

Bylaws of the Indian River Research and Education Center (IRREC) University of Florida

As Approved 2-22-2010

Preamble

The shared goals of the faculty and administration of the Indian River Research and Education Center (IRREC) are to attain excellence in academic responsibilities of teaching, research, extension and service; and to strive for present and future national and international recognition for the programs. These goals can best be achieved with a governance structure from the IRREC level to the University level that fosters collegiality, collaboration, mutual responsibility, accountability, and transparency.

Article I – Governance of The Indian River Research and Education Center

These Bylaws establish the general principles by which the IRREC shall be governed. These Bylaws are governed by and subordinate to the Constitutions of the Institute of Food and Agricultural Sciences (IFAS) and the University and the policies and directives of the University of Florida's Board of Trustees and the Florida Board of Governors. Operating within the context of these Bylaws, the governance of the IRREC shall be shared between the administration and the faculty.

The IRREC Administrative Organization Chart (*Appendix A*) summarizes the orderly flow of information through the Center. UF/IFAS Research and Education Centers were established throughout the state to deliver programs directly to stakeholders and to be better informed of their needs. The Center's stakeholder advisory committee serves as the formal channel by which stakeholders communicate and suggest to IRREC programmatic areas they believe would most benefit statewide agricultural interests.

Article II – The Faculty

Section 1 – Faculty Membership

The faculty of the IRREC shall consist of individuals in tenured, tenure-accruing, and non tenure-accruing academic positions. Faculty are defined by the University of Florida Constitution and Senate Bylaws and include the various ranks of Professor, Scholar, Lecturer, Research Scientist, Extension Scientist and Assistant In.

Section 2 – Faculty Rights

Faculty have the right to know the expectations of their job assignment and how they will be evaluated. Faculty have the right to assemble without limit to discuss issues of concern. Faculty have the right to open academic discourse without fear of retribution.

Section 3 – Faculty Responsibilities

Faculty are responsible for planning and conducting teaching, research, extension and service in a competent and professional manner. Faculty are responsible for the professional development of students. In addition to mentoring, this includes organizing, attending and presenting seminars. Faculty are responsible for contributing to the functioning of the Center, including infrastructure, social and public relations, and outreach functions. Contributions may include, but are not limited to, service on committees, investing intellectual effort in long-range planning, and promoting the

Center's functions and programs. Faculty are also responsible for service to IFAS, the University, and professional societies.

Section 4—Center Director Responsibilities

The Indian River Research and Education Center is headed by a Center Director appointed by the Senior Vice President for Agriculture and Natural Resources in accordance with the University Constitution. The Center Director serves as chief executive and administrative officer of the Center. The Director provides financial planning and policy and supervises routine operations of the Center, including faculty evaluations and evaluations of selected staff (see *Appendix B* for more complete description). The Center Director is responsible to the Senior Vice President for administration of the IRREC and the three Deans for programmatic issues and is the agent of the IRREC faculty for execution of academic policy. The Center Director provides programmatic leadership for all IRREC faculty in co-ordinance with their respective Department Chairs. The Center Director is expected to operate the Center in the spirit of shared governance and seek faculty input, consider it, and provide feedback and rationale about final decisions. The Center Director may maintain his or her own programs of teaching, research and/or extension, as time permits.

Associate Center Director Responsibilities

The IRREC Director may appoint an Associate Center Director from the faculty to provide various types of assistance including performing as the acting Director during IRREC Director absences; representing the IRREC Director at University and national events, and administering special projects and initiatives.

Article III –Committees

Purpose and Classification

Service on IRREC committees is the primary means by which faculty can participate directly in the governance of the IRREC. Faculty shall have the opportunity to participate in IRREC Committees through which the major governance of the IRREC occurs.

IRREC Committees

The IRREC committees can be formed by the Director or by faculty, as needed. Members of these committees shall volunteer for the assignment and shall elect a Chairperson from among their members, if a Chair is deemed necessary. Current IRREC committees include:

Tenure and Promotion Committee

Purpose: To review, provide suggestions for improvement, and edit for format of IRREC faculty Tenure and Promotion and Mid-Career Progress Assessment packets as outlined in the IFAS Tenure, Permanent Status and Promotion Guidelines.

<http://personnel.ifas.ufl.edu/tenure.shtml>

Members: Committee consists of three tenured IRREC faculty and one staff member. A faculty member will serve as Chair. The committee will report to the Center Director. Committee members are appointed by the Center Director for a 1-year term. Terms are renewable.

Dormitory Committee

Purpose: To assign dormitory rooms to occupants, periodically review and revise dormitory contract, and handle any dormitory-related issues.

Members: Committee will consist of two faculty members and the Center Director. Committee members are appointed by the Center Director for a 3-year term. Terms are renewable.

Safety Committee:

Purpose: To provide information and recommendations to the Center Director regarding safety issues at IRREC. These included, but are not limited to, infrastructure, vehicles and farm implements, and adherence to Florida safety and fire code regulations.

Members: The committee will consist of the Associate Center Director and Maintenance Specialist. The committee will report directly to the Center Director.

Personnel Committee:

Purpose: To insure that all Florida state and UF regulations regarding employment, harassment, and grievance procedures are being followed. Any faculty or staff member with any of these issues should contact either member of the personnel committee. A faculty or staff member who has any of these issues with the Center Director should contact IFAS Human Resources.

Members: The committee will consist of the Administrative Assistant and Center Director.

Mentoring Committee:

Purpose: To advise a faculty member's progress towards tenure and promotion.

Members: The committee will consist of a minimum of three faculty (Associate Professor or Professor). Members will be selected by the mentored faculty member although advice may be sought from the Center Director and Chair of their 'Home' department.

Faculty representative to the IFAS Faculty Assembly (as codified in the IFAS Constitution):

Purpose: A faculty member will be the representative of the IRREC faculty for the IFAS Faculty Assembly.

Member: The member will be nominated by the IRREC faculty for a three-year term.

Teaching Committee:

Purpose: The academic coordinator administers the undergraduate programs at IRREC. The Academic Coordinator is responsible for recruiting and admitting undergraduate students, advising students in course selection; tracking students' progress, and ensuring that their graduation requirements are adhered to.

Faculty members requesting that their courses be evaluated will contact their respective Department Chair and the IRREC Center Director. The Department Chair will appoint an evaluation committee consisting of a committee chair and 2 additional faculty (from the IRREC or outside the IRREC, as appropriate). The revised CALS Guidelines for the Teaching Section of the UF Tenure and Promotion Packet (effective January 1, 2009) require a summary **Peer Evaluation of Teaching Activities**. The peer evaluation narrative is prepared by the Peer Evaluation Committee,

based on the candidate's teaching accomplishments, course materials, peer observations, and teaching evaluations. The narrative should be inserted into the Tenure and Promotion document.

Special Committees:

Special committees are appointed by the IRREC Center Director. Members of these committees shall volunteer for the assignment and shall elect a chair, if required, from among their members. Special committee chairs will report directly to the IRREC Center Director.

Article IV – Faculty Meetings

The faculty meeting is the primary formal means of fostering communication among all faculty within the Indian River Research and Education Center. Faculty meetings should be held at least twice annually and as needed by the Director, or by request of any IRREC faculty member. Faculty and administration have the right to place items on the agenda for discussion by contacting the Director in a timely fashion. When appropriate, UF Senators and representatives to the IFAS Faculty Assembly and other IFAS governing bodies from the IRREC should email to all faculty short summaries of critical items of relevance to IRREC being discussed before those bodies and placed in the IRREC faculty meeting agenda before each faculty meeting, so that dialogue can be initiated on these items. The faculty meeting is the most important venue for discussion of policy issues, changes in curriculum, new positions, and other issues relevant to our academic mission. Any new policies and/or policy changes will be recorded in faculty meeting minutes. IRREC faculty, emeritus, courtesy, and affiliate faculty, may speak on any issue before the faculty. Voting on most matters shall be restricted to IRREC faculty. Any faculty member may also complete a written evaluation for a candidate for use by the Center Director in faculty hiring decisions. The Center Director and respective Department Chair will solicit the recommendations of candidates from all faculty and select the candidate to offer the position after reaching a consensus from IRREC faculty and their respective department.

Article V – Ratification and Amendments

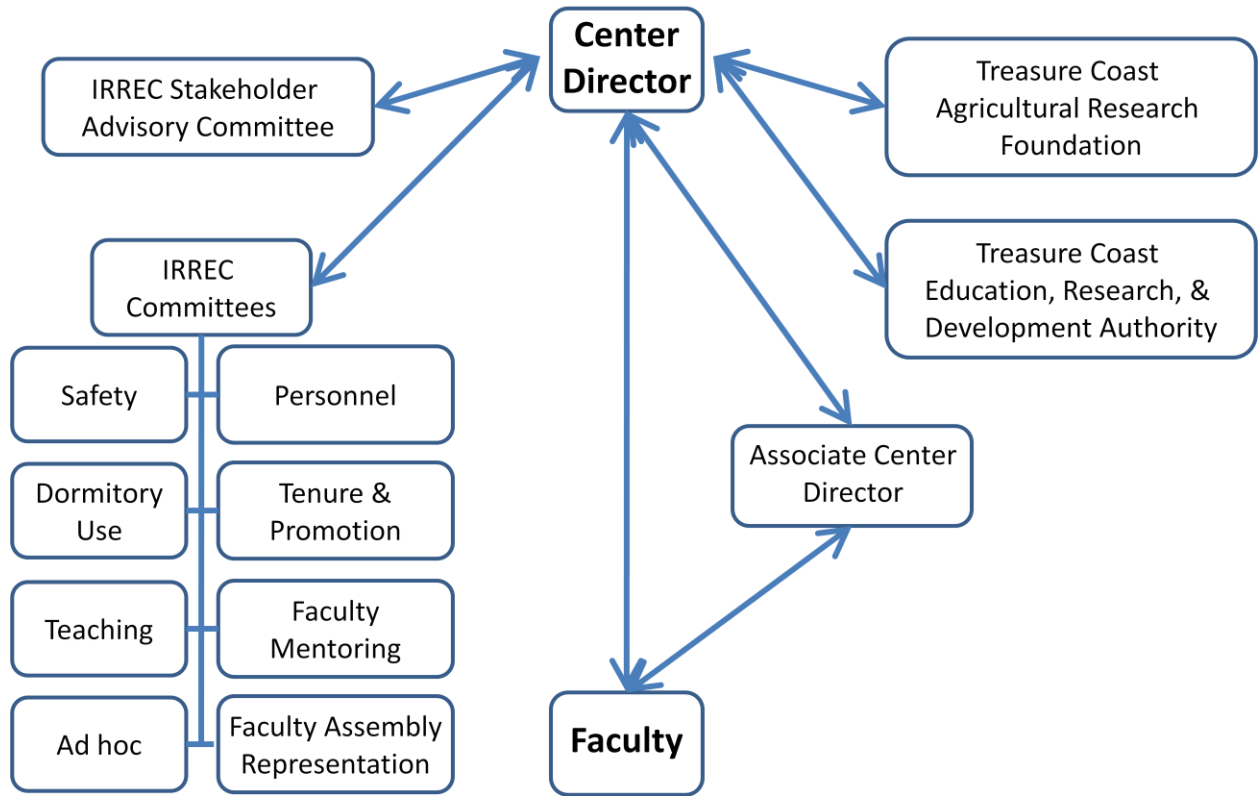
Section 1. These Bylaws shall become effective upon their ratification by the faculty of the IRREC with a two-thirds majority vote.

Section 2. Proposals for amendments to these Bylaws may be made to the Director by any member of the faculty.

Section 3. Changes in these Bylaws shall be made by a two-thirds majority vote.

APPENDIX A

IRREC Administrative Organization Chart



APPENDIX B

The Center Director provides vision in planning, developing, and implementing programs in research, teaching and extension; leadership in recruiting and fostering academic growth; professional development of faculty, staff, and students; administration of the Center's human and financial resources; and promotion of external funding opportunities.

The Center Director administers state, national and international programs of the Center, assigns responsibilities to faculty and staff, and evaluates their performance. The Center Director represents Center and faculty interests with administrators, other departments and units, outside agencies, and individuals and groups in natural resources, industry, and the community. The Center Director will collaborate with the Senior Vice President, Deans, Associate Deans, Assistant Deans, IFAS Chairs, other Research and Education Center Directors, and other administrators in providing leadership for delivering integrated programs to meet the needs of students, industry clientele, extension clientele, research sponsors, and other stakeholders.

General Functions of the IRREC Director

1. Governance

- Facilitate development and administration of IRREC policies, goals, and objectives
- Help determine services to be supplied by the IRREC to the College of Agriculture and Life Sciences, the University, and the State
- Serve as an advocate for the IRREC and its personnel

2. Indian River Research and Education Programs

- Communicate and facilitate the vision of IRREC directions and programs to faculty, students, staff, and administration
- Provide oversight of graduate student activities and research
- Work to assure availability of space and equipment to meet needs for teaching, research, and extension efforts

3. Faculty Activities

- Reward academic scholarship in all forms, including discovery, dissemination and application of knowledge
- Maintain communication with other units of the University and facilitate cooperation among faculty
- Encourage, when appropriate, faculty participation in IRREC, Department, College, and University activities, including governance

4. External Communication

- Serve as interface between the IRREC and Deans, and other administrators
- Serve as interface between the IRREC and USDA, State units of agriculture, and other agencies and groups as necessary
- Oversee production of IRREC advertising and recruitment material

5. Budget and Resources

- Communicate IRREC needs to University administration

- Administer the IRREC budget (state and federal funds allocated by Deans)
- Provide oversight of faculty contract and grant budgets
- Reallocate space and support staff to meet changing needs and requirements

6. Facilities and Office Personnel Management

- Manage IRREC facilities, including inventory control and accounting functions
- Initiate and supervise new construction projects and renovation, as necessary
- Provide for building security, safety, and maintenance, including grounds

7. Professional Development

- Foster the development of each faculty member's interests and talents, and assist in blending them into a functional program
- Encourage faculty personal development, including participation in self improvement programs, faculty development leaves, consulting, and international experiences
- Foster excellence in teaching, research, extension, and service

8. Personal Development

- Keep current with developments in field of expertise
- Contribute to productivity and reputation of the IRREC through participation in the IRREC's programs in instruction, research, extension, and/or service.