

**Bylaws of the Department of Animal Sciences, University of Florida**  
Approved 19 February 2010

**Article I – Governance of the Department of Animal Sciences**

**Section 1 – Shared Governance**

These Bylaws establish the general principles whereby the Department of Animal Sciences shall be governed. These Bylaws shall be subordinate to and not in conflict with the Constitutions of the Institute of Food and Agricultural Sciences and the University of Florida, as well as 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 Department of Animal Sciences shall be shared between the administration and the faculty.

**Article II – The Faculty**

**Section 1 – Faculty Membership**

The faculty of the Department of Animal Sciences shall consist of individuals in tenured, tenure-accruing, and non tenure-accruing faculty positions. Faculty members are defined in the University of Florida Constitution and Senate Bylaws and include the various ranks of Professor, Instructor, Extension Scientist and Research Scientist. Voting rights are limited to faculty members who are salaried in the Department and those who hold an academic home in the Department but have faculty assignment at a research and education center.

**Section 2 – Faculty Responsibilities**

- a. Faculty members will plan and conduct teaching, research, extension, and service as outlined in their appointment in a productive, competent and professional manner.
- b. Faculty members are responsible for the professional development of students and other trainees including mentoring of research and educational programs, and organizing, attending, and presenting seminars.
- c. Faculty members are responsible for contributing to the governance of the Department of Animal Sciences, IFAS, the University, and their professional societies.

**Section 3 –Department Leadership**

- a. Department Chair

The Department is headed by a Chair appointed by the Senior Vice-President in accordance with the University of Florida Constitution. The Chair serves as the chief executive and administrative officer of the Department. The Chair provides financial

planning and policy and supervises routine operations of the Department, including faculty evaluations and evaluations of appropriate staff. The Chair is responsible to the Senior Vice President for administration of the Department and the three Deans for programmatic issues and is the agent of the Department faculty for execution of academic policy. The Chair is expected to operate the Department in the spirit of shared governance and seek faculty input, consider it, and provide feedback and rationale about final decisions. The Chair may maintain a program of teaching, research, and/or extension, as time permits.

b. Assistant Department Chair

The Department Chair may select a faculty member to serve as Assistant Department Chair for a period of time to be agreed upon by the faculty member and the Department Chair in accordance with the University Constitution, IFAS Constitution, and IFAS Internal Management Memoranda. The duties of the Assistant Department Chair shall be identified and evaluated by the Department Chair.

### **Article III–Committees**

#### **Purpose and Classification**

Service on Department committees is the primary means whereby faculty can participate directly in the governance of the Department. Faculty are expected to participate in standing committees. General rules for standing committees include:

- a. Standing committees shall meet regularly as determined by the Committee Chair. Committee assignments will be made by the Department Chair on an annual basis. Service will be considered in the annual faculty evaluation.
- b. Reports of the standing committees shall be made to the faculty at each faculty meeting. All meeting dates, times, and locations of standing committees shall be distributed to all faculty. All faculty are invited to standing committee meetings and are welcome to contribute to any discussion of the committee. Only committee members will have voting privileges.

The Department standing committees shall be: (est. February 16, 2007)

- Academic Programs Committee - Charged with curriculum review and revision, scholarship distribution, overview of advising related issues.
- Facilities Committee – Inventory and evaluation of existing facilities that support research, teaching and extension programs in the Department of Animal Sciences.
- Information Technology Committee – Advise on policy and implementation of technological solutions to improve the Department of Animal Sciences’ web presence, telecommunications, and computer hardware acquisitions.
- Awards Committee – Identify awards, nominate faculty, students and staff, and assist in development of documentation for nominations.
- Social Committee –

c. Ad-Hoc committees will be appointed by the Department Chair to address specific tasks and may include:

- Probationary Faculty Mentoring Committee – Faculty appointed on a tenure track will receive guidance and mentoring from a committee of at least 3 tenured faculty from the Department of Animal Sciences. The committee will meet with the faculty member at least once each year and provide a written report to the Department Chair assessing the goals and accomplishments of the new faculty member.
- Search and Screen Committee – All faculty searches will be conducted by a committee appointed by the Chair of the Department. The Search and Screen Committee will identify and recruit candidates, evaluate applications, invite candidates for interview and conduct those interviews, and develop and transmit a list to the Department Chair of the candidates deemed as satisfactory or unsatisfactory.

#### **Article IV–Faculty Meetings**

The faculty meeting is the primary mechanism for discussion of departmental affairs and communication among faculty and the Chair. Faculty meetings are also the venue for invited speakers to address topics of IFAS and University governance and regulation that may affect faculty activities. The Chair will conduct the meetings but may designate the Assistant Chair or other faculty member in their absence. Faculty meetings will typically be held monthly but may be held less frequently as needs dictate. Faculty are expected to participate in the meeting and may bring agenda items forward for discussion. An agenda will be distributed prior to each meeting.

Faculty meetings will be conducted informally but if motions are being considered the meeting shall proceed according to *Robert's Rules of Order, Newly Revised*. Voting will be limited to Department of Animal Sciences faculty. A quorum will be required for any vote to proceed, and shall consist of a majority of the faculty in the Department of Animal Sciences. Minutes will be recorded for each meeting and distributed to the faculty. A permanent copy will be stored in the Chair's office.

#### **Article V - Courtesy Faculty Appointments**

Courtesy faculty can enhance the ability of the department to achieve its mission of research, teaching and extension. The following procedures for appointing courtesy faculty are based on University of Florida Rules for faculty appointments (Section 6C1-7.003). (These procedure were originally adopted by the faculty on August 28, 2008).

- Courtesy Research Faculty (Research Assistant Professors, Research Associate Professors, and Research Professors), Courtesy Extension Faculty, and Courtesy Faculty shall be appointed to the department upon recommendation by a faculty

- member and approval by the Chair. Initial appointments above the level of Courtesy Assistant Professor will be voted on by the entire faculty.
- It is understood that the Department will not provide any salary support for courtesy faculty and that tenure or permanent status does not accrue as a result of this appointment.
  - Courtesy faculty will be expected to contribute to the mission of the Department by participating in the Department's research, teaching or extension programs. All Courtesy Faculty will give a seminar within a semester of initial appointment.
  - Courtesy faculty will be asked to provide a recent CV for review by the faculty and material for inclusion on the Department's website.
  - Promotion of Courtesy faculty above the level of Assistant Professor will follow the procedure used for promotion of regular faculty.
  - Status of all Courtesy faculty will be evaluated annually by the Chair.

#### **Article VI – Ratification and Amendments**

These Bylaws shall become effective upon ratification by an affirmative vote of two-thirds of the faculty of the Department of Animal Sciences, concurrence of the Department Chair, and approval by the IFAS Senior Vice-President.

Amendments may be proposed by the Department Chair or any faculty member. Changes to these Bylaws will require a vote of two-thirds of the faculty of the Department of Animal Sciences. Faculty will have 30 days to review any proposals for change to these Bylaws prior to any vote being taken.