

**Bylaws of the
Range Cattle Research and Education Center
University of Florida
December 11, 2009**

Preamble

The shared goals of the faculty and administration of the Range Cattle Research and Education Center (RCREC) are to attain excellence in academic responsibilities of graduate student teaching, research, extension and service, and to gain national and international recognition for these programs. These goals can best be achieved with a governance structure from the Center level to the University level that fosters collegiality, collaboration, mutual responsibility and accountability, and transparency.

Article I – Governance of the Range Cattle Research and Education Center

These Bylaws establish the general principles by which the RCREC 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 RCREC shall be shared between the administration and the faculty.

Article II – The Faculty

Section 1 – Faculty Membership

The faculty of the RCREC shall consist of individuals in tenured, tenure-accruing, and non tenure-accruing faculty 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, including mentoring, and organizing, attending and presenting seminars.

Faculty are responsible for contributing to the operations of the Center, including building,

infrastructure, social, public relations, and outreach functions.

Faculty are responsible for contributing to the governance of the RCREC, their respective Department, IFAS, the University, and their professional societies.

Section 4—Center Director Responsibilities

The Center is headed by a Center Director appointed by the Senior Vice President in accordance with the University Constitution. The Center Director serves as chief executive and administrative officer of the Center. The Center Director provides financial planning and policy and supervises routine operations of the Center, including faculty evaluations and evaluations of selected staff (see *Appendix A* for more complete description). The Center Director is responsible to the Senior Vice President for administration of the Center and the three Deans for programmatic issues and is the agent of the Center faculty for execution of academic policy. 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 a program of teaching, research and/or extension, as time permits.

Article III –Committees

Purpose and Classification

Service on RCREC committees is the primary means by which faculty can participate directly in the governance of the Center. Faculty shall have the opportunity to participate in committees through which the major governance of the RCREC occurs. General rules for committees include:

1. All committees shall consist of faculty members of the RCREC, and faculty from other units and/or stakeholder groups when necessary. Staff may be included in committees for non-academic purposes (landscape, safety, etc.)
2. Reports of the committees shall be made to the faculty and/or staff via email messages prior to and after committee meetings occur.
3. Policy recommendations developed by any committee shall be emailed to all faculty prior to faculty meetings at which time faculty input and discussion will be entertained.

Section 1 – Administrative Advisory Committee

The Administrative Advisory Committee is to be composed of all faculty at the RCREC and is responsible for providing input to the Center Director on matters of space, allocation of year-end matching funds, personnel, and long-range planning. The committee will review the Bylaws of the RCREC every three years and propose modifications as necessary. The committee will serve as the hosts and planning group for interfacing with the RCREC's External Advisory Council.

Section 2 – Faculty Search and Screen Committee

All faculty of the RCREC will be appointed to new faculty search and screen committees with

one faculty member, appointed by the Center Director, serving as the chairperson. This committee will be responsible for seeking candidate applications and reviewing the merit of applications received. Through the counsel of the search committee, the Center Director and the position's lead Dean will invite applicants to interview. After all candidates for new faculty positions have been interviewed, the merits of each candidate will be discussed in a faculty meeting. Written input on candidate qualifications will be submitted on an evaluation form (*Appendix B*). Any faculty member may fill out an evaluation form for candidate tenure-accruing and non tenure-accruing faculty for use by the Center Director in faculty hiring decisions.

Section 3 – Ad hoc Committees

Ad hoc committees can be formed by the Center Director or by faculty, as needed. Members of these committees shall volunteer for the assignment and shall elect a chair from among their members, if a chair is deemed necessary. Current ad hoc committees include:

1. Mentoring committees

A mentoring committee for a particular faculty member shall be formed by at least two members of the faculty at the Associate or Full Professor level. The Mentoring Committee will be chosen by the faculty member. The mentee may seek advice from the Center Director and/or the Department Chair of the faculty's respective unit, and faculty colleagues on selection of faculty to serve on the committee. Committee members shall meet with the mentee as often as the mentee requests, but at least once a year, individually or as a group. Committee members should review the mentee's annual evaluation packet and meet with the mentee at this time. Committee members will submit a written annual evaluation to the mentee discussing his/her progress towards tenure.

2. Social committee

This committee, consisting of faculty, staff and students, organizes and implements plans for center social occasions to foster community among faculty, students and staff. Current social events include: Christmas Party and Fall Thanksgiving.

3. Honors and Awards Committee

This committee may consist of faculty, graduate students, student interns and staff. The committee will secure nominations for IFAS, University, and professional honors and awards for faculty and staff. The committee should have three to five members elected by the faculty. The committee will elect one of its members as chair. The committee will solicit nominations from the faculty, staff and students for available honors and awards. A database of awards and awarding organizations, along with nomination due dates, shall be maintained by the committee chair. Frequent dialog will be necessary and meeting will occur when timely action is needed. Minutes of the Honors and Awards Committee shall be archived in the RCREC main office. The committee chair, or other designated committee member in the chair's absence, will make a report of the committee's actions at each faculty meeting.

4. Field Day Committee

This committee may consist of faculty, staff, and graduate students. The committee will be

responsible for planning field days at the RCREC. When necessary, the committee will name a keynote speaker and/or master of ceremonies for the event. The committee will also appoint persons responsible for meals, seating, parking, transportation on the center, and registration.

Article IV – Faculty Meetings

The faculty meeting is the primary means of fostering communication among all faculty within the RCREC. Faculty meetings should be held once monthly on a schedule published at the beginning of each year. Faculty and administration have the right to place items on the agenda for discussion by contacting the Center Director. The agenda should be distributed via email at least one week before the faculty meeting. RCREC faculty serving as UF Senators and members of the IFAS Faculty Assembly and other IFAS faculty governing body should email short summaries to all faculty before each faculty meeting so that dialogue can be initiated on critical items currently before these governing bodies.

The faculty meeting is the most important venue for discussion of policy issues, tenure and promotion packages, changes in curriculum, new positions, and other issues relevant to our academic mission. Center faculty, plus emeritus, courtesy, and affiliate faculty, and student and staff representatives may speak on any issue before the faculty. Voting on most matters shall be restricted to center faculty. However, voting on promotion and tenure will follow IFAS and University guidelines (only tenured faculty at higher rank may vote). Discussions regarding tenure and promotion should be considered confidential. Votes taken on tenure and promotion should be by paper or electronic ballot and the results made available upon request to the tenured faculty permitted to vote.

Paper or electronic ballots will be used for election of faculty to the four standing committees. The results of any paper or electronic balloting conducted should be tallied by a departmental secretary and relayed to the faculty.

The Center Director will present yearly Plans of Work and Reports of Achievements at faculty meetings. Chairs of standing committees will present the annual report of their committee's actions during the year.

Article V – Ratification and Amendments

Section 1. These Bylaws shall become effective upon their ratification by the faculty of the RCREC with a two-thirds majority vote, concurrence of the Chair, and approval of the IFAS Senior Vice President.

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

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

Section 4. Faculty will have one month to review and register a vote for adoption and amendment of the Bylaws.

APPENDIX A

Center Director Position Description

The Center Director serves as the faculty's representative to the UF/IFAS administration, and the administration's representative to the faculty. The primary role of the Center Director is to develop excellence in programs at the RCREC by functioning as a facilitator, guiding and overseeing the Center's personnel in providing needed services to the residents of the State of Florida.

The Center Director provides coordination, accountability, and administrative functions for the RCREC in Ona by:

1. Providing leadership to faculty, staff, graduate students, and student interns in carrying out the IFAS mission and the Land-Grant philosophy, fostering an appropriate tone, developing a set of policies, and promoting Center programs in instruction, research, extension, and service;
2. Developing and managing human, fiscal, and physical resources in support of center instruction, research, extension, and service activities, within the constraints imposed by resource availability;
3. Developing and maintaining networks and relationships, both internal and external to the center, including fostering interagency, interdisciplinary, and private partnerships in support of functions of the Center;
4. Evaluating and rewarding excellence in all forms of scholarship.

The Center Director is directly accountable to the IFAS Deans for the quality and direction of Center programs, to the IFAS Vice President for administrative matters and the overall administrative efficiency of the Center, and to the Faculty for internal program management of space, personnel, and other resources provided.

APPENDIX B

CONFIDENTIAL

Evaluation of Prospective Faculty

You are invited to evaluate the candidate according to the requirements and qualifications stated for this position and his/her suitability to serve in the role. These evaluative comments will be kept confidential, summarized for use by the Center Director of the Range Cattle Research and Education Center, and then destroyed.

Please indicate your rating and comments and return this form as soon as you have completed the interviewing process. Your help in this important matter is very much appreciated. Additional comments are very useful.

Candidate: _____

Position: _____

Rating: _____ Recommend highly and without reservation
_____ Recommend with reservation
_____ Do not recommend

Please state what factors influenced the above rating:

Other comments regarding this candidate's suitability for the position:

Contact with candidate (circle those that apply):

1. Did you review the candidate's application packet? Y/N
2. Did you attend the candidate's seminars? Y/N
 - a. Teaching / Research / Extension
3. Did you have individual contact with the candidate? Y/N
 - a. Meal / social / lab visit / group faculty visit

Submitted by: _____
Name Unit Date

Please return form by email or FAX, marked confidential, by _____ to John Arthington, Center Director at jarth@ufl.edu or FAX: 863-735-1930.