

BYLAWS
Department of Plant Pathology

March 16, 2006

I. DEPARTMENT, FACULTY, AND STAFF

A. PRIMARY STRUCTURE AND FUNCTION

The executive function of the Department of Plant Pathology shall be the responsibility of its department head, who will be aided by the advice of the Faculty Advisory Committee. The academic and research activities shall be guided by the department members of various ranks including Distinguished Professor, University Professor, Professor, Associate Professor, Assistant Professor, Postdoctoral Associate, Program Associate, Program Technician, Senior Research Graduate Assistant, and Graduate Research Assistant as indicated in their initial appointments or by later mutually agreeable changes. Other persons may be appointed to various positions to do other necessary activities.

The structure and activities of the department are based primarily on a system of committees which, except for the Faculty Advisory Committee, have specific functions. Activities should be consistent with the Departmental Strategic Plan and the Management Plan of the University of Arkansas Division of Agriculture and Dale Bumpers College of Agricultural, Food and Life Sciences. The department head is an *ex officio* member of each departmental committee to provide guidance concerning departmental, college, division, and university policies which may concern issues before other committees. The head appoints members to the appointive committees. The Chairman of each committee should call a formal meeting of the committee as needed, report regularly on committee activities at faculty meetings, and submit an annual report. All committee members are elected or appointed for three years, beginning with the fall semester of the academic year. The departmental promotion and tenure committee is elected by the faculty annually based on calendar year.

B. APPOINTMENTS TO FACULTY

The faculty shall vote on all new faculty appointments, including adjunct, before they are made. Whenever there is a vacancy to be filled or a new position created in the ranks of Assistant Professor or above, the head of the department shall appoint an ad hoc committee to seek appropriate candidates for the post. After a full discussion by the faculty, a list of criteria for eligibility will be drawn up and the position advertised in all appropriate channels including one or more professional journals or other publications that prospective candidates might read. On receipt of applications by the committee chairman, the candidates' applications will be made available to those faculty members with the rank of Assistant Professor or above and their evaluation requested by the committee. A faculty meeting shall be held to

select two or more qualified finalists for interview. The department head shall then invite these selected candidates for interviews by the faculty who shall later be polled for their evaluations and vote for the most qualified candidate. The selected candidate shall be recommended to the Dean by the head of the department. The head shall tender an offer. If the candidate declines, upon the Dean's approval, either the next ranking candidate should be selected, or another search undertaken.

C. ROLE AND FUNCTION OF PROFESSIONAL STAFF

In addition to regular academic and non-academic personnel, the Department of Plant Pathology has other non-classified and classified professional employees. These positions carry neither a vote in departmental meetings nor indefinite tenure or guarantee of employment, but in general have the privileges of all staff members. Subject to the approval of the department head and rules of the University, professional employees may enroll in courses.

Meritorious performance in the present position, evaluated by the immediate supervisor, will be an important criterion in the recommendation of an individual's salary increases to the Dean and Associate Vice President for Agriculture – Research or Associate Vice President for Agriculture - Extension by the department head. Salary ranges for the professional staff will be those of professional positions in the Division of Agriculture and/or the Dale Bumpers College of Agricultural, Food and Life Sciences.

D. PERFORMANCE EVALUATION OF ACADEMIC FACULTY

The head of the department shall annually evaluate and make available to each member of the faculty his/her evaluation of the quality of his/her performance in the areas of teaching, research, service, extension, or other assignments in accordance with their appointments.

E. MEETINGS OF ACADEMIC FACULTY

Meetings of the department faculty shall be called by the department head or the designee at least once a month during the fall and spring semesters and at other times when necessary. The department head or the designee will preside over the meetings. All department members holding the rank of Assistant Professor, Associate Professor, Professor, University Professor, or Distinguished Professor will be eligible to vote. When formal motions are being considered, the meeting will proceed according to Robert's Rules of Order, Revised. The department head or the designee will record any actions taken.

II. COMMITTEES

All except the advisory committee and promotion and tenure committee are appointed by the head. Committee members serve on a regular rotation and all act in an advisory capacity to the head.

A. AFFIRMATIVE ACTION/GRIEVANCE

The committee shall consist of two members; one faculty member and the Administrative Office Supervisor. The faculty member is appointed by the head. The department head may alter the composition of the committee to avoid conflict of interest. The committee will be responsible for ensuring compliance with the Acts, Orders, Amendments, laws and regulations specified in the Faculty Handbook V-1

http://www.uark.edu/admin/vcacey/facultyhandbook/Section_5.html#FederalLaws,

the Staff Handbook

<http://hr.uark.edu/general/StaffHandbook.asp?SectionNumber=3.5>,

and the Office of Affirmative Action Affirmative action plan

www.uark.edu/depts/ofaa/Affirmative%20Action%20Plan.html

for handling all staff employee grievances. If any member of the academic or professional staff has a grievance relating to department affairs, the person is expected first to review the grievance with the department head. The complainant may request to be heard by the committee. The committee will then recommend possible action to resolve the problem. If this internal mechanism does not resolve the difficulty, the person may have recourse to a hearing by higher administrative officers as described in the grievance procedures outlined in the Faculty Handbook

http://www.uark.edu/admin/vcacey/facultyhandbook/Section_5.html#FederalLaws

or, the Staff Handbook

<http://hr.uark.edu/general/StaffHandbook.asp?SectionNumber=3.5>.

B. GRADUATE STUDENT GRIEVANCE

The committee shall consist of two members; one faculty member and a student elected by students in the Graduate Student Association. The faculty member is appointed by the head. The department head may alter the composition of the committee to avoid conflict of interest. Any enrolled graduate student with a grievance is expected first to review the grievance with his/her major professor, then with the department head. If the grievance cannot be resolved, any enrolled graduate student with a plant pathology, plant science or cell and molecular biology major may submit a written request to the committee and must be heard by the committee. The committee will then investigate and study the grievance and advise the appropriate persons of their recommended disposition of the grievance. The committee's decision is advisory to the student and in no way limits the

student from pursuing other routes for rectifying his/her grievance.

C. PROMOTION AND TENURE

The committee shall be elected annually based on the calendar year. The committee, eight members, is a joint committee to evaluate both tenure-track and non-tenure track faculty. Committee members will be elected among the faculty and be a proportional representation of tenured and non-tenured faculty. The committee shall assist the head in (1) identifying candidates to be recommended for promotion, (2) preparing the documentation to support the candidacy and (3) preparing the promotion presentation to be submitted to the College and University Promotion and Tenure Committees in accordance with the guidelines in the Faculty Handbook. This evaluation of the candidate should be based on the candidate's professional creativity and performance in research, teaching, service and extension in state, regional, national, and international activities as stated in the College and Division guidelines. A positive recommendation of the committee is a vote of 50% or greater. All committee members may vote for promotion. In accordance with University of Arkansas Board of Trustees' Policy, tenure is voted on by tenured faculty only.

A candidate who has not been recommended for tenure or promotion can request consideration for promotion. A written request should be submitted to the department head giving the reasons why consideration may be in order and supplying information to support his/her plea. After consultation with the Committee, the decision of the department head will be conveyed in writing to the candidate. The department head shall inform the candidate in writing of all adverse or favorable action taken at the college, campus, or university level.

All actions involving renewal, tenure or promotion will be considered according to existing statutes concerning the confidentiality of the recommendations of the committee on promotions and tenure, and the privacy of all oral and written evaluations of faculty members and records of the candidates.

D. GRADUATE STUDENT ADMISSIONS

The committee shall consist of three faculty members whom the head appoints. It will examine and evaluate all completed applications to the Department of Plant Pathology for graduate study and make recommendations to the department head as to the acceptability of the applicants for graduate study. The committee members also serve on the Plant Science Ph.D. Steering Committee.

E. TEACHING (COURSES AND CURRICULUM)

The committee shall consist of four members, three faculty members, and one student. The committee members of the faculty are appointed by the head and the student will be elected by vote of all graduate students. The committee recommends curriculum changes, when needed, to the department head who shall present such recommendations to the faculty for consideration and possible action. The committee considers whether new courses should be offered or existing courses revised or terminated. It should see that we maintain a proper balance and diversity in our course offerings, and avoid unnecessary overlap between courses. It may recommend rescheduling of courses in order to avoid conflicts with other courses after consultation with instructors. New or revised course outlines shall be submitted to the committee for approval and presented to the department prior to submission to the Curriculum Committee of the College.

F. BUILDING (Office, Lab., and Greenhouse Spaces)

The committee shall consist of four members; three faculty members, and one staff. It will be responsible for recommending assignments of office, labs, and greenhouse space for departmental personnel to the head. Also, it shall oversee storage of equipment and use of the facilities.

G. LIBRARY

The committee shall consist of three faculty members. It shall assist in the collection and placement of printed materials including textbooks, journals and other references and recommend rules for their use. The committee is also charged with maintaining the departmental library. Chair of the committee will coordinate matters related to the campus main library.

H. PUBLICITY/NEWSLETTER/ARCHIVES/WEB-SITE

The committee shall consist of three members, two faculty members, and one staff. The committee will collect and maintain a current file, update the departmental web-site, send suitable information to the American Phytopathological Society and other appropriate professional societies, assemble and distribute the departmental newsletter to alumni and provide suitable information to other campus publications and to the public press. Also, the committee will collect documents of historical- value to the department and prepare them for deposit in the University Archives or Departmental Reading Room.

I. SAFETY

The committee shall consist of four members; two faculty members, one staff and one student. The members are often members of the following university committees; Biosafety, Radiation Safety, and Toxic Substances, and serve as liaisons to the Department on matters dealing with pesticides, radiation and biological safety. The committee shall work with Environmental Health &

Safety (EHS) to inform department members of such matters as collection of noxious chemicals and safety regulations.

J. FACULTY ADVISORY

This committee shall be an elective body of four faculty members, one representing the off-campus faculty, with rotating two-year terms. The duties of the committee are (1) to offer advice and aid to the department head on matters vital to the department, (2) voice suggestions for its welfare, and (3) perform tasks assigned to it by the department head.

K. FELLOWSHIP/SCHOLARSHIP

The committee shall consist of three faculty members. It develops criteria for selection and evaluation of students, and recommends to and assists the department head in evaluations of students eligible for various fellowships and scholarships.

L. STUDENT RECRUITMENT

The committee shall consist of three faculty members. The committee shall develop recruitment materials and actively promote the recruitment of students. The chair serves on the college recruitment committee.

M. VEHICLES

The committee shall consist of three faculty members and one staff member. The committee members are appointed by the head. The committee shall develop a user's manual and establish an operational policy.

O. AWARDS

The committee shall consist of three faculty members. It recommends the nomination of qualified individuals for various awards and/or recognition, and helps prepare the documentation to support the nominee.

P. EXTENSION COMMITTEE

The committee shall consist of three faculty; two extension faculty members and one non-extension faculty member. The committee advises the department head on extension programs and activities.

Q. NON-CLASSIFIED SUPPORT PERSONNEL PROMOTION COMMITTEE

The committee shall consist of four members; three faculty members and the Administrative Office Supervisor. The committee considers the record/documents of staff members who request a change in title, promotion. The committee makes a recommendation to the department head as to the appropriateness of the request for promotion.

R. DEPARTMENTAL ADVISORY COMMITTEE

The committee shall consist of five people in agriculture or an agriculture-related industry. The committee members are nominated by the faculty and others. Each member shall serve a three-year term and may be reappointed once. Two members per year are selected at a regular faculty meeting. The Plant Pathology Department then recommends these choices to the Dean of the Dale Bumpers College of Agricultural, Food, and Life Sciences who makes the final appointment. This committee is invited to meet at least once each year to review departmental programs.

S. AD-HOC COMMITTEE

Two or more faculty members shall be appointed by the head as needed for specific activities.

III. BYLAW CHANGES

A. AMENDING THE BYLAWS

The Bylaws of the department can be amended by a majority vote of the faculty members attending a meeting. The presence of at least 50% of the faculty will constitute a quorum for this purpose. Notification must be given for any meeting at which Bylaw changes are to be considered at least one week prior to the meeting.

B. PRECEDENCE OF RULES

All department Bylaws are superseded by the rules of the Dale Bumpers College of Agricultural, Food and Life Sciences, the Division of Agriculture and the University of Arkansas-Fayetteville.