

BYLAWS

Division of Plant Science and Technology

I. PURPOSE

Faculty rights and academic governance of the Division of Plant Science and Technology (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 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 with full voting rights,
2. Emeritus, Adjunct, and Visiting Professors of all ranks in the Division, who serve as ex-officio members. However, adjunct faculty can request voting privileges (see Section V. B.).
3. Visiting faculty within the Division, who are not continuing employees of the University of Missouri, and who have been granted faculty status as Visiting Assistant Professor, Visiting Associate Professor, or Visiting Professor, or postdoctoral fellows have the right to (1) attend and speak at Division faculty meetings; (2) apply for membership in the Graduate Faculty and Doctoral Faculty, and (3) serve on non-standing ad hoc Division Committee.

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 other powers and duties granted by the Division bylaws. The Director shall:

- Provide leadership to the Division that support the missions, goals, and programs of the Division,
- Be an advocate for faculty interests and concerns with the College and Campus administrations,
- Call meetings of the Faculty and Division,
- Appoint Division committees and members not specifically delegated through faculty election,
- Report at least annually to the faculty on the state of the Division,
- Communicate recommendations of the faculty to the Dean and 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, and 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, and provide suggestions in his/her review,
- Facilitate peer reviews of faculty teaching,
- Represent the Division with external stakeholders, and
- 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, and
- 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 these programmatic areas. 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 limited to the following:

Director of Graduate Studies

- Provide leadership for the graduate programs of the Division,
- 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 (Education Director)

- Provide leadership for the extension programs of the Division,
- Represent the extension programs of the Division 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 undergraduate program of the Division,
- 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:

- 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,
- Have additional powers and responsibilities delegated to it by the Director,
- Elect members for the Executive Committee and the Promotion and Tenure Committee,
- Participate in a review of the missions, goals, and programs of the Division at least once every five years,
- 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 Division to fill a position, the Director will appoint an *ad hoc* search committee of faculty members, and when appropriate a graduate student and an external stakeholder or stakeholders 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, and other stakeholders. All faculty, staff 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. Candidates for an adjunct faculty status in the Division should actively participate in the teaching, research and/or extension programs of the Division.

The Director, in consultation with the Promotion and Tenure Committee (as defined in VIII.E), 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 most recent Policy for Adjunct Faculty Appointment and Expectations. The Promotion and Tenure committee recommendation will be presented at the next regular faculty meeting and approved by a majority of the voting faculty, who are present at the faculty meeting.

An adjunct appointment is for a period of 36 months, with reappointment by the Director with approval of the Promotion and Tenure committee. Every three years, the Promotion and Tenure Committee will evaluate whether the adjunct faculty members still contribute to the teaching, research, and extension mission of the Division. 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 three 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 twice 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. The 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 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 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, the AST program coordinator, the Extension Program Leader (Education Director), and the Chair of the Promotion and Tenure Committee. Two additional members of the executive committee will be elected by the faculty for a three-year term through a nomination process (initiated by the Director) followed by an electronic faculty vote.

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 (GERC)

The membership of each Graduate Program area and the AST program area shall identify a representative who will serve on the GERC to be chaired by the Director of Graduate Studies (DGS) for a three-year renewable term. In consultation with the graduate program area representatives, up to two graduate students from different emphasis areas will be selected by the DGS, who will be invited to serve on the committee for one academic year.

The GERC 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 GERC shall also review the enrollment in and status of the Division's graduate program areas and make recommendations for modifications to the faculty and the Division Director.

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 (UEC)

The Director of Undergraduate Programs (DUP) will chair the UEC, which will be composed of a minimum of four additional faculty members and the Academic Advisor of the Division. The term of the DUP is described in Part IV, section C of these bylaws. Committee members will serve for a three-year term, with a possible renewal (determined by the DUP in consultation with the Division Director). Members of the committee will nominate faculty to serve on the UEC when there is a vacant seat. Priority for membership will be given to faculty involved in instruction or advising of undergraduate students. The DUP will submit an approved list of nominees to the Director of the Division, who will then approve and appoint the appropriate committee member(s).

Responsibilities of the committee will include instructional, curricular, programmatic and recruitment issues related to the undergraduate program. The UEC will also review the enrollment in and status of the Division's undergraduate academic programs and make recommendations for modifications or continuation to the faculty and to the Division Director.

The UEC shall meet at least once per semester at the call of the DUP 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 will 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 three faculty members, one each from Horticulture, Agronomy and Engineering. The committee will also include the Education Director from Natural Resources or the AST extension program leader.

This committee will address programmatic issues related to the extension programs of the Division. The 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 faculty members. Issues that require the approval by the voting faculty 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 consist of the Chair and seven additional faculty as members with the rank of Professor or Associate Professor. The Chair will be selected by the Division Director and will also become member of the Executive Committee of the Division. One faculty member will be chosen from within the AST program area. The members will be elected by the voting faculty to three-year terms with the goal of replacing two members each year. The designated committee member representing the AST program will also serve a three-year term, but will have the option to continue on the committee at the end of their term after approval by the faculty of the AST program. For consideration of professional track promotions, three professional track representatives, elected by the voting faculty with each a three-year term, will be added to the Committee.

F. Awards Committee

The committee is responsible for identifying candidates for local and national awards and to assist in the preparation of nominations. The Awards Committee consists of five regular, NTT or emeritus faculty members, the Division Director and the Director's executive staff assistant (who serves in an ex officio, non-voting capacity), with membership appointed by the Division Director and reviewed annually. The Division Director will select a Chair for the committee.

G. 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 AND REVIEWS

A. Promotion and Tenure - 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.

B. Promotion and Tenure - 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 on request. 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 the members of the Promotion and Tenure committee.

C. Promotion and Tenure - 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.

D. THREE-YEAR REVIEWS

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.

E. FIVE-YEAR REVIEW

Using the standards from the P&T Guidelines, the division director will review the faculty member's performance over the previous five years. The information used for this evaluation will be the annual reports/evaluations and any other materials required by the Collected Rules and Regulations. In practice, it is anticipated that if all annual reviews are satisfactory, then only the annual reports/evaluations will be used by the division director for the post-tenure review. However, if one or more of the annual reviews are unsatisfactory during the five-year period, then all information specified in the Collected Rules, current vitae and a summary of activities, will be requested from the faculty member, along with any other information the faculty member wishes to provide. On the basis of this information, the division director will make a determination whether the performance during the five-year period is satisfactory (meets minimum standards) or unsatisfactory. If it is judged to be satisfactory, the process is complete.

If the division director's evaluation is unsatisfactory, then the case is referred to the P&T Committee for review. The committee will be provided the same information as described above, along with any further information the faculty member wishes to provide. If the committee determines that performance is satisfactory, the process is complete. If the committee (by a two-thirds vote) determines that performance is unsatisfactory, the case, along with a report from the division director and committee, is referred to the CAFNR dean.

At every level of review, the faculty member will be provided with a copy of any written report that is part of these proceedings and will have the right of appeal of any evaluations, decisions, or recommendations to the next level of the process.

The dean will review the report and make a determination of the faculty member's performance for the five-year period. The dean may utilize a college-wide committee, such as the CAFNR Promotion and Tenure Committee, to assist with a recommendation. If the dean determines the faculty member's performance is satisfactory, the review process is complete. If the dean determines the performance is unsatisfactory, a plan for professional development will be written.

The professional development plan will be developed by the faculty member, the division committee, a mutually agreed upon mediator from outside the department, and the division director. The plan will follow the guidelines outlined within the Collected Rules of the University. In accordance with that plan, a faculty member may not appeal the process of the plan. However, he/she may appeal to the next administrative level for help in the formulation of an acceptable development plan.

A faculty member with a plan for professional development will submit an annual progress report to the division director for three successive years after the plan has been initiated. The division director will review the report and provide a written annual evaluation on the progress of the faculty member toward the objectives stated in the development plan. If

the division director finds satisfactory progress for any two of the three years, the process will cease, and the faculty member will begin a new five-year cycle.

If the division director does not find satisfactory progress in two of the three years of the development plan, the chair will provide the annual reports and evaluations to the division committee and the mediator. If the division committee that includes the mediator finds satisfactory progress in two of the three years of the development plan, the process ceases, and the faculty member will begin a new five-year cycle.

If both the division director and the division committee that includes the mediator do not find satisfactory progress in two of the three years of the development plan, the division director will provide annual reports and evaluations to the dean. If the dean finds satisfactory progress in two of the three years of the development plan, the process ceases, and the faculty member will begin a new five-year cycle. If the dean finds progress to be unsatisfactory, a report will be forwarded to the campus committee on Tenure and Promotion and to the Provost or Vice Chancellor for appropriate action.

Any faculty member may request participation in a formal development plan after two or more consecutive unsatisfactory annual evaluations. In addition, division directors will strongly encourage faculty who have had three consecutive unsatisfactory annual evaluations to participate in a development plan.

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 endowment funds and the determination of appropriate guidelines for disbursement will be made by a three-person committee of Division 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. These 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 these 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* whenever 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 Division Voting Faculty: January 2024