

BYLAWS OF THE FACULTY
OF THE COLLEGE OF AGRICULTURAL AND LIFE SCIENCES
UNIVERSITY OF IDAHO

(Amended Fall 2003)

Article I - Name, Role, Mission, and Authority

Section 1. Name. The name of this constituent faculty of the university is the faculty of the College of Agricultural and Life Sciences, hereinafter designated the "agricultural and life sciences faculty."

Section 2. Role and Mission. The College of Agricultural and Life Sciences is a component of the University of Idaho, the state's land-grant university. It has the mission to generate and facilitate adoption of knowledge and to develop leadership in agriculture, natural/environmental resources, family and consumer development, youth development, and related areas through statewide programs in research, instruction, and extension. The mission includes providing undergraduate and graduate degree programs in the agricultural and life sciences; conducting basic and applied research to support Idaho's and the nation's agricultural, natural and human resources and to improve the quality of life for all citizens; and educating citizens by assisting them to apply the latest scientific technology and develop leadership in their communities, businesses, and families through extension programs.

Section 3. Authority. As provided in the constitution of the university faculty, article I, section 4, clause A, the constituent faculty of each college is authorized to establish and to effect its own educational objectives, including matters of student admission and curriculum, and to participate in the selection of its dean, other executive officers, and faculty members, subject only to the general rules and regulations of the faculty of the university, and the authority of the University of Idaho President and the State Board of Regents.

Article II - Faculty Membership

Section 1. Agricultural and Life Sciences Faculty. The agricultural and life sciences faculty consists of the dean, the associate deans of the college (associate deans are the directors of Academic Programs, the Idaho Agricultural Experiment Station, and the Cooperative Extension System), and members of the faculty with administrative, teaching, research, and extension appointments holding rank of instructor or above. All members who qualify under this section have the privilege of participation with vote in meetings of the agricultural and life sciences faculty and, when members thereof, the meetings of the appropriate constituent faculties of departments, schools, research and extension centers, districts, and other administrative units.

Section 2. Faculty Members Emeriti. Members of the agricultural and life sciences faculty who have retired from the university and have been granted emeritus rank shall continue to have the privilege of participation without vote in meetings of the agricultural and life sciences faculty and the appropriate constituent faculties of the college. Faculty members emeriti may serve on committees.

Section 3. Associated Faculties. Members of the affiliate faculty and adjunct faculty (see Faculty-Staff Handbook Section 1520 II-3) have the privilege of participation without vote in meetings of the agricultural and life sciences faculty and the appropriate constituent faculties.

Article III - Officers

The dean of the college, or a member of the agricultural and life sciences faculty designated by the dean, serves as the presiding officer at meetings of the agricultural and life sciences faculty. The dean will appoint a secretary of the agricultural and life sciences faculty.

Article IV - College Administrative Officers

Section 1. The Dean. As chief executive of the college, the dean is responsible for overall policy, administration, and supervision of the college budget, and he/she makes all administrative appointments in the college, in consultation with the faculty. The faculty of departments, research and extension centers, districts, schools, and other administrative units will be consulted before appointment of an executive for that unit, and they will have an opportunity to make recommendations regarding such appointments.

The dean is responsible for making recommendations to the University of Idaho president, in accordance with approved university procedures, regarding academic appointments, salary, promotion, tenure and other items of general college concern.

The dean may designate an administrator with authority to act in his/her absence.

The dean and associate deans have the privilege of attending meetings of all administrative units in the college.

Section 2. Associate Dean and Director of the Cooperative Extension System. This associate dean and director is responsible to the dean. The Director of Extension is responsible to the administrator of CSREES-USDA for policy guidelines and administrative supervision of the Cooperative Extension System.

Section 3. Associate Dean and Director of the Idaho Agricultural Experiment Station. This associate dean and director is responsible to the dean and the administrator of CSREES-USDA for policy guidelines and administrative supervision of the Idaho Agricultural Experiment Station.

Section 4. Associate Dean and Director of Academic Programs. This associate dean and director is responsible to the dean for policy guidelines and administrative supervision of programs in instruction of the University of Idaho College of Agricultural and Life Sciences.

Section 5. Director of International Programs. This director is responsible to the dean for policy guidelines and administrative supervision of international programs in the College of Agricultural and Life Sciences.

Section 6. Assistant Dean and Director of Administrative Services. This assistant dean and director is responsible for fiscal, administrative services, and management of facilities in the College of

Agricultural and Life Sciences.

Section 7. Director of Advancement. This director is responsible to the dean for policy guidelines and administrative supervision of advancement for the College of Agricultural and Life Sciences.

Section 8. The Leadership Council. The Leadership Council is composed of the dean, associate and assistant deans, associate directors, department heads, district directors, director of the Margaret Ritchie School of Family and Consumer Sciences, the director of international programs, the director of advancement, and the director of administrative services/fiscal officer, director of state 4-H, division chairs, and superintendents of research and extension centers

The Leadership Council functions in an advisory capacity to the dean on matters pertaining to college administration.

The dean or his/her appointed representative will preside over meetings of the Leadership Council and will appoint a secretary. The secretary will maintain an accurate record of all meetings and distribute the minutes to all members of the Leadership Council not more than ten (10) working days after each meeting.

Meetings of the Leadership Council will be held monthly via video conference and at least twice a year on campus.

The dean is responsible for issuing the agenda at least three (3) working days prior to each regular meeting. Agenda items submitted in writing by any member of the Leadership Council shall be included on the agenda.

Section 9. Administrative Review. Administrative officers will be reviewed in accordance with the procedures established in the University of Idaho Faculty-Staff Handbook.

Article V - Meetings of the Agricultural and Life Sciences Faculty

Section 1. Call of Meetings. Meetings of the agricultural and life sciences faculty may be called at the discretion of the dean or, in his/her absence, a presiding officer designated by the dean. Meetings will be called upon the request of the University of Idaho president or upon the written petition of fifteen (15) members of the agricultural and life sciences faculty. At least one (1) agricultural and life sciences faculty meeting will be held per year. College faculty meetings will consist of either "an all-college meeting" or "district college meetings." An "all-college meeting" refers to a meeting held at one location for all faculty, whereas "district college meetings" refers to meetings held in each of the college's four districts for all faculty.

Section 2. Quorum. A quorum at an all-college meeting will consist of not less than thirty percent (30%) of the members of the agricultural and life sciences faculty as defined in these bylaws, article II, section 1, above. A quorum at district meetings will consist of not less than thirty percent (30%) of the members of the agricultural and life sciences faculty as defined by these bylaws, article II, section I, above, who reside in the respective district. Where policy decisions are made which affect the entire college, a mail vote will be held.

Section 3. Agenda. The dean of the college will develop and issue the agenda at least ten (10) working days before each meeting of the agricultural and life sciences faculty. The agenda will list all subjects, other than routine matters, to be voted on by the agricultural and life sciences faculty.

Section 4. Minutes. The secretary will maintain an accurate record of all meetings of the agricultural and life sciences faculty and distribute the minutes to all members of the agricultural and life sciences faculty not more than twenty (20) working days following such meetings.

Section 5. Staff Participation. Staff may attend general and special meetings of the agricultural and life sciences faculty, but their attendance shall not be necessary for a quorum. Staff may participate in discussion at the general or special faculty meetings, but shall not vote at such meetings.

Section 6. Student Participation. Both graduate and undergraduate students may attend general and special meetings of the agricultural and life sciences faculty, but their attendance shall not be necessary for a quorum. Students may participate in discussion at general or special faculty meetings, but shall not vote at such meetings.

Article VI - College Committees

Section 1. Special Committees. All special committees, except those created by these bylaws, will be appointed by the dean in consultation with the Leadership Council.

Term of Office. The dean will specify the term of office for the members of special committees.

Membership. Membership of special committees may include agricultural and life sciences faculty, affiliate faculty, adjunct faculty, emeriti, or similar associated faculty classifications; regularly enrolled students of the college; and staff of the college.

Section 2. Promotion and Tenure Review Committee. The college promotion and tenure committee is appointed by the dean of the college based on recommendations from the units. Committee members are appointed on a rotational basis for three-year terms. Each administrative unit, including divisions, is represented by one faculty member. An attempt is made to provide a balance among research, teaching, and extension appointments; professional ranks; and tenure status. This committee has the responsibility of reviewing all candidates for tenure and promotion, and recommending college tenure and promotion criteria.

Section 3. Faculty Elections Committee. By February 1 of each year, the dean will appoint an ad hoc committee, made up of three (3) members of the agricultural and life sciences faculty, to administer the election of representatives for the Faculty Council, the Graduate Council and Research Council.

No later than March 1 of each year, this ad hoc committee shall be responsible for requesting nominating petitions to fill vacancies on each of these committees and councils. The nominating petitions for each nominee shall be signed by not less than six (6) agricultural and life sciences faculty members. Every member of the agricultural and life sciences faculty, as defined by these bylaws (see article II, section 1) is eligible to be a candidate for and vote in the election of the

committee and councils. Elections to Faculty Council and Graduate Council positions will be in accordance with procedures outlined in the constitution of the University of Idaho faculty (see articles VIII and IX). Election results shall be announced not later than May 1 of the same year.

Section 4. College Advisory Committees. College advisory committees are established to advise college administrators on matters of concern to the faculty, administration, and/or clientele of the college.

Membership. Membership on college advisory committees (exclusive of the Dean's Advisory Board) is open to all non-administrative members of the agricultural and life sciences faculty with appropriate assignments. The associate dean of the respective constituent group involved will serve as an ex officio member without vote of that group.

Term of Office. Term of office shall be three (3) years commencing the beginning of the fiscal year following election for all committees. Term of office on the Dean's Advisory Board shall be three (3) years.

Meetings. Committees will meet not less than once each year, at the call of the chair and/or administrative officer involved.

Organization. Committees will establish bylaws and select officers, including chair and secretary.

Minutes. The secretary will keep minutes of all meetings, forwarding a copy within ten (10) working days to committee members and to the dean.

Section 5. Extension Advisory Committee. The advisory committee includes one (1) specialist off-campus; one (1) specialist on-campus; two faculty members from each district; one (1) district director (ex officio-with vote); one (1) Faculty Council representative (ex officio-with vote); and presidents from the Idaho Association of County Agricultural Agents, the Idaho Extension Association of Family and Consumer Sciences, and the Idaho Association of Extension 4-H Agents shall serve as Extension Advisory Committee to the director and the associate dean/associate director of the Cooperative Extension System. Members, other than ex officio members, shall serve staggered three-year (3) terms. The Extension Director has the responsibility of making sure the members of the Extension Advisory Committee are properly elected or appointed in concurrence with the dean.

The function of this committee is to advise on matters relating to policy, programs, and operations within the Cooperative Extension System.

Section 6. Academic Program Advisory Committee. An advisory committee consisting of one faculty representative from each academic department and school, two (2) students (1 undergraduate and 1 graduate), one (1) Faculty Council representative (ex officio-with vote) and one representative from Agricultural Communications (ex officio-with vote) shall serve as Academic Programs Advisory Committee to the associate dean, academic programs. The college representative to the University Curriculum Committee shall also serve as an ex officio member (with vote) of this committee. Members shall be appointed by the appropriate department head in the constituent

faculty involved. Members, other than ex officio members, shall serve staggered three-year (3) terms. The Associate Dean for Academic Programs has the responsibility of making sure the members of the Academic Programs Advisory Committee are properly selected or appointed in concurrence with the dean.

The function of this committee will be to make recommendations on matters concerning curriculum, student recruitment, advising, instructional evaluation and improvement, and other matters related to the academic programs of the college. Curricular changes must have approval by the committee.

Section 7. Research Advisory Committee. An advisory committee comprised of one (1) member from each academic unit, including divisions, two (2) members representing off-campus research units (one of which will be a PSES faculty member), one (1) representative from the Agricultural Communications Center (ex officio-with vote), one (1) College of Agricultural and Life Sciences Faculty Council member (ex officio-with vote), chair of the Extension Advisory Committee (ex officio-with vote), and one (1) College of Agricultural and Life Sciences Research Council member (ex officio-with vote) shall serve as a Research Advisory Committee to the associate dean and director, Idaho Agricultural Experiment Station. Members, other than ex officio members, shall serve staggered three-year (3) terms. Members from academic units shall be appointed by the appropriate unit administrator in the constituent faculty involved. The Research Director has the responsibility of making sure the members of the Research Advisory Committee are properly selected or appointed in concurrence with the dean.

The function of this committee is to advise on matters pertaining to policy, programs and operations within the Idaho Agricultural Experiment Station.

Section 8. International Program Advisory Committee. An advisory committee consisting of one faculty representative of each academic department and school, the directors of long-term international projects (ex officio-with vote), one representative of Agricultural Communications, one representative from the 4-H unit, and one representative of the district programs shall serve as the advisory committee to the director of international programs. Members other than ex officio members and the representative of the districts shall be appointed by appropriate department heads. The International Program Director has the responsibility of making sure the members of the International Program Advisory Committee are properly selected or appointed in concurrence with the Dean.

The function of this committee is to advise on matters pertaining to policy, programs and operations of International Programs in the College of Agricultural and Life Sciences.

Section 9. Dean's Advisory Council. An overall advisory committee of nine (9) faculty members shall be established as the Dean's Advisory Council. The council shall consist of two (2) members from each constituent committee (Sections 5, 6, 7, and 8 above) to be selected by committee membership and one (1) of the current college representatives serving on the University Faculty Council. The Faculty Council representative will be appointed by the dean. Members shall serve two-year (2) terms.

The function of this body shall be to discuss matters pertaining to the internal functions of the college and make recommendations to the dean.

Section 10. Dean's Advisory Board. The Board membership will be appointed in accordance with article III of the Dean's Advisory Board bylaws. The primary purpose of this organization shall be to advise the dean, College of Agricultural and Life Sciences, in matters pertaining to college programs. In this role, it will assist in establishing a closer working relationship between the agricultural industries of Idaho and the administration, faculty, staff and programs of the College of Agricultural and Life Sciences in teaching, research, extension, and international efforts by helping fit all segments of Idaho agriculture into the integrated programs of the college.

Article VII - Faculties of Administrative Units.

Section 1. Definition of Administrative Units. The college consists of three types of administrative units: academic, integrated, and service. The academic units consist of subject matter departments, including divisions, and the Margaret Ritchie School of Family and Consumer Sciences. These units all have responsibilities for conducting teaching, research and extension programs. The integrated units develop subject matter programs across geographic or discipline areas with an emphasis on extension programming although research and teaching responsibilities may also be included. Integrated units include the four districts, Agricultural Communications, and the State 4-H Office. The service units have no direct teaching, research, or extension role, but service the academic and integrated units. Faculty are generally not assigned to service units unless they are in administrative positions and/or have appointments in either academic or integrated units. Service units include the research and extension centers, analytical services, administrative services, foundation seed, statistical services, and computer services.

Section 2. Membership in Administrative Units. Research and extension center faculty are members of their respective academic or integrated units. Designated extension subject matter specialists are members of their respective subject matter academic or integrated units. County extension faculty within each district are members of the faculty of that respective district. Professional personnel of other state and federal agencies who are attached to a department or research and extension center are ex officio members without vote. The dean and associate deans will be ex officio members without vote of each administrative unit.

Section 3. General Responsibilities. The faculties of all administrative units within the college have the responsibility and are guaranteed the right to participate in the governance of their respective units.

Section 4. Specific Responsibilities. The faculties of all administrative units within the college have constitutional authority to participate in decisions with respect to their respective unit's budgets, educational and research objectives (including matters of faculty welfare), and such additional matters as scholarships, honors, awards, and financial aid.

Section 5. Executive Officers. The official title of the executive officer of each academic unit will be department head; that of, the 4-H unit, district programs, the Margaret Ritchie School of Family and Consumer Sciences, Agricultural Communications and Administrative Services will be director; and the title of the executive officer of the research and extension centers will be superintendent.

The responsibilities of the executive officers, within their respective areas, are to interpret university and college policy and objectives, to assure faculty participation in formulating and implementing

policy within the framework of the policies and objectives of the college and university, and to provide leadership in the administrative unit. Their general responsibilities for leadership include: (1) promoting the interests and welfare of the faculty in teaching, research, and extension; (2) providing for faculty participation in matters of policy and personnel, including recruitment, selection, evaluation, promotion, nomination for tenure, and dismissal or non-reappointment of faculty and staff; (3) assisting higher administration in assignment and in evaluation of the services of each member of their faculty and staff; (4) budgeting; (5) personnel and office management; (6) program development and coordination within Cooperative Extension System; and (7) public relations and liaison.

Specific position descriptions for each of these executive officers are on file in the dean's office.

Section 6. Meetings of Administrative Units. The following general provisions shall govern faculty meetings of these units of the College of Agricultural and Life Sciences.

Regular Meetings. The faculty of each unit shall designate the time and place of regular meetings. Meetings shall be held at regular intervals. District faculty shall meet at least annually. Faculty who are members of units other than the districts, but located in off-campus districts, are expected to participate in district and/or research and extension center meetings when appropriate.

Special Meetings. Special meetings of each unit may be called at any time by the unit administrator with at least two (2) working days notice. Such meetings may also be called at the request of the dean of the college or the president of the university or their designated representatives. Meetings may be convened by fifty percent (50%) of the membership of the resident faculty of the respective unit with a three (3) day written notice to all other members.

Emergency Meetings. If circumstances require an emergency meeting of the unit faculty, the unit administrator will declare the emergency and call the meeting.

Quorum. A quorum will consist of at least thirty percent (30%) of the resident members of the faculty unit.

Notice of Meetings. In addition to notifying members of the unit faculty, the unit administrator will notify appropriate administrative officers in advance of each meeting.

Agenda. The unit administrator develops and issues the agenda at least one (1) working day before each regular or special meeting. Any agenda item submitted in writing by any member of the unit faculty shall be included on the agenda.

Minutes. The secretary shall maintain an accurate record of all meetings of the unit faculty and shall distribute the minutes to all members of the unit faculty not more than ten (10) working days following such meeting. The unit administrator is responsible for sending copies of the approved minutes to the dean of the college. **Rules of Order.** See these bylaws, article X.

Section 7. Appointment and Tenure of Executive Officers.

Appointment. When a vacancy occurs in the position of department head or director, the selection process for a permanent replacement will follow the procedures outlined in Section 1420 E4 in the UI Faculty-Staff Handbook while appointment of an acting (or temporary) administrator shall be made consistent with the procedure outlined in Section 1420 E5 of the UI Faculty-Staff Handbook.

Tenure. Executive officers do not have tenure in their administrative positions. They qualify for tenure only in the unit in which they hold faculty rank.

Section 8. Review of Unit Administrators. Consistent with Section 1420 E6 of the UI Faculty-Staff Handbook all unit administrators will be reviewed annually based on consideration of their responsibilities as faculty members and as unit administrators as defined by percentage allocations on their annual position description. In addition to the annual review of executive officers, each unit administrator will be reviewed by the unit faculty during every fifth year of service. The review will take place not later than February 1 of the appropriate year. This review will be initiated by the dean following procedures outlined in Section 1420 E6 2b of the UI Faculty-Staff Handbook. This review procedure does not replace evaluation procedures for tenure and salary consideration.

If the review results in recommended removal of the unit administrator, the dean is obligated to initiate appropriate remedial action and, if in his/her judgment and that of the president of the university it is desirable, take necessary steps to replace the unit administrator in question. Unit administrators shall be notified by the dean of the result of the review within thirty (30) days after completion of the review.

The dean may initiate review and removal of a unit administrator at any time, but only after consultation with the faculty of the unit involved. Likewise, the faculty of a particular unit may initiate, by majority vote, such a review.

Article VIII - Faculty Council Representatives

Section 1. College Representatives. Representation on Faculty Council will be determined by Article V of the constitution of the faculty of the University of Idaho. Representatives must be members of the agricultural and life sciences faculty as defined in the bylaws (see article II, section 1) and must be stationed within 50 miles of Moscow to facilitate regular attendance at Faculty Council meetings and participation on committees.

Section 2. Election of Representatives. Elections will be conducted by the Faculty Elections Committee of the college in accordance with article VI, section 3. Every member of the agricultural and life sciences faculty, as defined in the bylaws, article II, section 1, is eligible to vote for all college representatives to Faculty Council.

Article IX - Graduate Council Representatives

The procedure for election of Graduate Council representatives will be determined by article V of the constitution of the faculty of the University of Idaho. Elections will be conducted by the Faculty

Elections Committee. Only members of the Graduate Faculty are eligible to be a candidate for and to vote in the election of Graduate Council representatives.

Article X - Rules of Order

Robert's Rules of Order, newly revised edition, will govern all meetings of the agricultural and life sciences faculty and its constituent units in all cases where they are applicable and in which they are not in conflict with the constitution of the faculty (see chapter VIII of the bylaws of the Board of Regents), with these bylaws, or with any rules subsequently adopted by majority vote of the agricultural and life sciences faculty or respective units for the conduct of their respective meetings.

Article XI - Amendments

These bylaws may be amended by a majority vote of the members of the agricultural and life sciences faculty (see article II, section I) in attendance at a regular meeting or by a mail ballot to all faculty members. At faculty meetings, a quorum must be present. No amendment may be proposed or adopted which would conflict with any provision of the constitution of the faculty of the University of Idaho. Proposed amendments must have been published in full with the agenda at least ten (10) working days prior to the meeting of the agricultural and life sciences faculty, or presented in writing at the meeting previous to the one in which the vote is to be taken. No provision of article XI may be suspended.