactory” in any three of five consecutive years undergo cumulative performance review. Procedures for cumulative reviews are provided in the *Manual for Faculty Evaluation*.

Section 9. Termination of Tenure

Employment of tenured faculty members may be terminated for the following reasons: relinquishment or forfeiture of tenure by the tenured faculty member; extraordinary circumstances such as financial exigency or academic program discontinuance; and adequate cause related to unsatisfactory performance or misconduct. Additional information is provided in the *UT Faculty Handbook* (Chapter 3, Section 3.11.7).

Section 10. Salary

Annual salary recommendations are made by the head. When the head makes the salary recommendations, he or she is expected to share with the departmental faculty as a whole the general principles and reasoning in determining salary recommendations. Faculty members may appeal salary determinations, using the procedures described in the *UT Faculty Handbook* (Chapter 5). Recommendations for salary adjustments are reviewed and approved, altered, or rejected by the appropriate dean(s) and the Chancellor of UTIA. Alteration or rejection of salary adjustments at any level will be communicated through the administrative line to the head. Final approval must be given by the Board of Trustees. Faculty members will be notified of their salary adjustments in a timely manner.

Section 11. Compensated Outside Activities and Performance

The FWF Department will follow the general principles and specific guidelines set forth in the *UT Faculty Handbook* (Chapter 7) for outside compensation of services for full-time faculty members appointed to The University of Tennessee. The department encourages faculty to engage in consulting and other related outside services which are associated with the faculty member’s professional expertise, however, the primary responsibility of a faculty member is to fulfill the teaching, research, Extension, and service commitments of her/his full-time appointment to the university.

Compensated outside activities cannot be substituted for commitments of a faculty member to his/her teaching, research, Extension, and service within the university. Accordingly, the annual performance review of a faculty member is based only on her/his regular responsibilities and duties as part of her/his full-time commitments to the university which are negotiated annually and must be consistent with the Handbook and applicable bylaws. The faculty member may choose to include a description and review of compensated outside activities as a separate addendum to the annual review, if appropriate.

These guidelines primarily concern long-term or continuing/recurring short-term arrangements between faculty members and clients. These guidelines do not apply to activities such as:

- 1) Occasional, short-term activities (which are typically not compensated except for modest honoraria), which include but are not limited to, publication and/or editing of research/scholarship/creative activity, participation in symposia, accreditation visits, research paper presentations, professional licensing board examination questions, exhibitions, recitals, or extra-service pay.
- 2) Compensated activities conducted in the summer by faculty who serve in an academic year appointment.
- 3) Faculty compensation through grants and contracts. See Fiscal Policy on Sponsored Grants and Contracts (Policy No. FI0205, Revision 9)

These guidelines are consistent with the university's policies regarding conflict of interest [<http://www.utk.edu/classifieds/conflict/>], ownership of commercial ventures, intellectual property, and Faculty Handbook provisions regarding academic freedom.

The faculty member and the department head must agree about the faculty development benefits that will be gained by the planned activities, as part of the annual review process. If the faculty member has an opportunity to pursue a new compensated outside activity or if any significant changes to an agreed plan from the last annual review occur, the faculty member must report the situation to the FWF department head, and develop a new or revised plan with the head's concurrence.

Faculty members on 12-month appointment are covered by the same UT Personnel Policies and Procedures which apply to administrative or professional personnel of the university. Twelve month faculty should limit their aggregated compensated outside services to no more than an additional twenty percent (20%) over their total one hundred percent (100%) university effort – including accrued annual leave taken and grants of released time – during a given calendar year, upon approval of the department head and dean(s). The department head and dean(s) may restrict a faculty member's compensated outside service effort to less than 20% if a faculty member's performance of assigned university duties does not meet expectations, as found in the annual evaluation.

While conducting compensated outside activities, no unauthorized activity is permitted involving significant direct expense to UT or significant use of university facilities, equipment, or services unless procedures and fee schedules have been established. Faculty wishing to use university resources to conduct compensated outside activities must have a written UT agreement, approved in advance by the appropriate department head, dean(s), and chief business officer, specifying the nature of work to be performed; the kind of equipment, supplies, material, or services to be used; the extent of the use; and the amount to be paid to the university. Noncompliance with this policy for compensated outside activities may be considered as a negative factor during annual reviews, promotion and tenure decisions, salary determinations, and other institutional support. Noncompliance also may result in other sanctions (e.g., reduction in allowable compensated outside activities, salary reduction, restitution for cost of equipment, and termination for adequate cause).

Section 12. Appeals

Faculty members are entitled to fair, impartial, and honest resolutions of problems that may arise in relation to employment. The processes for general appeals and special appeals for all tenured, tenure-track, and non-tenure-track faculty are outlined in the *UT Faculty Handbook* (Chapter 5). Informal grievances may also be addressed through the ombudspersons and *The University of Tennessee Institute of Agriculture Advisory Council*.

ARTICLE V – APPOINTMENT, RESPONSIBILITIES, EVALUATION, AND APPEALS FOR NON-TENURE TRACK FACULTY MEMBERS

Section 1. Appointment

Appointments to non-tenure-track faculty positions, including part time appointments, will be made in accordance with FWF and college bylaws and the *UT Faculty Handbook*. The tenured and tenure-track faculty will evaluate the credentials of applicants for non-tenure-track appointments and vote on the appointment.

As outlined in the *UT Faculty Handbook*, applicants will be notified of their appointments by letter from the Chancellor of UTIA. The appointment letter specifies (a) rank, (b) salary and related financial conditions, (c) general duties and expectations, and (d) duration. The initial appointment is completed when the appointee responds with a written letter of acceptance and completes normal university employment forms.

All non-tenure-track teaching appointments will be made for a term of one year or less, except distinguished lecturer appointments, which may be made for a term of five years. Appointments are renewable subject to availability of funds and satisfactory performance. The following ranks or titles may be assigned to non-tenure-track teaching faculty: instructor, lecturer, distinguished lecturer, and visiting faculty.

All non-tenure-track research appointments will be made for a definite term of up to five years, subject to continued availability of external funding. Appointments are renewable subject to continued availability of external funding and satisfactory performance. The following ranks or titles may be assigned to non-tenure-track research faculty: research assistant professor, research associate professor, research professor, and visiting research faculty.

In order for the appointee to perform assigned duties in a professional manner, office space, necessary supplies, support services, and equipment will be provided to non-tenure-track faculty members. As defined in Article II, Section 1, and Section 2 of these bylaws, non-tenure-track faculty members have the opportunity to participate in departmental governance. Opportunities for faculty development, including travel to scholarly meetings, will be provided whenever possible.

Section 2. Responsibilities

The responsibilities of each rank for non-tenure-track teaching faculty and non-tenure-track research faculty are clearly defined in the *UT Faculty Handbook*. Any additional responsibilities will be included in the official appointment letter.

The department head conducts an annual retention review of non-tenure-track faculty members that have requested to be reviewed, in consultation with the tenured faculty during the fall semester. For the retention review process, the non-tenure-track faculty member must prepare a summary of teaching, research / scholarship /creative activity, and service during the previous academic year, using the same format as the P&T Dossier. The tenured faculty will review the summary and solicit input from the non-tenure-track faculty member's mentor or mentor committee. The tenured faculty will develop a written review that is intended to provide the non-tenure-track faculty member with a clear, thoughtful, and professional narrative that describes and discusses his or her progress toward promotion in the context of his or her appointment. At the end of discussion, a formal ballot vote will be taken by the tenured faculty. The ballots will be prepared in advance of the meeting, and will have space for written comments on strengths and weaknesses along with space for recording the vote. Tenured faculty members located away from the Knoxville campus may send their ballots by mail, FAX, e-mail, or overnight courier to Knoxville. The quorum requirements for formal votes on retention are one more than one half of the tenured faculty members. After completing its review, the tenured faculty will take a formal retention vote by secret ballot. The review and the record of the retention vote by the tenured faculty will be shared with the non-tenure-track faculty member and the department head.

Non-tenure-track faculty will be formally reviewed by the departmental P&T committee after three years of employment. In general, a non-tenure track faculty member must serve at least three years before being considered for promotion. The criteria for promotion to a rank are the same as those given for initial appointment to that rank. The third year review for research assistant professors by the P&T committee, Department Head, and annual performance reviews form the basis of a cumulative record that prepares a faculty member for promotion after the fifth year. Generally, research assistant professors will be considered for promotion to the rank of research associate professor. Research associate professors serve at least five years in rank before promotion to research professor. Exceptions to this policy require approval by the department head.

Departmental faculty at or above the rank to which promotion is sought, will review materials prepared by the candidate. Following a discussion, the tenured faculty at the appropriate rank will vote on promotion. Ballots will be prepared prior to the meeting and have space for written comments on strengths and weaknesses along with space for recording the vote. Tenured faculty members at the appropriate rank located away from the Knoxville campus may send their ballots by mail, FAX, e-mail, or overnight courier to Knoxville. The appointed members of FAC will count, validate, and record the formal vote and report the vote to the tenured faculty and the department head.

Section 3. Evaluation

The performance of all non-tenure-track faculty members will be evaluated annually, with a written record of the evaluation maintained in departmental and human resources files. The annual performance review for retention will be based on guidelines that are outlined in the *Faculty Evaluation Manual* (probationary faculty section). In the case of non-retention, every effort should be made to notify the faculty member as soon as possible.

Section 4. Appeals

Non-tenure-track faculty may exercise the appeal procedures outlined in Chapter 5 of the *UT Faculty Handbook*, except those applicable to the termination of tenured or tenure-track faculty appointments.

ARTICLE VI – APPOINTMENT, RESPONSIBILITIES, PRIVILEGES, REAPPOINTMENT, AND PROMOTION FOR ADJUNCT AND EMERITUS FACULTY

Section 1. Appointment Procedure

Individuals who provide uncompensated or part-time compensated service to the instructional, research, or Extension programs of FWF may be given adjunct faculty appointments. Staff exempt employees of FWF with appropriate expertise and credentials, who on occasion provide instruction or participate in research or Extension, may be given adjunct faculty appointments in a department other than that in which their budget line resides, but are not eligible for adjunct status in FWF. Nominations of individuals for adjunct faculty positions will be made by tenured and tenure-track faculty members. Documentation of professional credentials (e.g., curriculum vitae) to support the nomination should be submitted to the faculty. The nominee may be invited to the department to present a formal seminar in support of his/her appointment. The faculty will vote by ballot to recommend approval or rejection and appropriate title of the nominee to the department head. The final decision will be made by the department head based on the faculty recommendation. Following approval of the adjunct appointment by the department head, the head will draft a letter of appointment, specifying the term of appointment, to be signed by both the appropriate dean and the Chancellor of UTIA upon their approval.

Section 2. Appointment Titles, Criteria, and Requirements

In accordance with the *UT Faculty Handbook*, adjunct faculty appointments may be made at the rank of adjunct professor, adjunct associate professor, adjunct assistant professor, and adjunct lecturer. The following criteria are required for appointment as an adjunct faculty member in FWF:

- A. Adjunct Professor - Ph.D. and at least 10 years of professional experience.
- B. Adjunct Associate Professor - Ph.D. and at least five years of professional experience.
- C. Adjunct Assistant Professor - Ph.D., or appropriate degree (minimum M.S.) and experience
- D. Adjunct Lecturer – M.S. or Ph.D.; service emphasis will be on teaching only.

Those who lack a Ph.D. may serve on M.S. committees only.

Section 3. Responsibilities

All adjunct faculty members must provide service to the instructional, research, and/or Extension programs of the Department of Forestry, Wildlife and Fisheries. Professional duties of the appointee may include teaching courses, serving on graduate student committees, or participating in departmental research or Extension. Although uncompensated adjunct faculty members are not employees of The University of Tennessee, they are subject to certain university policies as described in the *UT Faculty Handbook* (Chapter 4, Section 4.2.4).

Section 4. Evaluation

Uncompensated adjunct faculty members are not subject to annual performance review. Evaluation of compensated adjunct faculty members will follow procedures as described for other non-tenure-track faculty (Article V, Section 3).

Section 5. Privileges

Adjunct appointments may carry with them certain courtesy privileges accorded to faculty, including a library card, parking space when necessary, and use of facilities.

Section 6. Length of Appointment and Re-appointment

Adjunct faculty will be appointed for a period of five years from the effective date specified on the letter of appointment. Approximately three months prior to the end of the adjunct faculty member's term of appointment, the department head will issue an e-mail solicitation to the faculty member that originally sponsored the adjunct faculty member informing them of the termination date and asking for their recommendation for continuation of the adjunct faculty member to a new five-year term. In the absence of the original faculty member that sponsored the adjunct faculty member, the department head will poll faculty in the related discipline. If the faculty member(s) that sponsored the adjunct faculty member approves continuation, a vote will be taken to extend the appointment of the adjunct faculty member at the next faculty meeting. If a two-thirds majority of the faculty do not approve the extension, the adjunct's term of appointment will be allowed to expire.

Section 7. Promotion

A request for promotion in rank may be submitted by the adjunct faculty member at any time, according to criteria in Section 2. Faculty members will review the request and recommend approval or rejection. A ballot vote by the tenured and tenure-track faculty will be taken, the results forwarded to the department head, and the final vote reported to the faculty. The final decision will be made by the department head based on the recommendation of the faculty. If the request for change in rank is approved, the head will provide written notification to the adjunct faculty member.

Section 8. Appeals

Adjunct faculty members may exercise the appeals procedure as described in the [*UT Faculty Handbook*](#).

Section 9. Appointment of Professor Emeritus or Emerita

Faculty who retire from the department as professor or, in special cases, as assistant or associate professor may request a recommendation for this appointment from the department. The tenured faculty will vote on the request by secret ballot at a meeting called by the department head. The department head will forward the faculty decision to the dean and chancellor.

ARTICLE VII – APPOINTMENT, RESPONSIBILITIES, PRIVILEGES, AND APPEALS FOR VISITING FACULTY

Section 1. Appointment Procedure, Criteria for Rank, and Term of Appointment

The procedure for appointment of visiting faculty will follow those outlined in Article VI, Section 1, for adjunct faculty. Professional credentials and the terminal degree required for adjunct appointments also are required for appointments as visiting faculty (Article VI, Section 2). The rank of appointment will be the professorial rank that the individual holds at his or her home institution; however, the standards of scholarship for holding visiting faculty rank will be the same as required for faculty of FWF. Normally, the term of appointment will be 12 months. As with all other non-tenure-track faculty appointments, a letter of appointment will be issued to the visiting faculty member by the Chancellor of UTIA. The term of appointment will be specified in the letter of appointment.

Section 2. Responsibilities

Visiting faculty will provide service to the department in the form of instructional, research, and/or Extension responsibilities within FWF. As denoted in the *UT Faculty Handbook*, visiting faculty members do not participate in the governance of the department and are not subject to annual performance reviews.

Section 3. Privileges

Visiting faculty appointments may carry with them courtesy privileges accorded the honorary faculty, including a library card, parking space, and use of facilities.

Section 4. Appeals

Visiting faculty members may exercise the appeals procedure as described in the *UT Faculty Handbook*.

ARTICLE VIII – FACULTY MEETINGS

Section 1. Frequency

Departmental meetings will be held at least twice per semester during the regular academic year. Additional meetings may be called by the department head as needed or by request of any three faculty members of the department.

Section 2. Agenda

The department head will develop the agenda and should include all items submitted by members of the department. The agenda will be delivered to all members of the department electronically at least one working day prior to the meeting.

Section 3. Participation

All members of the department are eligible to attend and encouraged to participate in departmental meetings. Departmental members who are not included in the definition of faculty (Article II, Sections 1-2) but who direct their own Extension or research programs are eligible to attend departmental meetings. Post-doctoral research associates are also eligible to attend departmental meetings. Unless excused by the head, one member of the clerical staff must be

present to record minutes of the meeting. However, non-voting members may be asked to leave by the department head when confidential matters are to be discussed.

Section 4. Quorum

A quorum will consist of one more than one-half of departmental members eligible to vote (Section 5). A quorum must be present at the commencement of the meeting in order to transact business. The withdrawal of any voting member after the commencement of a meeting will have no effect on the existence of a quorum after a quorum has been established. The affirmative vote of at least the majority of those members present will be necessary for the passage of any resolution or motion. Meetings will be adjourned by a majority of the persons present.

Section 5. Voting

Faculty members at the rank of Instructor or above who have appointments of 75 percent of full-time employment or greater are entitled to one vote each. Departmental members who are not included in the definition of faculty (Article II, Sections 1 and 2) but who direct their own Extension or research programs also are entitled to one vote each. Honorary faculty members with adjunct, emerita or emeritus, and visiting appointments and all other attendees have the right of voice but are not entitled to vote. Only faculty members are eligible to deliberate and vote on issues of retention, tenure, and promotion, as specified in Articles IV and V of these bylaws.

Proxy voting will not be allowed on any issue. Written secret ballots on matters of promotion or tenure or other matters at the discretion of the head will be allowed from faculty members unable to attend a meeting as long as the ballots are received by the head prior to the beginning of the meeting.

Voting on matters not requiring secret ballots will be by voice or show of hands unless, in specific instances, a member of the faculty requests a secret ballot.

Faculty may vote on certain issues, further described below, by electronic means if they are unable to be present for a scheduled faculty meeting. Faculty who are otherwise entitled to vote under these bylaws may present their vote on any issues included on the agenda for the faculty meeting in question, along with any comments on the issue, via an email sent to the head of the department. However, electronic ballots will only be counted when a quorum based on members in attendance at the meeting already exists; electronic ballots will not count towards forming a quorum. During faculty meetings, any comments received via email ~~at least 24 hours~~ prior to the start of the meeting will be placed into the record by the department head, but the electronic vote will be kept secret unless the faculty member has explicitly stipulated otherwise in written instructions to the department head. Normal parliamentary procedure regarding discussion and voting during the meeting will remain in place. After the vote is tallied, the electronic votes will be added to those cast during the meeting to determine the final position of the faculty.

In order for an electronic ballot to be cast, the following criteria must be met. The issue being voted on must have been discussed at a previous faculty meeting and must have been announced on the agenda circulated by the department head prior to the scheduled meeting during which the vote will be held. With respect to matters of appointment, retention, tenure, or promotion,

electronic voting will only be allowed as stipulated in these by-laws in Article IV, Sections 1, 5, and 7. It is an individual faculty members' sole prerogative to decide whether or not to cast an electronic ballot on any issue that meets the above criteria.

Section 6. Distribution of Minutes and Reports

Reports and other documents requiring departmental deliberation will be submitted to all members eligible to vote at least 24 hours in advance of the meeting during which the report or document is to be considered. If the report is not delivered within this schedule, consideration of the issue will require approval by a two-thirds (2/3) majority of the faculty present. Minutes of the faculty meeting will be delivered electronically to all members of the department. Minutes of past meetings will be archived in a manner so that they are accessible to all departmental members.

ARTICLE IX – COMMITTEES

Section 1. Standing Committees

There are two standing committees to assist the department head in department administration, the Faculty Affairs Committee (FAC) and the Student Affairs Committee (SAC). Business of the department that requires faculty input is assigned to one or the other by the department head. Both committees are staffed by three faculty members, who serve for three years, with the last year of service as chair.

9.1.1 Student Affairs Committee Purpose & Responsibilities

Purpose:

SAC is charged with assisting the departmental faculty and department head on all matters relating to undergraduate and graduate student curriculum and instruction.

Responsibilities:

1. Review all student curricular petitions.
2. Develop and update undergraduate student handbook,
3. Coordinate student nominations for college and university wide awards.

Composition:

The Student Affairs Committee shall be comprised of three faculty members that serve three year terms, and serve as SAC chair in the third year

9.1.2 Faculty Affairs Committee Purpose & Responsibilities

Purpose:

The Faculty Affairs Committee (FAC) of the Department of Forestry, Wildlife and Fisheries is to assist the departmental faculty and department head in governance of the department.

Responsibilities:

1. Conduct a periodic internal evaluation/review of the department head's performance.
2. Consult with faculty and head regarding suggested changes in departmental operations.
3. Review and advise department head on issues of space allocation.
4. Review and negotiate faculty grievances at the department level.
5. Coordinate faculty award nominations, and advise faculty on available awards and faculty development programs within the university system.
6. Coordinate with the department head on annual awards ceremony (reception and/or banquet) to recognize student academic and professional achievements.
7. Provide counsel and advice to the department head as needed.
8. Review and make recommendations regarding adjunct appointments.

Composition:

The Faculty Affairs Committee shall be comprised of three faculty members holding the rank of professor. Faculty serve three year terms and serve as FAC chair in the third year.

Section 2. External Advisory Board

9.2.1. Purpose.

1. Provide the faculty and department head with advice and counsel concerning the direction of programs in the department.
2. Provide information about changes in the direction of natural resource sciences and other issues relating to the mission of the department.
3. Assist with increasing communication among stakeholders and The University of Tennessee.
4. Serve as advisors to the department head and the faculty on the perspectives that the groups he or she represent have on the department and the university.

9.2.2. Membership.

Board membership will consist of approximately 24 individuals (eight each from forestry, wildlife and fisheries, and forest products) appointed by the department head in consultation with departmental faculty. Board members will normally serve four-year terms, but are eligible for re-appointment. The chair of the Advisory Board is elected by the members from within their ranks, and serves as the spokesperson for the board. Board meetings will take place annually, although individuals and subcommittees may be contacted on a more frequent basis for advice and input as needed. After each annual meeting, the chair will provide the department with a written summary of findings and recommendations.

Section 3. Ad hoc Committees

9.3.1. Purpose.

Ad hoc committees are intended to respond to a short-term perceived need or concern. The charge should be very narrow and the time frame explicit. The intent of an *ad hoc* committee is to develop a response to the concern within a 12-month period, or less, depending on the urgency of the matter. When ad hoc committees have a life span of longer than two years, strong consideration should be given to creating a standing committee.

9.3.2. Membership.

Ad hoc committees will be appointed by the department head, usually with the advice of the Faculty Advisory Committee. The composition of an *ad hoc* committee will be determined by the subject matter. However, it is never appropriate to have a committee in which only a single constituency (e.g., forestry faculty with a teaching appointment) is represented. Committees addressing controversial subjects will be designed to provide the broadest representation practical.

9.3.3. Chair.

The chair of the committee will be appointed by the department head.

9.3.4. Procedures.

Although *ad hoc* committees should normally report directly to the department head, the head may have them report directly to the faculty, or the faculty may request such a report.

ARTICLE X – PROFESSIONAL DEVELOPMENT

All departmental personnel and graduate students are strongly encouraged to participate in professional development opportunities. These opportunities include, but are not limited to, weekly seminars hosted by FWF during the academic semesters, and on an as needed basis in the summer.

ARTICLE XI – DEPARTMENTAL COMMUNICATION

All departmental personnel and graduate students will be provided with e-mail accounts. Departmental announcements, committee reports, and minutes of faculty meetings will be sent electronically preferably in Adobe PDF format to all members of FWF.

ARTICLE XII – AMENDMENTS TO BYLAWS

Section 1. Origin of Amendments

Amendments to the bylaws will originate from the head, FAC, or from at least twenty-five percent of the full-time tenured faculty members. Proposed amendments will be presented in

writing to faculty members for consideration at any regular meeting or at any special meeting called for that purpose.

Section 2. Notice

Proposed amendments will be distributed at least one working day prior to the meeting at which they are to be discussed. Consideration of the amendments for voting by faculty members will occur at a subsequent meeting when the matter will have been included again in the agenda.

Section 3. Voting for Adoption

An affirmative vote of two-thirds (2/3) of all faculty members will be required for adoption of amendments to the bylaws, pending approval by the Chancellor of UTIA.

ARTICLE XIII – ADOPTION AND EFFECTIVE DATE

Section 1. Adoption

The FWF departmental bylaws must be approved by a two-thirds (2/3) vote of faculty members, followed by the Chancellor of UTIA, prior to their effective date.

Section 2. Effective Date

These bylaws will become effective when approved by the Chancellor of UTIA.

Approved:



8-6-14

Dr. Larry R. Arrington
Chancellor, UTIA

Date