

**BYLAWS OF THE DEPARTMENT OF PLANT SCIENCES
THE UNIVERSITY OF TENNESSEE INSTITUTE OF AGRICULTURE**

PREAMBLE

According to the provisions of the UT Faculty Handbook, each department or separate unit shall adopt Bylaws describing the organization and governance of the group. These Bylaws will cover faculty governance in which the opinions, advice or consent of the faculty members are required or essential.

ARTICLE I - MISSION AND VISION STATEMENTS

The **mission** of the University of Tennessee Department of Plant Sciences is “to discover, develop and disseminate science and technologies to serve the teaching, research and outreach needs of students, stakeholders and peers in the agronomic and horticultural plant sciences”.

The **vision** of the University of Tennessee Department of Plant Sciences is “to be an innovative and leading source for information and technologies in the agronomic and horticultural plant sciences”.

ARTICLE II - UT FACULTY HANDBOOK

The UT Faculty Handbook is intended to be a general reference for University guidelines, policies, services and resources. In all cases, the UT Faculty Handbook polices and procedures take precedence over these Bylaws, unless these Bylaws are more restrictive.

ARTICLE III - DEPARTMENTAL MEETINGS

Section 1. Frequency

Departmental meetings will be held at least quarterly during the calendar year. Additional meetings may be called by the Head as needed or at the request of any five faculty members of the department.

Section 2. Agenda

All departmental meetings will be governed by a written agenda. This agenda will be prepared by the Head, and it will contain items submitted by members of the department. All meetings will be called to order and adjourned by the Head or his designee.

Section 3. Participation

All faculty including adjunct faculty, other academic staff, and non-tenure track Extension Specialists are permitted and encouraged to attend and participate in meetings, except when deliberations concerning matters of retention, promotion and tenure are scheduled. Participation in these meetings will be limited to the tenured faculty.

Section 4. Quorum

A quorum shall consist of one more than one-half of the faculty members at the rank of Instructor, Extension Specialist or above and who have appointments of at least 75 percent full time employment. All faculty members at the rank of Instructor, Extension Specialist or above and who have appointments of at least 75 percent full time employment are eligible to vote on matters of record, excepting those concerning retention, tenure and promotion. Voting eligibility on these matters will be limited to the tenured faculty.

Section 5. Minutes

Minutes shall be taken at all departmental meetings and they will be distributed after each meeting.

ARTICLE IV - COMMITTEES

Departmental committees and their chairs may be created and appointed by the Head. The composition and size of each committee is determined by the Head, with the advice of the departmental faculty, committee chairs and the anticipated functions and needs of each committee. Where appropriate, staff representation may be included.

The department has 10 permanent, standing committees. They are:

- Internal Advisory
- Development & Marketing
- Awards & Recognition
- Undergraduate Programs
- Graduate Programs
- Facilities and Equipment
- Bylaws
- Newsletter & Alumni
- Seminar
- Social

Certain issues may arise within the department which require specific study, deliberation, program and/or document preparation, or some other unique attention. *Ad hoc* committees will be created on an as needed basis by the Department Head for these special situations.

ARTICLE V - PROMOTION AND TENURE

It is the responsibility of all faculty members of the department to encourage the promotion of colleagues and to assist colleagues in qualifying for and maintaining tenure.

The Department of Plant Sciences will follow the procedures for tenure and promotion as described in the Faculty Evaluation section of the [UT Faculty Handbook \(Chapter 3\)](#).

The Department of Plant Sciences will elect a faculty member as the departmental representative

to the UTIA Promotion and Tenure Committee. Faculty members who have attained the rank of Professor will be eligible for nomination by any member of the tenured faculty. The representative will be selected by a vote of the tenured faculty.

Candidates for promotion and/or tenure will be notified promptly (within 10 working days) concerning results of both the faculty deliberations and the department head's recommendation.

ARTICLE VI - FACULTY MEMBERS

Section 1.

Membership includes all tenured and tenure-track faculty, and non-tenure-track faculty in the department. Unless otherwise noted, the term "regular faculty" will refer to voting members of the faculty as defined in Section 2.

Section 2. Voting Members

The various faculty ranks are defined in the [UT Faculty Handbook](#) (Chapters 3 and 4). The voting faculty includes all faculty members whose appointment in the department is more than half (50%) time.

Section 3. Honorary faculty members

Honorary faculty members includes those persons designated as Professors Emeriti, Adjunct Faculty, Visiting Professors, and faculty on temporary or part-time appointments in Plant Sciences and are subject to policies outlined in the [UT Faculty Handbook](#) (Chapters 3 and 4). Honorary faculty members serve in an advisory capacity and do not have a formal vote on departmental matters.

Section 3.1. Emeritus Faculty

Recommendation for emeritus status is conferred in the Department of Plant Sciences via two-thirds majority faculty vote. Privileges and responsibilities include a standing invitation to departmental faculty meetings and inclusion on pertinent, faculty-wide correspondence. Requests for additional privileges will be considered on a case-by-case basis. Recommendation Emeritus status and privileges may be revoked at the discretion of the department head after consultation with the faculty and a two-thirds majority vote.

Section 3.2. Adjunct Faculty

Individuals who provide uncompensated or part-time compensated service to the instructional, research, or extension programs of the department may be given adjunct faculty appointments. Each adjunct faculty must have an advocate faculty in Plant Sciences.

Nominations of individuals for adjunct faculty positions will be made by regular faculty members. Documentation of professional credentials to support the nomination must be submitted to the faculty, and adjunct candidates are asked to give a departmental seminar before the faculty vote. The faculty will recommend approval or rejection, and approval requires two-thirds (2/3) of majority regular faculty. Where appropriate, the department head will issue a letter of understanding to the employer of the adjunct faculty member to ensure that both organizations are aware of the adjunct appointment. As indicated in the [UT Faculty Handbook](#)

(Chapter 4), adjunct faculty will be appointed for a period of one year, renewable on an annual basis. Initial appointment may be requested at any time of calendar year.

In the early fall of each year, the department head will issue a memo to the regular faculty with a list of departmental adjunct faculty. Advocate faculty should reassess the retention of their adjunct faculty and make recommendations to the faculty for renewal. The faculty will recommend whether updated professional credentials are needed for renewal. Faculty will vote on all renewals for next calendar year at the December faculty meeting for tenure, promotion and retention.

ARTICLE VII- PARLIAMENTARY AUTHORITY AND RULES

Section 1. Rules of Order

The rules contained in the latest version of Robert's Rules of Order shall govern all departmental meetings in all cases for which they are applicable and are not in conflict with these Bylaws.

Section 2. Parliamentarian

The Head may appoint a parliamentarian from among the departmental faculty to assist with the conduct of meetings.

ARTICLE VIII. AMENDMENTS

Section 1. Origin of Amendments

Amendments to these Bylaws shall originate from the Head or at least 33 percent of the tenured faculty.

Section 2. Notice

The proposed amendments shall be distributed a minimum of 3 weeks prior to the meeting at which they are to be discussed.

Section 3. Consideration

Proposed amendments shall be considered at any regular faculty meeting or at any special meeting called for that specific purpose.

Section 4. Voting for Adoption

An affirmative vote of two-thirds (2/3) of all departmental tenure track faculty members shall be required for adoption of amendments to the Bylaws, pending approval by the UTIA Vice President.

ARTICLE VIII - ADOPTION AND EFFECTIVE DATE

Section 1. Adoption

The departmental Bylaws must be approved by a two-thirds (2/3) vote of all departmental tenure track faculty members, and by the UTIA Vice President prior to their effective date.

Section 2. Effective Date

These Bylaws shall become effective when approved by the UTIA Vice President

Approved:

G. Neil Rhodes, Jr.
Department Head, Plant Sciences

January 19, 2007
Date

Vice President, UTIA

Date