

BYLAWS

Division of Plant Sciences

I. PURPOSE

Faculty rights and academic governance of the Division of Plant Sciences (herein called the Division) shall be in accordance with the bylaws of the College of Agriculture, Food and Natural Resources (CAFNR) of the University of Missouri – Columbia. The following bylaws are created to define more precisely the administrative and academic governance of the Division.

II. MEMBERSHIP

Members of the Division shall include the tenure-track and professional-track faculty, adjunct faculty, academic associates, staff, and collaborators appointed to the Division along with graduate and undergraduate students enrolled in the Division's academic programs.

III. DIVISION FACULTY

The Faculty of the Division shall consist of:

1. professors, associate professors, assistant professors and instructors who hold regular or professional track appointments in the Division and who shall have full voting rights
2. emeritus, adjunct, and visiting professors of all ranks in the Division who will be ex-officio members; however, adjunct faculty can request voting privileges (see Section V. B.)

IV. GENERAL ORGANIZATION

A. Division Director

The Division shall be organized with a Director as chief executive officer. The Director shall be appointed by the Dean of CAFNR with input from the voting faculty and shall have those powers and duties given by University and College Policies and such other powers and duties as granted by the Division bylaws. The Director shall:

- be an advocate for faculty interests and concerns with the college and campus administrations
- call meetings of the Faculty and Division
- appoint Division committees not specifically delegated to election by the faculty
- report at least annually to the Faculty on the state of the Division

- communicate recommendations of the Faculty to the Dean/Associate Deans of the College
- maintain up-to-date written Division policies and procedures and make them available to the Faculty
- appoint an Associate Director, Program Leaders and Coordinators as appropriate
- initiate a review by the Division of missions, goals, and programs of the Division at least once every five years
- evaluate the performance of, and communicate the results of the evaluation to, each tenure-track and professional-track faculty member each year
- represent the Division with external stakeholders
- discuss with the faculty the results of and suggestions provided in his/her review
- manage divisional resources and provide leadership in obtaining new resources for divisional programs

B. Associate Director

The Associate Director (AD) shall be nominated by the Director and approved by a majority of the voting faculty for a three-year renewable term. The AD shall work with the Director to effectively administer the affairs of the Division. Responsibilities shall include:

- represent the Division at meetings and other functions when the Director is unavailable
- chair the Division Promotion and Tenure Committee
- assist the Director in the overall administration of the Division

C. Program Leaders

Programmatic areas within the Division shall be led by faculty with responsibilities for maintaining and defining the programmatic area. The Program Leaders shall be nominated by the Director and approved by a majority of the voting faculty for a three-year renewable term. The leaders shall have those powers and duties given by the Director, to include but not be limited to the following:

Director of Graduate Studies

- provide leadership for the Division graduate programs
- represent the graduate program with appropriate college and campus offices and administrators
- chair the Graduate Education and Research Committee
- provide information as needed to the graduate students in the Division

Extension Program Leader

- provide leadership for the Division extension programs
- represent Division extension programs with appropriate college and campus offices and administrators
- chair the Extension Programs Committee
- act as a liaison between regional extension specialists and campus-based faculty

Director of Undergraduate Programs

- provide leadership for the Division undergraduate program
- represent the undergraduate program with appropriate college and campus offices and administrators
- chair the Undergraduate Education Committee
- provide information as needed to undergraduate students in the Division

D. Faculty Rights and Responsibilities

All members of the Faculty share the responsibility of maintaining high professional standards which foster academic excellence. The Faculty shall:

1. have all Division powers and responsibilities not given by the CAFNR bylaws to the Director nor given by the Faculty to the Director in these bylaws
2. have additional powers and responsibilities delegated to it by the Director
3. elect members of the Promotion and Tenure Committee
4. participate in a Division review of the missions, goals, and programs of the Department at least once every five years
5. evaluate Division policies and procedures and provide advice to the Director

V. APPOINTMENTS TO FACULTY

A. Tenure-track & Professional-track Faculty

After the College administration has authorized the faculty to fill a position, the Director will appoint an *ad hoc* search committee of faculty members, a graduate student and, when appropriate, an external stakeholder(s) to organize the search. The committee will write a position description, circulate it for faculty input, obtain approval from the College and University

for the position description, advertise the position through the university system and national professional organizations, and solicit and screen applications. Affirmative action guidelines of the University will be followed. All application materials will be available to the faculty.

The Search Committee will recommend to the Director the most qualified candidates (usually three or four) and invite them for interviews. The interview process will include a seminar by the candidate and interviews with faculty. All faculty and graduate students shall be given the opportunity to meet candidates. The Search Committee shall seek comments and advice from all faculty members. Prior to making the final recommendation to the Director the committee will ask for approval of the faculty by electronic ballot. The Director, in consultation with the Dean of the College, will select a candidate and engage in negotiations for terms of the appointment and salary. At appointment, the Director will define in writing, the conditions and expectations for each new faculty member and will provide him/her with copies of the Division Bylaws and the Campus and College Guidelines for Promotion and Tenure.

B. Adjunct Appointments

Any faculty member can recommend a candidate for consideration as an adjunct appointee.

The Director, in consultation with the Executive Committee (as defined in VIII.A), will evaluate the qualifications of the candidate and determine if the candidate should be offered an adjunct appointment. Evaluation of the applicant will be in accordance with the Policy for Adjunct Faculty Appointment and Expectations. Their recommendation will be presented at the next regular faculty meeting and approved by a majority of the voting faculty.

An adjunct appointment is for a period of 60 months, with reappointment by the Director with Faculty approval as above. The Division is under no obligation to provide salary support either during the period of initial appointment or during any subsequent extension of the appointment.

Upon appointment, the Director will provide the appointee with a copy of the Policy for Adjunct Faculty Appointment and Expectations and a copy of the Division bylaws. Adjunct faculty must reapply for adjunct status every five years following the date of initial appointment.

Adjunct faculty may request voting rights in the Division and CAFNR by submission of a written request to the Division Director. The Executive Committee shall consider the request. If supported, the request will be forwarded to the Division faculty for approval by majority vote.

VI. FACULTY MEETINGS

Meetings of the Faculty shall be called by the Director at least once a semester and whenever else desirable. The Director or a designee shall preside over the meetings. If the Director is absent and no person has been designated, the Faculty may choose a chairperson. Faculty meetings may be held at the call of the Director, upon request to the Director by a simple majority of the Executive Committee (as defined in VIII.A), or by written request to the Director by at least five faculty members. In the latter two cases, the Director shall convene a meeting within 15 days of receipt of the request. Those present at a properly called meeting shall constitute a quorum. Draft minutes shall be distributed to the membership after each meeting. The minutes will be read and approved by those in attendance at the next meeting. The approved minutes will be distributed to the faculty of the Division and archived.

A written notice for the meeting, including an agenda with a call for additional items, shall be distributed to the Faculty at least one week in advance. Chairs of the standing committees listed below will provide a brief summary of committee activity at each faculty meeting. All motions will be voted on by electronic ballot and the results recorded in the minutes. Each member shall have one vote on each question. Unless otherwise indicated in these bylaws or the bylaws of the University, a majority of those voting is required to pass an action.

VII. COMMITTEES

A. Executive Committee

The Executive Committee shall consist of the Division Director, Associate Director, Director of Graduate Studies, Director of Undergraduate Programs and the Extension Programs Leader.

The Executive Committee provides a forum for continued discussion of Division affairs. The Committee provides advice to the Director on those matters designated to the Director by the University Bylaws and by these bylaws.

The Executive Committee shall meet at least once a month at the call of the Director or on request of one of the members. Draft minutes shall be distributed to the membership after each meeting. The minutes will be read and approved by those in attendance at the next meeting. The approved minutes will be distributed to the faculty of the Division and archived.

B. Graduate Education and Research Committee

The membership of each Graduate Program Area shall identify a representative who will serve on a Graduate Education and Research Committee to be chaired by the Director of Graduate Studies (DGS). One graduate student will be selected by the DGS, in consultation with the graduate program area representatives, to serve on the committee.

The Graduate Education and Research Committee shall meet on a regular basis to address instructional, curricular and programmatic issues related to the graduate program, handle the application/reapplication process for graduate and doctoral faculty status and discuss issues related to the research mission of the Division. The Graduate Education and Research Committee shall also review the enrollment in and status of the Division's graduate program areas and make recommendations to the faculty on their modification or continuation.

The Graduate Education and Research Committee shall meet at least once a semester at the call of the DGS or on request of one of the members. A list of items discussed at each meeting and actions taken shall be made available by the DGS to the members of the Faculty. Issues requiring faculty approval will be brought to the faculty by the DGS following discussion by the committee. Draft minutes shall be distributed to the membership after each meeting. The minutes will be read and approved by those in attendance at the next meeting. The approved minutes will be distributed to the faculty of the Division and archived.

C. Undergraduate Education Committee

The Director of Undergraduate Programs (DUP) will chair the UEC, which is to be composed of a minimum of four faculty members, not including the Director of Undergraduate Programs. The term of the DUP is described in Part IV, section C of these By-Laws. Committee members will serve for a three year term, with renewal possible after one year's absence from the committee. Members of the committee will nominate faculty to serve on the Undergraduate Education Committee when there is a vacant seat. Priority for membership will be given to faculty involved in instruction or advising of undergraduate students. The Director for Undergraduate Programs will submit an approved list of nominees to the Division Director for Plant Sciences, who will then approve and appoint the appropriate committee member(s).

Responsibilities of the committee will include instructional, curricular and programmatic issues related to the undergraduate program. The UEC will also review the enrollment in and status of the Division's undergraduate emphasis areas and make recommendations to the faculty on their modification or continuation. Undergraduate Supplemental Fees collected will be overseen by the UEC; disbursement of these funds (at amounts greater than \$500) will require approval of the UEC. However, for matters that involve hiring of personnel for courses, the

DUP will be permitted to negotiate on behalf of the UEC and report the outcome to the UEC. Final approval of any expenditure to hire personnel using supplemental fees is up to the Director of the Division of Plant Sciences. The Director of the Division of Plant Sciences will also be advised of recommended expenditures exceeding \$500. For expenditures totaling less than \$500, the DUP is authorized to make that decision.

The UEC shall meet at least once per semester at the call of the Director for Undergraduate Programs or on request of one of the members. Issues requiring faculty approval will be brought to the faculty by the DUP following discussion by the committee. Meeting minutes should be made available to the committee within two weeks after a committee meeting. Following approval, minutes will be made available to Division faculty.

D. Extension Programs Committee

The Extension Program Leader (EPL) will chair the Extension Programs Committee composed of four faculty. This committee will address programmatic issues related to the extension programs of the Division.

The Extension Programs Committee shall meet at least once a semester at the call of the EPL or on request of one of the members. A list of items discussed at each meeting and actions taken shall be made available by the EPL to the members of the Faculty. Issues requiring voting faculty approval will be brought to the faculty by the EPL following discussion by the committee. Draft minutes shall be distributed to the membership after each meeting. The minutes will be read and approved by those in attendance at the next meeting. The approved minutes will be distributed to the faculty of the Division and archived.

E. Promotion and Tenure Committee

Evaluation of promotion & tenure and three year reviews will be managed by a Division Promotion and Tenure Committee. The function of the Committee is to work with and counsel promotion candidates to facilitate the promotion process. The Committee will be chaired by the Associate Director (AD) with a membership of six additional faculty with the rank of Professor. The members will be elected by the voting faculty to three-year terms. Two members will be replaced each year. For consideration of professional track promotions, three professional track representatives, elected by the voting faculty, will be added to the Committee, each to serve a three-year term.

F. Other Committees

The Division may have other committees, appointed by the Director with the advice of the Executive Committee, as needed. Guidelines for the operation and membership of these committees shall be established by the Director. Membership on all Division committees and guidelines for those committees shall be made available to the Faculty on a yearly basis.

VIII. FACULTY PROMOTIONS

A. Process

The Promotion and Tenure Committee Chair will schedule a candidate seminar in the Plant Sciences Seminar Series. Seminars for tenure-track promotions should be scheduled during the winter semester, those for professional-track and adjunct promotions during the fall semester.

The Committee Chair will arrange a forum for discussion of the candidate by all appropriate faculty (see Section C). Non-voting and adjunct faculty will be invited to submit a written statement (anonymous, if desired) to the Chair regarding the qualifications of the candidate. These comments will be shared with the voting faculty.

The Committee Chair will organize a ballot for all appropriate faculty (excluding committee members) to vote on the application for promotion and/or tenure. The vote will be by anonymous electronic ballot with either a vote of "Approve" or "Reject". A vote of "Reject" must be accompanied by a written statement on the ballot detailing the specific reasons and concerns regarding the candidate's qualifications for promotion and/or tenure. A negative vote without such a statement will be disqualified.

The Committee, with consideration of the dossier, seminar and faculty comments will vote on the application by anonymous written ballot. All Committee members must submit a vote of "Approve" or "Reject". A vote of "Reject" must be accompanied by a written statement detailing the specific reasons and concerns regarding the candidate's qualifications for promotion and/or tenure. A negative vote without such a statement will be disqualified. In the case of a majority negative vote the candidate will be invited to address the concerns of the Committee. Upon agreement by the Committee that adequate discussion has occurred, a final written (anonymous) ballot shall be cast.

Both the faculty vote and the final Committee vote will be recorded on the promotion paperwork. The Committee Chair, with input from the committee members, will be responsible for drafting a letter to the Director detailing the voting process, the votes taken and the reasons supporting the Committee's

recommendation. The letter will become part of the dossier submitted to the College Promotion & Tenure Committee.

Dossiers for three-year reviews will be evaluated only by the Committee who shall vote on the application by written anonymous ballot. All Committee members must submit a vote of "Approve" or "Reject". A vote of "Reject" must be accompanied by a written statement detailing the specific reasons and concerns regarding the candidate's qualifications. A negative vote without such a statement will be disqualified. In the case of a majority negative vote the candidate will be invited to address the concerns of the Committee. Upon agreement by the Committee that adequate discussion has occurred, a final written (anonymous) ballot shall be cast. The Committee Chair, with input from the committee members, will be responsible for drafting a letter to the Director detailing the voting process, the final vote taken and the reasons supporting the Committee's recommendation. A seminar will not be required.

B. Dossier and External Letters of Evaluation

The candidate's dossier and the letters of evaluation written by external referees will be available to all appropriate faculty (see Section C) as part of the evaluation process. To maintain confidentiality, the letters will be available for review in a single, centrally located, office. Faculty may read the letters but not copy them or remove them from the office. A hardcopy of the dossier will be distributed to all appropriate faculty.

Copies of the dossier and letters will be distributed to Promotion and Tenure Committee members.

C. Voting Rights

Voting on faculty promotions to specific ranks will be limited to the following faculty groups:

- ASSOCIATE PROFESSOR: tenured faculty in the Division
- PROFESSOR: tenured faculty in the Division at the rank of Professor
- RESEARCH, EXTENSION OR RESIDENT INSTRUCTION
ASSOCIATE PROFESSOR: tenure track and professional track
faculty in the Division at the rank of Associate Professor or Professor
- RESEARCH, EXTENSION OR RESIDENT INSTRUCTION
PROFESSOR: tenure track and professional track faculty in the
Division at the rank of Professor

- ADJUNCT ASSOCIATE PROFESSOR: tenure track and professional track faculty in the Division at the rank of Associate Professor or Professor
- ADJUNCT PROFESSOR: tenure track and professional track faculty in the Division at the rank of Professor

IX. ADMINISTRATION OF ENDOWMENTS

Endowment funds are to be disbursed in accordance with the original wishes of the donor as recorded in the terms and conditions of the endowment. Administration of each of the endowment funds and the determination of appropriate guidelines for disbursement will be made by a three-person committee of Plant Sciences faculty with a primary affiliation in the disciplinary area to be supported by the endowment. Each standing endowment administration committee will develop procedures for selecting new members to serve on the committee, subject to the Division Directors approval. Said committees will develop and have on file in the Division office guidelines for disbursement of funds and will submit an annual report to the Director on the use of said funds.

X. ELECTIONS

Elections required in the Division for representation on college and campus committees shall be by secret ballot consisting of all faculty who wish to be considered for the position in question.

XI. AUTHORITY

These bylaws derive their authority from the CAFNR bylaws. Where conflict appears between the Division bylaws and the CAFNR bylaws, the CAFNR bylaws shall prevail.

Division faculty meetings shall follow the latest edition of *Robert's Rules of Order, Revised* where they are consistent with these bylaws and any special rules of order the Division may adopt.

XII. AMENDMENTS

Changes in these bylaws may be initiated by the Executive Committee, or upon petition of at least ten voting members of the Faculty. At least two weeks notice shall be given for a meeting of the Faculty to consider any proposed amendment. The notice shall include the exact wording of the proposed amendment. The proposed amendment may be amended from the floor at the meeting called to consider it. Approval of an amendment to the proposal at the meeting shall require a sixty percent majority of the eligible voters present at the meeting. Final ratification of a proposed amendment to the bylaws shall be by electronic ballot of the voting faculty. Each faculty member will have one vote. An affirmative vote of at least sixty percent of the ballots returned within 15 days after distribution shall be required for ratification.

**Approved by DPS Voting Faculty: 26 July 2005
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