

Bylaws
of
the
Food Science & Human
Nutrition Department
at
the
University
of Florida

PREAMBLE

In concurrence with the University of Florida Board of Trustees on December 5, 2003, the following definition and purpose of Shared Governance...

"Shared Governance" is the participation of administrators, faculty, staff and students in the decision- and policy-making process. The purpose of shared governance is to provide avenues to University improvement and productivity through the creation of a partnership based on mutual respect and collaboration. Such shared responsibility entails working toward mutual goals established by a fully enfranchised University community and therefore collaborative participation in: a) the identification of University priorities, b) the development of policy, c) defining the University's responsibility for ethical leadership, d) enhanced community partnerships, and e) the governance of the university as a whole..." (From IFAS Constitution, August 15th, 2008)

...will be implemented by the Food Science & Human Nutrition Department, which will abide by the following bylaws in its governance.

Table of Contents

PREAMBLE1

Article I – Adoption and Effective Date.....3

Article II – Governance of the Food Science & Human Nutrition Department3

Article III – Searches and Appointments3

Article IV – Tenure and Promotion3

Article V – The Faculty.....3

 1. Faculty Membership3

 2. Faculty Rights4

 3. Faculty Responsibilities4

 B. Faculty Voting Eligibility5

 C. Faculty Grievance Procedures5

Article VI - Department Chair Responsibilities5

Article VII – Governance Committees6

Article VIII – Meeting Rules of Order7

Article IX – Faculty Meetings7

Article X – Adoption, Amendment, or Rescission of Bylaws8

 1. Adoption of Bylaws8

 2. Proposed Amendments to Bylaws8

 3. Ratification of Amendments8

NOTE: Double-click [blue text](#) to link to reference

Article I – Adoption and Effective Date

- A. Adoption of the FSHN bylaws shall require a two-thirds majority of the ballots cast by eligible FSHN Faculty, as defined herein.
- B. These bylaws shall become effective upon approval by the FSHN Faculty and acceptance by Senior Vice President of Agriculture & Natural Resources.

Article II – Governance of the Food Science & Human Nutrition Department

- A. *The [Food Science & Human Nutrition Department \(FSHN\)](#) shall follow the [Constitution of the University of Florida's Institute of Food and Agricultural Sciences \(IFAS\)](#) and the policies and procedures of the University of Florida.*
- B. Governance of the Food Science & Human Nutrition Department shall be shared by the Chairperson of the Department and the Faculty.

In accordance with the [IFAS Constitution](#), “*Department Chairs, School Directors, REC Directors and Extension District Directors are the chief academic and administrative officers of their respective academic units, and shall, at the same time, hold academic rank in an IFAS department or school. Department Chairs, School Directors and REC Directors are appointed by the Senior Vice President and serve at the pleasure of the Senior Vice President in consultation with the Deans and unit faculty.*”

Article III – Searches and Appointments

All searches and appointments will abide by Article V of the University of Florida's [IFAS constitution](#).

Article IV – Tenure and Promotion

All tenure and promotion submissions will abide by Article IV of the [IFAS constitution](#), Article V of UF Regulations ([6C1-7.019 Tenure and Promotion](#)) and the Collective Bargaining Agreement, Tenure, & Permanent Status ([Article 19](#)).

Article V – The Faculty

- 1. Faculty Membership
 - A. The faculty of the Department of Food Science & Human Nutrition shall consist of individuals in tenured, tenure accruing, and non-tenure accruing faculty positions, such as the various ranks of Eminent Scholar, Graduate Research Professor, Distinguished Service Professor, Distinguished Professor, Professor, Associate Professor, or Assistant Professor, Research Scientist, Associate Research Scientist, or Assistant Research Scientist, Scholar, Associate Scholar, or

Assistant Scholar, Extension Scientist, Associate Extension Scientist, or Assistant Extension Scientist, Master Lecturer, Senior Lecturer, County Extension Agent IV, County Extension Agent III, County Extension Agent II, County Extension Agent I, or any of the above titles modified only by clinical, research, or extension.

- B. Faculty appointments of fully retired faculty members are negotiated with the FSHN Chair on an individual basis, subject to approval by a 2/3 majority vote of eligible faculty.

2. Faculty Rights

A. Faculty have all of the rights and privileges granted to them by [University of Florida Constitution](#) and the [IFAS Constitution](#), including:

- i) *The right to know the expectations of their job assignment and how they will be evaluated*
- ii) *The right to assemble without limitations to discuss issues of concern*
- iii) *The right to open academic discourse without fear of retribution*

3. Faculty Responsibilities

A. Faculty have all of the responsibilities expected of them by the [University of Florida Constitution](#) and the [IFAS Constitution](#), including:

- i) *Carrying out the teaching, research, extension, and service missions of IFAS and reporting annually on their progress toward meeting their goals to the department chair or director*
- ii) *Designing and implementing the curricula of the college, schools, departments, programs, and other units within the IFAS*
- iii) *Contributing to the governance of the IFAS, the schools, the departments, and other units within the College*
- iv) *Serving on Faculty Senate, IFAS, and other University committees*
- v) *Following IFAS and unit procedures and providing requested accountability documents in a timely manner*

“Faculty members must fulfill their responsibilities to society, their professions and professional societies, and the University by manifesting professional and scholarly competence.”

B. Faculty Voting Eligibility

Only faculty that are defined by their title as tenured or tenure-track or are state-funded lecturers, senior lecturers, or master lecturers are considered eligible voting faculty.

C. Faculty Grievance Procedures

The Department will follow the grievance procedures specified by the Regulations of the [University of Florida 6C1-7.041](#), Methods for Review and Resolution of Faculty Grievances, and by [Faculty Senate Bylaw 7](#), Procedures of the Faculty Senate Committee on Academic Freedom, Tenure, Professional Relations and Standards.

Article VI - Department Chair Responsibilities

- A. *Appointed by the Senior VP for Agriculture & Natural Resources, the Chair serves as chief executive and administrative officer of the Department.*
- a. In addition to setting financial planning & policy, performing faculty and departmental staff evaluations, day-to-day supervision of departmental operations, the Chair is expected to sustain a curriculum of teaching, research, and extension as a faculty function.
 - b. The Chair is responsible to the:
 - i. [Senior Vice President](#) for the administration and operations
and to the
 - ii. [Research, Teaching, and Extension Deans](#) for programmatic issues
 - c. Additionally, the Chair is expected to *operate with faculty input.*
- B. *On an annual basis, the Chair will convene a meeting of the department faculty to discuss the successes and shortcomings of the last academic year and set goals of the unit for the next and future years. Items for discussion shall include, but not be limited to:*
- i) Operating budget of the unit
 - ii) Income and expenses
 - iii) A summary of the permanent endowments within the University of Florida Foundation and SHARE report regarding the receipt of grants and research contracts, in accordance with the IFAS Constitution, Section 3(A).

Article VII – Governance Committees

- A. *FSHN faculty participate directly in the governance of the department primarily through service on governance committees. As of 02/28/10, governance committees within the Food Science & Human Nutrition Department are the:*
- i) Internal Advisory Committee
 - Provides informal, ad hoc guidance to the Chair on a wide-ranging number of department related issues
 - ii) Graduate Committee
 - Responsible for policies and procedures related to graduate students and graduate studies; recommends to department chair assistantships and scholarships; reviews and revises graduate courses before submission to the College of Agriculture & Life Sciences (CAL S) curriculum committee.
 - iii) Undergraduate Committee
 - Responsible for policies and a procedure related to undergraduate students and undergraduate studies; recommends enhancements and improvements to the undergraduate curriculum; reviews and revises undergraduate courses before submission to CAL S curriculum committee; evaluation of learning compacts and recommends to department chair the awardees of departmental scholarships.
 - iv) Extension Committee
 - Administers the extension program in FSHN; promotes Extension programs internally within FSHN and IFAS and externally to clientele; provide general support in meeting reporting requirements; preparing reports as needed; reports regularly in department faculty meetings; requests updates to extension portion of web page.
 - v) Administrative and Operations Committee
 - An ad hoc committee that is called to meet as needed to discuss administrative and operation issues.
 - vi) Safety Committee
 - An ad hoc committee that is called to address issues regarding safety.
 - vii) Seminar Committees
 - Ad hoc committee that is called as needed to provide assistance in seminar scheduling.
 - viii) Social Committee
 - An ad hoc committee that is called as needed to identify and plan social activities.

- ix) Awards Committee
 - An ad hoc committee that is called as needed to provide assistance in nominating and preparing supporting documentation for faculty, staff and student awards.

Each governance committee consists of a governance committee chair and at least one other faculty or staff member.

Article VIII – Meeting Rules of Order

Conduct of motions at faculty and committee meetings shall follow Robert's Rules of Order (Revised), except as modified by a 2/3 majority vote of eligible faculty members.

Article IX – Faculty Meetings

- A. *The faculty meeting is the primary means of fostering communication and decision making among all faculty within the Department. Faculty meetings will be held monthly.*
- B. *Minutes will be recorded and distributed via email within one week of the faculty meeting.*
- C. *Faculty have the right to place items on the agenda for discussion by contacting the Department Chair.*
- D. *Department faculty serving on the UF Senate, members of the IFAS Faculty Assembly, or other governing organizations within the University, should email short summaries to the department chair before each faculty meeting so that critical items currently before their respective governing bodies can be added to the agenda.*
- E. *The faculty meeting is considered a venue for open discussion of policy issues, changes in curriculum, new positions, and other issues relevant to the short- and long-term goals of FSHN.*
 - a. Any faculty, staff, or student may speak on any issue before the faculty.
 - b. Voting on most matters shall be restricted to eligible departmental faculty.
 - i. Two-thirds of eligible faculty members represent a quorum.
 - ii. A quorum of eligible members must be present for a vote to stand.
- F. *The department chair will present a scope of work performed in the department and reports of achievements at an annual "State of the Department" presentation to be held within the first three months of the fiscal year.*
- G. *Standing governance committee chairs will present the annual report of their committee's actions during the year, on a quarterly basis.*

Article X – Adoption, Amendment, or Rescission of Bylaws

1. Adoption of Bylaws

- i) *Adoption of these bylaws will establish the rules by which the Food Science & Human Nutrition Department will be governed.*

2. Proposed Amendments to Bylaws

- i) Proposals for amendments to these bylaws may be made to the department chair by *any member* of the department, *whether or not* they are eligible to vote.

3. Ratification of Amendments

- i) *The bylaws may be amended by a two-thirds affirmative vote by eligible faculty present and voting at monthly faculty meetings provided such amendments are consistent with the constitutions of UF and IFAS.*
- ii) *Notification of changes to the bylaws must be sent to all eligible faculty via email at least 10 working days prior to the meeting at which they are to be considered.*