

BYLAWS
Department of Plant Pathology

August 2017

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 assisted by the Faculty Advisory Committee and Office Staff. 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, Instructor, Postdoctoral Associate, Program Associate, Program Technician, and Graduate Assistants as indicated in their initial appointments or by later mutually agreeable changes.

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 Personnel Documents 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. With the exception of the P&T Committee, all committee members serve for three years. Appointments begin July 1. The departmental promotion and tenure committee is elected in accordance with the bylaws of the College. The Faculty Advisory Committee members are elected to a two-year term as appropriate by the faculty.

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 three members; two faculty members and the Departmental Administrative Manager. The faculty members are 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 section V-
<http://provost.uark.edu/faculty-handbook/index.php>

the Staff Handbook
<http://hr.uark.edu/working/handbook/1-introduction/1-1.php>

and the Office of Affirmative Action Affirmative action plan
<http://oeoc.uark.edu/>

for handling all staff employee grievances. If any member of the academic or professional staff has a grievance relating to departmental 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 or, the Staff Handbook

B. GRADUATE STUDENT GRIEVANCE

The committee shall consist of three members; the program coordinator, 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 election and duties of unit promotion and tenure committee are outlined in the departmental and college or division guidelines.

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 inform the department head of their recommendations. In addition, the

admissions committee will initiate and coordinate or approve student recruitment activities. 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 a proper balance and diversity in our course offerings is maintained, 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 the Departmental Administrative Manager. 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. SAFETY

The committee shall consist of five members; two faculty members, two research 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. The committee will also oversee safety training of departmental personnel.

H. 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.

I. FELLOWSHIP/SCHOLARSHIP/STUDENT AWARDS

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.

J. FACULTY/STAFF AWARDS

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

K. 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.

L. NON-CLASSIFIED SUPPORT PERSONNEL PROMOTION COMMITTEE

The committee shall consist of five members; three faculty members, one research staff member and the Departmental Administrative Manager. 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.

M. AD-HOC COMMITTEE

At least three member of the department shall be appointed by the head as needed for specific activities.

N. EQUIPMENT/TECHNOLOGY COMMITTEE

This committee shall consist of the lab manager for each lab or a staff member designated by the faculty member. The purpose of this committee is to identify ways to share resources within the department and keep an updated equipment needs list.

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.

<http://hr.uark.edu/working/handbook/index.php>

<http://provost.uark.edu/faculty-handbook/index.php>

http://graduate-and-international.uark.edu/_resources/forms/graduate-handbook.pdf

<http://graduate-and-international.uark.edu/graduate/current-students/governance-policies/index.php>

http://bumperscollege.uark.edu/_resources/pdf/dbcafls-personnel-document-sept2016.pdf

<http://provost.uark.edu/policies/140510.php>

<http://provost.uark.edu/policies/1405101.php>

<http://provost.uark.edu/policies/140511.php>

<http://provost.uark.edu/policies/140512.php>