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**DOCUMENT FOR RATIFICATION**  
**Bylaws of the**  
**Department of Environmental Horticulture**  
**University of Florida**

5 Ratified by a vote of the faculty to approve 15; not approve 0; abstain 1  
6 October 15, 2010  
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10 **Preamble**

11 The shared goals of the faculty and administration of the Department of Environmental Horticulture  
12 (ENH) are to attain excellence in academic responsibilities of teaching, research, extension and service  
13 and to gain national and international recognition for these programs. These goals can best be achieved  
14 with a governance structure from the Department level to the University level that fosters collegiality,  
15 collaboration, mutual responsibility and accountability, and transparency in the department's  
16 policymaking and administration.  
17

18 **Article I – Governance of the Department of Environmental Horticulture**

19 These Bylaws establish the general principles by which the Department of Environmental Horticulture  
20 shall be governed. These Bylaws are governed by and subordinate to the Constitutions of the Institute of  
21 Food and Agricultural Sciences and the University and the policies and directives of the University of  
22 Florida's Board of Trustees and the Florida Board of Governors. Operating within the context of these  
23 Bylaws, the governance of the Department of Environmental Horticulture shall be shared between the  
24 department chair and the faculty.  
25

26 **Article II – The Faculty**

27 **Section 1 – Faculty Membership**

28 The faculty of the Department of Environmental Horticulture shall consist of individuals in tenured,  
29 tenure accruing, and non tenure-accruing faculty positions. Faculty is defined by the University of Florida  
30 Constitution and Senate Bylaws and includes the various ranks of Professor, Scholar, Lecturer, Research  
31 Scientist, Director, Coordinator, Extension Scientist and Assistant In. Other academic titles include  
32 Assistant Extension Scientist, Associate Extension Scientist, Associate-In, Senior Associate-In, Adjunct  
33 Faculty, Courtesy Faculty, Joint Faculty, and Affiliate Faculty. In these Bylaws, the term "faculty" refers to  
34 those individuals assigned to and budgeted through the Environmental Horticulture Department, unless  
35 otherwise indicated.  
36

37 **Section 2 – Faculty Rights**

- 38
- 39 • Faculty has the right to know the expectations of their job assignment and how they will be  
40 evaluated.
  - 41 • Faculty has the right to assemble without limit to discuss issues of concern.
  - Faculty has the right to open academic discourse without fear of retribution.

- 1 • Faculty has the right to know, and question, the ENH Chair’s rationale for vetoing Faculty  
2 recommendations.
- 3 • Faculty has the right to receive regular (monthly) or upon reasonable request grant and account  
4 budget balance sheet reports.

5  
6 Faculty has the right to file grievances. The Department will follow the Grievance Procedures specified by  
7 the Regulations of the University of Florida 6C1-7.041, Methods for Review and Resolution of Faculty  
8 Grievances, and by Faculty Senate Bylaw 7, Procedures of the Faculty Senate Committee on Academic  
9 Freedom, Tenure, Professional Relations and Standards.

### 10 11 **Section 3 – Faculty Responsibilities**

- 12 • The Faculty is responsible for planning, development and implementation of the curriculum,  
13 teaching, research, extension and service in a competent and professional manner.
- 14 • All Faculty members are responsible for establishing his/her own teaching peer review  
15 committee and having the required peer observations completed as outlined in the  
16 Environmental Horticulture Department Teaching Peer Observation Guidelines (Article VII) to  
17 insure adequate assessment for purposes of tenure and promotion and teaching improvement.
- 18 • The Faculty is responsible for the professional development of students, including mentoring,  
19 and organizing, attending and presenting seminars.
- 20 • All Faculty members are responsible for attending faculty meetings and departmental seminars.
- 21 • All Faculty members are responsible for maintaining the effectiveness of “*Shared Governance*”  
22 through active participation at the department, College, IFAS and University levels with  
23 administrators, faculty, staff and students in the decision- and policy-making process.
- 24 • All Faculty members are responsible for contributing to the operations of the Department on an  
25 equitable basis.
- 26 • All Faculty are responsible for providing input to the Chair regarding vacant faculty positions to  
27 be advertised including formulation of position, descriptions, and the final selection.
- 28 • The Faculty is responsible for maintaining a Standard of Ethical Conduct of Honesty, integrity and  
29 caring that promotes honest behavior and avoids practices and environments that foster  
30 cheating, particularly in collaborative work.
- 31 • All Faculty members are responsible for the full and faithful performance of their professional or  
32 institutional responsibilities and obligations, and are bound to observe, in all official acts, the  
33 highest standards of ethics consistent with the code of ethics of the State of Florida (Chapter 112,  
34 Part III, 2 Florida Statutes), the advisory opinions rendered with respect thereto, and the rules of  
35 the University of Florida.
- 36 • All Faculty members are responsible to comply with 6C1-1.011 University of Florida: Disclosure  
37 and Regulation of outside Activities and Financial Interests.

### 38 39 **Section 4 - Department Chair Responsibilities**

40 A Chair appointed by the Senior Vice President in accordance with the University and IFAS Constitutions  
41 heads the Department. The Chair serves as chief executive and administrative officer of the Department.  
42 The Chair provides financial planning and policy and supervises routine operations of the Department,

1 including faculty evaluations and evaluations of selected staff. The Chair is responsible to the Senior Vice  
2 President for administration of the Department and the three Deans for programmatic issues and is the  
3 agent of the Department faculty for execution of academic policy. The Chair is expected to operate the  
4 Department in the spirit of shared governance and seek faculty input, consider it, and provide feedback  
5 and rationale about final decisions. The Chair may maintain a program of teaching, research and/or  
6 extension, as time permits and as long as these activities do not negatively affect fulfillment of the  
7 responsibilities of the Chair position.

8  
9 **a. Administrative Coordinators, Advisors and Committee Chairs**

10 The Department Chair appoints Coordinators, Advisors and Committee Chairs from the Faculty to  
11 assist in the administration of academic programs. The term of appointments Coordinators and  
12 Committee Chairs should be for three years with a possibility of renewal by mutual agreement. The  
13 Chair will also appoint a faculty advisor to each of the undergraduate Environmental Horticulture  
14 Club, the Turfgrass Club and the Environmental Horticulture Graduate Student Association. The  
15 appointments will have a term of one year and there can be up to a maximum of three consecutive  
16 one-year term appointments.

17  
18 **b. Associate/Assistant Chair**

19 The Department Chair may appoint an Associate or Assistant Chair from the Faculty to provide  
20 various types of assistance including performing as the acting-Chair during ENH Chair absences;  
21 representing the ENH Chair at University and national events; and administering special Department  
22 projects and initiatives.

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24 **Section 5 – Undergraduate and Graduate Coordinators**

25 **a. Undergraduate Coordinator**

26 The Undergraduate Coordinator with the assistance of the Academic Coordinator administers the  
27 undergraduate programs in ENH. The Undergraduate Coordinator is responsible for recruiting and  
28 admitting undergraduate students; initially advising students in course selection until a permanent  
29 faculty advisor has been secured; tracking students' progress through their programs, and ensuring  
30 that their graduation requirements are met; allocating and administering scholarships, fellowships  
31 and assistantships as they are available; reviewing the Department's undergraduate policies annually  
32 and recommending needed modifications; advising the ENH Chair on faculty staffing of  
33 undergraduate classes; arbitrating unresolved complaints by undergraduate students concerning  
34 instruction; administering the Department's policy for waiving ENH undergraduate curricular  
35 requirements; maintaining a current record of undergraduate policies as voted by the faculty,  
36 reviewing the Department's undergraduate curriculum annually and recommending modifications to  
37 courses and degree requirements to the Undergraduate and Graduate Studies Committee; and  
38 working with the Department Webmaster to update the page dedicated to undergraduate programs.  
39 The Undergraduate Coordinator term of appointment will be for three years with renewal by mutual  
40 agreement with the Department Chair. When a new Undergraduate Coordinator is selected, that  
41 individual will be well trained by the incumbent Undergraduate Coordinator prior to completion of  
42 their term.

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2 **b. Graduate Coordinator**

3 The Graduate Coordinator administers the Doctoral and MS-Thesis programs in ENH and in  
4 conjunction with Horticultural Sciences as part of the joint HOS Graduate Program. The Graduate  
5 Coordinator is responsible for recruiting and admitting students into the program; advising students  
6 in course selection; tracking students' progress through their programs, and ensuring that their  
7 graduation requirements are met; overseeing the admissions committee when allocating and  
8 administering scholarships, fellowships and assistantships as they are available; working with the  
9 Undergraduate Coordinator and Undergraduate and Graduate Studies Committee to assign graduate  
10 students as teaching assistants and research assistants; reviewing the Department's graduate policies  
11 annually and recommending needed modifications; advising the ENH Chair on faculty staffing of  
12 graduate classes; arbitrating unresolved complaints by graduate students concerning instruction;  
13 recommending theses and dissertations to be nominated for IFAS, university, and national awards;  
14 reviewing the Department's graduate curriculum annually and recommending modifications to  
15 courses and degree requirements to the Undergraduate and Graduate Studies Committee and the  
16 Department; and working with the Department Webmaster to update the page dedicated to  
17 graduate programs. The Graduate Coordinator term of appointment will be for three years with  
18 renewal by mutual agreement with the Department Chair. When a new Graduate Coordinator is  
19 selected, that individual will be well trained by the incumbent Graduate Coordinator prior to  
20 completion of their term.  
21

22 **Article III – Committees**

23 **Purpose and Classification**

24 Service on Environmental Horticulture committees is the primary means by which faculty can participate  
25 directly in the governance of the Department. Faculty, both on-campus and center faculty, shall have the  
26 opportunity serve on three departmental standing committees: The Administrative Advisory Committee  
27 the Undergraduate and Graduate Studies Committee, and Honors and Awards Committee. Only  
28 departmental faculty are eligible to serve on standing committees except where otherwise stated.  
29

30 General rules for standing committees include:

- 31 • Standing committees shall meet regularly. A secretary, elected from within the committee  
32 membership, shall keep and archive minutes and records to the department's permanent  
33 Intranet (edited for confidentiality as necessary).
- 34 • Reports of the standing committees shall be made to the faculty via email messages and at each  
35 faculty meeting.
- 36 • Standing committees shall submit and archive an annual written report to the faculty (for the  
37 interval July 1 – June 30).
- 38 • Policy recommendations developed in the standing committees shall be emailed to all faculty  
39 prior to faculty meetings.  
40

41 **Section 1 – Administrative Advisory Committee**

42 The Administrative Advisory Committee is responsible for providing input to the Department Chair on:

- 1 • Matters of space, allocation of year-end matching funds.
- 2 • Issues raised by the faculty on departmental administration and operation.
- 3 • Long-range planning and tenure permanent status and promotion.
- 4 • The committee, with complete knowledge and transparency of all budget matters will develop in
- 5 conjunction with the Department Chair a detailed annual budget of all State monies allocated
- 6 and expended for the Department and present the budget to the faculty at a faculty meeting.
- 7 • The committee will review the Bylaws of the Department every three years and propose
- 8 modifications to the entire faculty, as necessary.
- 9 • The committee will serve as the hosts and planning group for interfacing with the department's
- 10 External Advisory Council.

11  
12 The Administrative Advisory Committee will also perform the following duties:

- 13 • Review the productivity and performance of tenured faculty (at the request of the faculty
- 14 member) who have received Below Satisfactory ratings on annual evaluations or has entered the
- 15 Sustained Performance Evaluation Program (SPEP) and are being required to develop an IFAS
- 16 Performance Improvement Plan (PIP). Evaluation of faculty members at the time of their three-
- 17 year mid-career review will follow the guidelines listed in Article VI.
- 18 • Annually solicit faculty input concerning the Chair's performance and prepare a summary of the
- 19 input to give to the Chair.

20  
21 The Administrative Advisory Committee shall consist of two Gainesville-based Department faculty

22 members and two Center-based faculty members who will each serve two-year staggered terms. Two

23 members one each from Gainesville and a Research & Education Center shall be elected by secret ballot

24 of the Gainesville-based faculty and two members, one each from Gainesville and a Research &

25 Education Center shall be appointed by the Chair. Two members shall rotate off the committee every

26 year and shall be replaced by one elected and one appointed faculty member. The Department Chair will

27 serve as chair of the Committee. The Chair shall appoint a non-faculty staff member to the Committee as

28 a liaison. The two members rotating off the Committee each year will form a nominating subcommittee

29 to solicit candidates for all standing committees. The agenda and the names of the committee members

30 will be disseminated before each meeting with an invitation to faculty to propose items for discussion.

31 The Administrative Advisory Committee meeting minutes (edited for confidentiality) will be disseminated

32 via email to the faculty after each meeting and archived on the department Intranet. Appointed and

33 elected members shall not serve more than two consecutive terms.

34  
35 **Section 2 – Undergraduate and Graduate Studies Committee**

36 The Undergraduate and Graduate Studies Committee shall be chaired by a member of the statewide

37 graduate faculty who will be appointed by the Chair and shall serve a period of time to be agreed upon

38 by the faculty member and the Chair. Four faculty members, in addition to the Undergraduate, Graduate

39 Coordinators and the Undergraduate Academic coordinator (if this individual is not the Undergraduate

40 Coordinator), will serve as members of the Committee, each serving two-year staggered terms. The four-

41 committee members shall be elected by the faculty by paper or electronic ballot after nomination by the

42 nominating subcommittee of the Administrative Committee. Two members from the Gainesville-based

1 faculty and two members from REC-based faculty shall be elected. Two members, one member from the  
2 Gainesville-based faculty and one member from the REC-based faculty shall rotate off the committee  
3 each year and shall be replaced by the same election process.

4  
5 The Committee shall meet on a regular schedule published at the beginning of each semester. An agenda  
6 shall be distributed to all faculty before each meeting. Minutes shall be taken and archived on the  
7 department Intranet password accessible by all statewide faculty members.

8  
9 The responsibilities of the committee shall include:

- 10
- 11 • Advising on the assignment of teaching assistantships financed by department funds.
- 12 • Recommending enhancements and improvements to the undergraduate and graduate
- 13 curriculum.
- 14 • Reviewing new and revised undergraduate and graduate course UCC forms before submission to
- 15 the CALS curriculum committee.
- 16 • Developing policies and procedures related to undergraduate and graduate students.
- 17 • Reviewing, editing and evaluation of department Academic Learning Compacts, including: 1) the
- 18 specific Student Learning Outcomes, that describe the communication skills, critical thinking
- 19 skills, and content knowledge in the major that students should acquire if they complete the
- 20 prescribed course of study; and 2) the Individual Student Assessments used to assess
- 21 achievement of Student Learning Outcomes and satisfactory completion of the Academic
- 22 Learning Compact.
- 23 • Provide oversight of undergraduate research experience course (ORH 4905) and honors theses
- 24 (ORH 4909).
- 25 • Reviewing and approving applications for combined degree students (4+1) and (3+2).
- 26 • (This committee shall maintain and update as appropriate the teaching peer review policy
- 27 statement for the statewide teaching program.)
- 28

29 The Undergraduate and Graduate Studies Committee shall also sit as the Undergraduate Studies  
30 Committee. Minutes of the Undergraduate Committee meetings shall be archived on the department  
31 Intranet. The Undergraduate Coordinator, or other designated committee member in the Undergraduate  
32 Coordinator's absence, will make a report of the committee's actions at each faculty meeting.

33  
34 The responsibilities of the committee shall include:

- 35
- 36 • Advising on the distribution of scholarships
- 37 • Recommending enhancements and improvements to the undergraduate curriculum
- 38 • Review of new and revised undergraduate courses (UCC1 and UCC2 forms) before submission to
- 39 CALS curriculum committee
- 40 • Evaluation of learning compacts
- 41 • Oversight of undergraduate research experience course (ORH 4905) and honors theses (ORH
- 42 4909)

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The Undergraduate and Graduate Studies Committee shall also sit as the Graduate Studies Committee. Minutes shall be archived on the department Intranet. The Graduate Coordinator, or other designated committee member in the Graduate Coordinator’s absence, will make a report of the committee’s actions at each faculty meeting.

The responsibilities of the committee shall include:

- Evaluating Application Packets and recommending graduate student admissions
- Recommending enhancements and improvements to the graduate curriculum and maintaining an up-to-date student/faculty handbook with all graduation/committee requirements and program policies
- Recommending theses and dissertations to be nominated for IFAS, University and other national awards and honors
- Developing policies and procedures related to graduate students and graduate studies including grievances
- Reviewing new and revised graduate course UCC forms before submission to the CALS curriculum committee
- Recommending courtesy faculty appointments and special supervisory committee members

**Section 3 – Greenhouse and Field Operations Committee**

Membership of this committee will consist of all faculty members that use the departmental greenhouse and field facilities. The committee will oversee the management and operations of the greenhouse and field facilities. The committee will meet on as needed basis. Minutes will be kept and posted to the departmental intranet for access by all departmental faculty members. Operational policies established by the committee will be permanently posted on the departmental intranet.

**Section 4 - Honors and Awards**

This committee will consist of three faculty members, two staff, and one student. The committee will secure nominations for IFAS, University, and professional honors and awards for faculty and staff. The faculty committee members will be elected by the faculty for three year staggered terms, with one faculty member’s term ending each year. Each term will begin on the first day of fall semester. 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 on the Departmental Intranet. 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. This committee will provide the Chair and/or the undergraduate and graduate coordinators with nomination information or letters requiring Chair or coordinator signatures for submission. This committee will insure recognition of and publicity for student, staff and faculty award recipients.

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**Section 5 - Junior Faculty Mentoring Committee**

The Chair shall ensure that each junior faculty member establishes a mentoring committee during their tenure probationary period. This committee shall provide consultation with respect to assessing the faculty member's progress toward tenure.

**Section 6 – Ad hoc Committees**

Ad hoc committees can be formed by the Chair 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:

**a. ENH Seminar Committee**

The committee will schedule graduate student seminars and solicit potential speakers each fall & spring semesters. Other duties will include ensuring seminar room availability, and organizing the communication link (Polycom or similar) to Research and Education Centers. In the spring semester, the faculty members of the are also responsible for supervising HOS 6931 Graduate Seminar, which is a required course for graduate students. The committee will be composed of two EH faculty members, with optional membership at the discretion of faculty to include a representative from the undergraduate and graduate student bodies.

**b. International Trip Committee**

The Chair or the faculty shall form this committee to provide oversight for the annual international student trip (and/or course) and associated activities. The committee shall consist of 2-3 faculty members, with at least one senior faculty and one junior faculty, and will include whenever possible one faculty member from a Research and Education Center. One graduate student and one undergraduate student will also support this committee.

**Article IV – Faculty Meetings**

The faculty meeting is the primary means of fostering communication among all faculty within the Department of Environmental Horticulture on campus and around the state. Faculty meetings should be held bimonthly on a schedule published at the beginning of each semester. Faculty and administration have the right to place items on the agenda for discussion by contacting the Department Chair. The agenda should be distributed via email to all statewide faculty at least one week before the faculty meeting. Faculty based at the Research and Education Centers are welcome to attend faculty meetings in person or they can request a PolyCom connection which must be submitted at least 72 hours prior to the faculty meeting. Department of Environmental Horticulture faculty serving as UF Senators and members of the IFAS Faculty Council 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 matters, and changes in curriculum, new positions, and other issues relevant to our academic mission.

1 Departmental faculty, plus emeritus, courtesy, and affiliate faculty, and student and staff representatives  
2 may speak on any issue before the faculty. Voting on most matters shall be restricted to departmental  
3 faculty as defined in Article II, Section 1. However, voting on promotion and tenure policy matters will  
4 follow IFAS and University guidelines. Discussions regarding tenure and promotion should be considered  
5 confidential. Votes taken on tenure and promotion should be by electronic ballot and the results made  
6 available upon request to the tenured faculty permitted to vote.

7  
8 When filling faculty positions, after all candidates for new faculty positions are interviewed, the merits of  
9 each candidate will be discussed in a faculty meeting. Written input on candidate qualifications will be  
10 submitted on an evaluation form. Any faculty member may fill out an evaluation form for candidate  
11 tenure-accruing and non tenure-accruing faculty for use by the Chair in faculty hiring decisions.

12  
13 Paper or electronic ballots will be used for election of faculty to the three standing committees. The  
14 results of any paper or electronic balloting conducted should be tallied by a departmental secretary and  
15 relayed to the faculty.

16  
17 The Chair will present yearly an overall departmental Plan of Work for the coming year and Reports of  
18 Achievements for the past year at the first faculty meeting of each new academic year. Chairs of standing  
19 committees will present the annual report of their committee's actions during the faculty meeting  
20 following the June 30<sup>th</sup> year-end date.

21  
22 **Article V - Department Chair Position Description**

23 The Department Chair serves as the faculty's representative to the UF/IFAS administration, and the  
24 administration's representative to the faculty. The primary role of the chair is to develop excellence in  
25 Environmental Horticulture by functioning as a facilitator, guiding and overseeing the Department's  
26 personnel in providing needed services to the residents of the State of Florida.

27  
28 The Department Chair provides coordination, accountability, and administrative functions for the  
29 Department by:

- 30
- Developing and managing human, fiscal, and physical resources in support of departmental  
31 instruction, research, extension, and service activities, within the constraints imposed by  
32 resource availability.
- 33

34 The Department Chair also shares responsibility with Center Directors for all ENH faculty at Research and  
35 Education Centers statewide, and communicates with faculty and Center Directors with respect to  
36 direction and evaluation of all Environmental Horticulture faculty. The Department Chair also:

- 37
- Provide leadership to faculty, staff, and students in carrying out the IFAS mission and the Land-  
38 Grant philosophy, fostering an appropriate tone, developing a set of policies, and promoting  
39 department programs in instruction, research, extension, and service.
  - Develop and maintain networks and relationships, both internal and external to the department,  
40 including fostering interagency, interdisciplinary, and private partnerships in support of academic  
41 functions of the Department.
- 42

- Evaluate and rewarding excellence in all forms of scholarship.

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

## **Section 1 - Tasks and Duties of the Department Chair**

### **a. Governance**

- Facilitate development and administration of department policies, goals, and objectives
- Conduct regular faculty meetings
- Establish ad hoc department committees as may be needed
- Facilitate development and administration of department policies, goals and objectives
- Help determine services to be supplied by the department to College, University, and State
- Serve as an advocate for the department and its personnel
- Enhance diversity of Department and oversee compliance with affirmative action plans of the University

### **b. Department Programs**

- Communicate and facilitate vision of Department directions and programs to faculty, students, staff, and administration
- Insure class scheduling and delivery of curriculum as set by the faculty
- Provide oversight of graduate studies program, student activities and research
- Support the activities of the undergraduate and graduate coordinators
- Work to assure availability of space and equipment to meet needs for teaching, research, and extension effort

### **c. Faculty Activities**

- Set tone of high professional, ethical, and scientific excellence in Department
- Reward academic scholarship in all forms, including discovery, dissemination, and application of knowledge
- Establish processes which involve input from all faculty for recruitment, selection and retention of faculty members
- Assign faculty responsibilities such as teaching, research, committee work, etc. to faculty in Gainesville, and in collaboration with Center Directors for departmental faculty located in RECs
- Provide oversight in the formation and functioning of junior faculty mentoring committees
- Provide oversight of peer teaching evaluation process for each faculty member
- Facilitate coordination among faculty for statewide programs
- Monitor and evaluate faculty performance in teaching, research, extension, service, and citizenship; communicate with Center Directors as necessary
- Deal with unsatisfactory faculty and staff performance
- Foster communication between department and other units of the university

- 1 • Reduce, resolve, and prevent conflict among faculty members  
2 • Encourage, when appropriate, faculty participation in departmental, college, and university  
3 activities, including governance  
4 • Serve as the departmental administrative representative at all graduation commencement  
5 ceremonies  
6
- 7 **d. External Communication**  
8 • Serve as interface between department and deans, and other administrators  
9 • Serve as interface between department and USDA, State Department of Agriculture, and other  
10 agencies and groups as necessary  
11 • Serve as contact for outside groups requesting information about department and programs  
12 • Oversee production of department advertising and recruitment material  
13
- 14 **e. Budget and Resources**  
15 • Communicate department needs to administration  
16 • Administer department budget (state and federal funds allocated by deans)  
17 • Provide oversight of faculty contract and grant budgets  
18 • Review travel expenditures, especially foreign travel  
19 • Coordinate special requests to deans for funding  
20 • Encourage submission by faculty of grant and contract proposals  
21 • Reallocate space and support staff to meet changing needs and requirements  
22
- 23 **f. Facilities and Office Personnel Management**  
24 • Manage department facilities, including inventory control  
25 • Hire, supervise and evaluate selected staff  
26 • Supervise department personnel, record-keeping, and accounting functions  
27
- 28 **g. Professional Development**  
29 • Foster the development of each faculty member's interests and talents, blending these efforts  
30 into a functional program  
31 • Encourage faculty development, including participation in self improvement programs, faculty  
32 development leaves, consulting, and international experiences  
33 • Foster excellence in teaching, research, extension, and service  
34 • Promote affirmative action  
35 • Encourage faculty to contribute to the enhancement of the department's and institution's  
36 visibility and reputation  
37
- 38 **h. Personal Development**  
39 • Keep current with developments in field of expertise  
40 • Contribute to productivity and reputation of the department through participation in the  
41 department's programs in instruction, research, extension, and/or service  
42

1 **Article VI - Mentoring and Three-Year Review of Junior Faculty**

- 2 • All junior tenure-track faculty must select a mentoring committee composed of at least two
- 3 tenured faculty members from within the Environmental Horticulture department (with
- 4 additional members from outside the department, if appropriate) by the third week of the
- 5 second semester of employment. Faculty mentors should be chosen based on their expertise and
- 6 Research/Teaching/Extension assignment
- 7 • Mentees should provide their mentoring committee members with their annual plan of work and
- 8 report of accomplishments
- 9 • Mentors provide an annual written assessment of the mentee’s progress towards tenure to the
- 10 tenure-track faculty member
- 11 • A mid-career review will be conducted for faculty members in the tenure probationary period no
- 12 later than the close of the third year of academic service
- 13 • Junior faculty will prepare a packet documenting their achievements (without external letters)
- 14 • The packet will be emailed to all tenured departmental faculty
- 15 • The Chair synthesizes faculty comments and shares this assessment with the tenure-accruing
- 16 faculty member
- 17 • The Chair’s letter and the faculty assessment letter accompany the three-year packet to IFAS
- 18 Administration

19  
20 **Section 1 – Goals of ENH Mentoring Program**

21 The purpose of the Mentoring Program is to insure that new faculty feel welcomed and valued as new  
22 members in the ENH Department; Help to acclimate to faculty-relevant policies and procedures of the  
23 ENH Department, IFAS, and UF; Help new faculty members fulfill the professional expectations of their  
24 faculty appointment in Teaching, Research and/or Extension, leading to personal and professional well-  
25 being of the new faculty; and Help to foster professional relationships that will move them forward in  
26 their professional careers, particularly toward tenure and promotion.

27  
28 **Section 2 – Procedures**

29 Initial Mentor: Within the first month of employment, the Department Chair will assign an Initial Mentor  
30 to the new faculty member. The Initial mentor will serve in this capacity during the new faculty member’s  
31 first semester on campus. ENH faculty who has been in their positions for at least four years may serve as  
32 an Initial Mentor.

33  
34 The Initial Mentor’s responsibilities are to:

- 35 • Provide an informal orientation to the ENH Department:
- 36 • Provide the Mentee with information about required documents (e.g., Plan of Work; CRIS project
- 37 as appropriate; and others)
- 38 • Be available to answer questions about procedures and where to find information
- 39 • Facilitate meetings between the Mentee and faculty with similar assignments and interests,
- 40 both within the Department and across campus
- 41 • Consult with the Mentee about potential mentoring committee members

- 1 • Remind the Mentee to set-up a meeting with the Department Chair at the beginning of their
- 2 second semester to form a mentoring committee (depending on their assignment)
- 3 • Share at least one social event with the Mentee and other faculty members, such as lunch or
- 4 after work social hour

### 6 **Section 3 –Mentoring Committee**

7 By the third week of their second semester on campus, the new faculty member will meet with the  
8 Department Chair to form an official mentoring committee. The Official Mentor will have a similar faculty  
9 appointment as the Mentee (Teaching + Research; Teaching + Extension; or Research + Extension). The  
10 two Mentors will be assigned to cover different appointment areas of responsibility; this will be done at  
11 the discretion of the Department Chair. The Official Mentor(s) will serve in this capacity for at least two  
12 years. Tenured Associate and Full Professors (and Assistant Professors at the discretion of the  
13 Department Chair), are eligible to serve as Official Mentors. If two Official Mentors are assigned, it will be  
14 their responsibility to coordinate their activities to be sure that all of the following responsibilities are  
15 fulfilled.

### 17 **Section 4 – Mentors’ Responsibilities**

- 18 • Help mentee establish short and long-term goals for their Teaching, Research and/or Extension
- 19 responsibilities, to be reviewed by the Chair
- 20 • Explore opportunities for collaborative work between Mentor(s) and Mentee, such as:
  - 21 ○ Collaborate on professional presentations at a conference, workshop, or Extension in-
  - 22 service training
  - 23 ○ Co-author publications (e.g., EDIS publication, refereed abstract, journal publication)
  - 24 ○ Include Mentee on a grant proposal, as collaborator, consultant, co-investigator, or co-
  - 25 principal investigator, as appropriate
  - 26 ○ Invite Mentee to present a session at an Extension in-service training
  - 27 ○ Invite Mentee to be a guest lecturer in Mentor’s class
- 28 • Provide technical assistance as Mentee prepares first CRIS project proposal (as appropriate to
- 29 their appointment)
- 30 • Encourage Mentee to review the procedures for preparing their annual achievement report and
- 31 annual plan of work early in their first year
- 32 • Help the Mentee utilize the limited funds provided for discretionary program support, including
- 33 professional development, to meet program priorities within their budget
- 34 • Assist Mentee in networking with community partners, state agencies, and other potential
- 35 collaborators/funders, as appropriate
- 36 • Assist Mentee in networking with faculty on campus, nationally, and internationally, as
- 37 appropriate and possible
- 38 • Keep Mentee informed about relevant RFAs, RFPs, professional conferences, workshops, and
- 39 other opportunities for professional development and growth as they become available
- 40 • Inform Mentee about county Extension faculty with established programs related to Mentee’s
- 41 area of responsibility, and facilitate meetings, as possible

- 1 • Explore opportunities for Mentee to interact with District Extension Directors, REC Directors,  
2 and/or other faculty, as appropriate
- 3 • Discuss with the Mentee additional potential Mentors within the Department and/or across  
4 campus
- 5 • Share at least one social event with the Mentee and other faculty members, such as lunch or  
6 after work social gathering
- 7 • Keep the Department Chair informed about the mentoring process
- 8 • Submit annual mentoring assessment reports to Departmental Chair (and Administrative  
9 Advisory Committee)

### 10 11 **Article VII – Teaching Peer Assessment**

12 Teaching peer assessment in CALS provides a framework for evaluating teaching quality for the purposes  
13 of improving teaching effectiveness (formative evaluation), recognizing teaching excellence, and  
14 providing evidence for making summative decisions regarding tenure and promotion. CALS Guidelines for  
15 the Teaching Section of the UF Tenure and Promotion Packet require a Peer Evaluation of Teaching  
16 Activities Summary to be included in the Tenure & Promotion document. The information that is  
17 generated for this summary requires providing specific evidence of teaching improvement as a  
18 consequence of peer observation.

19  
20 The Environmental Horticulture teaching assessment process is divided into the following steps: 1)  
21 teaching portfolio preparation; 2) selection of teaching peer assessment committee; 3) pre-observation  
22 dialogue; 4) peer in-class observations; 5) post-observation dialog (repeated); 6) completion of post-  
23 observation write-up and action plans; and 7) follow-up observations. The process is completed following  
24 preparation of the *Teaching Peer Evaluation Narrative* for inclusion in the instructor’s T&P document.  
25 The complete and most recent version of the EH Teaching Peer Assessment Guidelines and associated  
26 appendices will be maintained on the EH Department Intranet.

27  
28 **Note:** it is the responsibility of the faculty member to decide when the teaching assessment process is to  
29 be initiated including establishment of the peer teaching assessment committee. However, it is highly  
30 recommended that newly hired faculty form their committee by the end of the second semester of  
31 employment. Each instructor should schedule their teaching assessment as early as possible to allow  
32 sufficient time for multiple peer observations, implementation of action plans and allowance for follow-  
33 up peer observations.

### 34 35 **Article VIII – College and University Committees**

36 Whenever the Environmental Horticulture is required to submit faculty nominations to, or to elect  
37 representatives for, college or university committees, the Advisory Committee will send out an email  
38 request to all faculty asking for nominations, including self-nominations. Election of the representative or  
39 nominee is conducted through a blind paper balloting process, with ballots counted by the Advisory  
40 Committee.

1 **Article IX – Ratification and Amendments**

2 These Bylaws shall become effective upon their ratification by the faculty of the Department of  
3 Environmental Horticulture with a two-thirds majority vote and concurrence of the Chair.

4

5 Proposals for amendments to these Bylaws may be made to the Chair and Drafting Committee by any  
6 member of the faculty.

7

8 Faculty will have two weeks to review and register a vote for adoption and amendment of the Bylaws.