

**BYLAWS OF  
DEPARTMENT OF FAMILY, YOUTH AND COMMUNITY SCIENCES  
UNIVERSITY OF FLORIDA  
Ratified on September 11, 2008**

**Preamble**

The shared goals of the faculty and administration of the Department of Family, Youth and Community Sciences are to attain excellence in academic responsibilities of 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 Department level to the University level that fosters collegiality, collaboration, mutual responsibility and accountability, and transparency.

**Article I - Governance of the Department of Family, Youth and Community Sciences**

These Bylaws establish the general principles by which the Department of Family, Youth and Community Sciences shall be governed. These Bylaws are governed by and subordinate to the Constitutions of the Institute of Food and Agricultural Sciences 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 Department of Family, Youth and Community Sciences shall be shared between the administration and the faculty.

**Article II - The Faculty**

**Section 1. Faculty Membership**

The faculty of the Department of Family, Youth and Community Sciences 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**

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

**Section 3. Faculty Responsibilities**

- a. Faculty are responsible for planning and conducting teaching, research, Extension and service in a competent and professional manner.
- b. Faculty are responsible for the professional development of students, including mentoring, and organizing, attending and presenting seminars.

- c. Faculty are responsible for contributing to the operations of the Department, including infrastructure, social, public relations, outreach functions and others that may be necessary as determined by the Chair and faculty.
- d. Faculty are responsible for contributing to the governance of the Department, IFAS, the University, and their professional societies.

**Section 4. Department Chair Responsibilities**

The Department is headed by a Chair appointed by the Senior Vice President in accordance with the University Constitution. The Chair serves as 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 selected staff (see *Appendix A* for more complete description). 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 is expected to follow UF and IFAS guidelines for hiring departmental faculty and staff. The Chair may maintain a program of teaching, research and/or extension, as time permits.

**Article III - Committees**

**Purpose and Classification**

Service on Family, Youth and Community Sciences committees is the primary means by which faculty can participate directly in the governance of the Department. Faculty shall have the opportunity to participate in the four standing committees through which the major governance of the Department occurs: Administrative Advisory Committee, Curriculum Committee, and Honors, Awards and Scholarships Committee. General rules for standing committees include:

- 1. Standing committees shall meet regularly. A secretary, elected from within the committee membership, shall keep and archive minutes and records (edited for confidentiality as necessary).
- 2. Reports of the standing committees shall be made to the faculty via monthly email messages and at each monthly faculty meeting.
- 3. Standing committees shall submit and archive an annual written report to the faculty (for the interval July 1 – June 30).
- 4. Policy recommendations developed in the standing committees 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 responsible for providing input to the Department Chair on matters of space, allocation of year-end funds, long-range planning and departmental social functions to foster community among faculty,

students and staff. The committee will review the bylaws of the Department every three years and propose modifications to the entire faculty, as necessary. The committee will serve as the hosts and planning group for interfacing with various advisory functions conducted by the Department.

An ad hoc committee, consisting of three tenured faculty members, will be selected by the Administrative Advisory Committee in collaboration with the chair when necessary to perform the following duties: 1) summarize faculty evaluation of the progress towards tenure of tenure-accruing faculty at the time of their three-year mid-career review; 2) review faculty packets for tenure and promotion; 3) review the productivity and performance of tenured faculty (at the request of the faculty member or department chair) who have received Below Satisfactory ratings on annual evaluations or the Sustained Performance Evaluation Program (SPEP) and are being required to develop an IFAS Performance Improvement Plan (PIP); and 4) recommend courtesy faculty appointments. Evaluation of faculty members at the time of their three-year mid-career review will follow the guidelines in *Appendix C* (Mentoring and Three Year Review of Junior Faculty);

The Administrative Advisory Committee shall consist of six faculty who will each serve three-year staggered terms. Three members shall be elected by paper or electronic ballot and three members shall be appointed by the Chair. Two members shall rotate off the committee every year and shall be replaced by one elected and one appointed faculty member. The Chair will serve as chair of the Committee. The two members rotating off the Committee each year will form a nominating subcommittee to solicit candidates for all standing committees. The agenda and the names of the committee members will be disseminated before each meeting with an invitation to faculty to propose items for discussion. Meeting minutes (edited for confidentiality) will be disseminated via email to the faculty after each meeting.

## **Section 2. Curriculum Committee**

The Curriculum Committee shall be chaired by a member of the graduate faculty who will be appointed by the Chair and shall serve a period of time to be agreed upon by the faculty member and the Chair. Three faculty, in addition to the Undergraduate, Graduate Coordinators and the Undergraduate Honors coordinator (if this individual is not the Undergraduate Coordinator), will serve as members of the Curriculum Committee, each serving three-year staggered terms. The three committee members shall be elected by the faculty by paper or electronic ballot after nomination by the nominating subcommittee of the Administrative Committee. One member shall rotate off the committee each year and shall be replaced by the same election process.

The Curriculum Committee shall meet monthly on a regular schedule published at the beginning of each semester. An agenda shall be distributed to all faculty before each meeting. Minutes shall be archived in the Undergraduate Services office. The Committee Chair or other designated committee member in the Committee Chair's absence, will make a report of the committee's actions at each faculty meeting.

The responsibilities of the committee shall include:

1. advising on the assignment of teaching assistantships financed by department funds
2. recommending enhancements and improvements to the undergraduate and graduate curriculum,
3. reviewing new and revised undergraduate and graduate courses before submission to the CALS curriculum committee,
4. reviewing and recommending graduate student admissions packets and recommendations for faculty temporary advisor,
5. developing policies and procedures related to undergraduate and graduate students,
6. reviewing, editing and evaluation of learning compacts,
7. reviewing and approving applications for combined degree students (4+1).

### **Section 3. Honors, Awards and Scholarships Committee**

This committee may consist of faculty, students and staff. The committee will secure nominations for IFAS, University, and professional honors and awards for students, 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 Departmental 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.

### **Section 4. 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:

#### **1. Mentoring committees**

See Appendix B.

#### **2. Peer evaluation of teaching committee**

Faculty members requesting that their courses be evaluated will form a committee of two to four members of the faculty (from within or outside the department, as appropriate) and the Chair. Committees will meet with the faculty member whose course is being evaluated before the semester begins to discuss the course history and provide evidence and course materials. Committee members will observe at least two or three class meetings with prior notice, and will meet with the faculty member and the Chair for a final summary and feedback session. Each member will provide a written evaluation to the Chair

who will summarize the evaluation and provide it to the faculty member. (See *Appendix D* for further guidelines).

#### **Article IV – Faculty Meetings**

The faculty meeting is the primary means of fostering communication among all faculty within the Department of Family, Youth and Community Sciences on campus and around the state. Faculty meetings should be held once monthly 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 at least one week before the faculty meeting. Department of Family, Youth and Community Sciences 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 packages, changes in curriculum, new positions, and other issues relevant to our academic mission. Departmental faculty, plus emeritus, courtesy, and affiliate faculty, and student and staff representatives may speak on any issue before the faculty. Voting shall be restricted to departmental 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.

After all candidates for new faculty positions have interviewed, the merits of each candidate will be discussed in a faculty meeting. Written input on candidate qualifications will be submitted on an appropriate evaluation form. All faculty members may fill out an evaluation form for candidate tenure-accruing and non tenure-accruing faculty for use by the Chair in faculty hiring decisions.

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

The Chair 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 Department of Family, Youth and Community Sciences 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 Chair 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**

### **Department Chair Position Description**

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

The Department Chair provides coordination, accountability, and administrative functions for the Department in Gainesville by:

1. Providing leadership to faculty, staff, and students in carrying out the IFAS mission and the Land-Grant philosophy, fostering an appropriate tone, developing a set of policies, and promoting department programs in instruction, research, Extension, and service;
2. Developing and managing human, fiscal, and physical resources in support of departmental 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 department, including fostering interagency, interdisciplinary, and private partnerships in support of academic functions of the Department;
4. Evaluating 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.

### **Specific Tasks and Duties of the Department Chair**

#### **1. Governance**

- a. Facilitate development and administration of department policies, goals, and objectives
- b. Conduct faculty meetings
- c. Establish department committees
- d. Use committees effectively
- e. Delegate some administrative responsibilities to faculty and/or committees
- f. Facilitate development and administration of department policies, goals and objectives
- g. Help determine services to be supplied by the department to College, University, and

State

- h. Serve as an advocate for the department and its personnel
- i. Monitor library acquisitions, and other resources and services that affect the quality of the department and its programs
- j. Enhance diversity of Department and oversee compliance with affirmative action plans of the University.

## **2. Department Programs**

- a. Communicate and facilitate vision of Department directions and programs to faculty, students, staff, and administration
- b. Provide oversight of class scheduling
- c. Provide oversight of graduate student activities and research
- d. Provide oversight of department curriculum, stimulating change as needed
- e. Support the activities of the undergraduate and graduate coordinators
- f. Work to assure availability of space and equipment to meet needs for teaching, research, and extension efforts.

## **3. Faculty Activities**

- a. Set tone of high professional, ethical, and scientific excellence in Department
- b. Reward academic scholarship in all forms, including discovery, dissemination, and application of knowledge
- c. Establish processes for recruitment and selection of faculty members
- d. Assign faculty responsibilities such as teaching, research, committee work, etc. to faculty.
- e. Provide oversight of peer evaluation process
- f. Facilitate coordination among faculty for statewide programs
- g. Monitor and evaluate faculty performance in teaching, research, extension, and service.
- h. Deal with unsatisfactory faculty and staff performance
- i. Maintain communication between department and other units of the university
- j. Reduce, resolve, and prevent conflict among faculty members
- k. Encourage, when appropriate, faculty participation in departmental, college, and university activities, including governance.

## **5. External Communication**

- a. Serve as interface between department and deans, and other administrators
- b. Serve as interface between department and USDA, and other appropriate state agencies and groups as necessary
- c. Serve as contact for outside groups requesting information about department and programs
- d. Provide for the completion of forms and surveys
- e. Oversee production of department advertising and recruitment material.

## **5. Budget and Resources**

- a. Communicate department needs to administration
- b. Administer department budget (state and federal funds allocated by deans)
- c. Provide oversight of faculty contract and grant budgets

- d. Review travel expenditures, especially foreign travel
- e. Coordinate special requests to deans for funding
- f. Encourage submission by faculty of grant and contract proposals
- g. Reallocate space and support staff to meet changing needs and requirements
- h. Coordinate with Administrative Committee on use or distribution of year end funds.

#### **6. Facilities and Office Personnel Management**

- a. Manage department facilities, including inventory control
- b. Initiate and supervise new construction projects and renovation, as necessary
- c. Provide for building security, safety, and maintenance.
- d. Hire, supervise and evaluate selected staff
- e. Supervise department personnel, record-keeping, and accounting functions
- f. Compile information for productivity reports.

#### **7. Professional Development**

- a. Foster the development of each faculty member's interests and talents, blending these efforts into a functional program
- b. Encourage faculty personnel development, including participation in self improvement programs, faculty development leaves, consulting, and international experiences
- c. Foster excellence in teaching, research, extension, and service
- d. Promote affirmative action
- e. Encourage faculty to contribute to the enhancement of the department's and institution's visibility and reputation.

#### **8. Personal Development**

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

### **APPENDIX B**

#### **FYCS Mentoring Program Guidelines**

Prepared by the FYCS Mentoring Committee:

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February 19, 2008

#### **Goal:**



The goal of the FYCS Mentoring Program is to help new faculty:

- (a) feel welcomed and valued as new faculty in the FYCS Department;
- (b) acclimate to the faculty-relevant policies and procedures of the FYCS Department, IFAS, and UF;
- (c) fulfill the professional expectations of their faculty appointment in Teaching, Research and/or Extension, leading to personal and professional well-being of the new faculty; and
- (d) establish professional relationships that will move them forward in their professional careers, particularly toward tenure and promotion.

## **Procedures:**

**Initial Mentor:** Within the first month of employment, the Department Chair will assign an Initial Mentor to the new faculty member. The Initial mentor will serve in this capacity during the new faculty member's first semester on campus. FYCS faculty who have been in their positions for at least two years may serve as an Initial Mentor.

The Initial Mentor's responsibilities are to:

1. Provide an informal orientation to the FYCS Department:
  - a. Be sure that the new faculty member accesses the FYCS Handbook during his or her first week on campus.
  - b. Provide the Mentee with information about required documents (e.g., Plan of Work; CRIS project as appropriate; and others).
  - c. Be available to answer questions about procedures and where to find information.
2. Facilitate meetings between the Mentee and faculty with similar assignments and interests, both within the Department and across campus.
3. Consult with the Mentee about potential Official Mentors in the Department.
4. Remind the Mentee to set-up a meeting with the Department Chair at the beginning of their second semester to request an Official Mentor or Mentors (depending on their assignment).
5. Share at least one social event with the Mentee and other faculty members, such as lunch or after work social hour.

**Official Mentor:** By the third week of their second semester on campus, the new faculty member will meet with the Department Chair to request an Official Mentor or Mentors. The Official Mentor will have a similar faculty appointment as the Mentee (Teaching + Research; Teaching + Extension; or Research + Extension) or two Mentors will be assigned to cover the different areas of responsibility; this will be done at the discretion of the Department Chair. The Official Mentor(s) will serve in this capacity for one year. Tenured Associate and Full Professors (and Assistant Professors at the discretion of the Department Chair), are eligible to serve as Official Mentors. If two Official Mentors are assigned, it will be their responsibility to coordinate their activities to be sure that all of the following responsibilities are fulfilled.

The Official Mentor's responsibilities are to:

1. Help mentee establish short and long-term goals for their teaching, research, and/or Extension responsibilities, to be reviewed by the Chair.
2. Explore opportunities for collaborative work between Mentor and Mentee, such as:
  - a. Collaborate on professional presentations at a conference, workshop, or Extension in-service training.
  - b. Co-author publications (e.g., EDIS publication, refereed abstract, journal publication).
  - c. Include Mentee on a grant proposal, as collaborator, consultant, co-investigator, or co-principal investigator, as appropriate.
  - d. Invite Mentee to present a session at an Extension in-service training.
  - e. Invite Mentee to teach a guest lecture in Mentor's class.
3. Provide technical assistance as Mentee prepares first CRIS project proposal (as appropriate to their appointment).
4. Encourage Mentee to review the UNIFAS tutorial and to consult with PDEC staff early in their first year; provide support and assistance as requested.
5. Help the Mentee utilize the limited funds provided for discretionary program support, including professional development, to meet program priorities within their budget.
6. Assist Mentee in networking with community partners, state agencies, and other potential collaborators/funders, as appropriate.
7. Assist Mentee in networking with faculty on campus, nationally, and internationally, as appropriate and possible.
8. Keep Mentee informed about relevant RFAs, RFPs, professional conferences, workshops, and other opportunities for professional development and growth as they become available.
9. Inform Mentee about county Extension faculty with established programs related to Mentee's area of responsibility, and facilitate meetings, as possible.
10. Explore opportunities for Mentee to interact with District Extension Directors, REC Directors, and/or other faculty, as appropriate.
11. Discuss with the Mentee additional potential Mentors within the Department and/or across campus.
12. Share at least one social event with the Mentee and other faculty members, such as lunch or after work social hour.
13. Keep the Department Chair informed about the mentoring process.

### **Moving On:**

After the new faculty member's first year, the Official Mentor(s) may continue to act in this capacity and/or the new faculty member can establish additional mentoring relationships. The Official Mentor(s) can help facilitate these new relationships, as requested by the Mentee.

## **APPENDIX C**

### **Mentoring and Three-Year Review of Junior Faculty (Use document prepared by FYCS)**

1. All tenure-track faculty must select a mentoring committee composed of at least two tenured faculty members from within the Family, Youth and Community Sciences department (with additional members from outside the department, if appropriate). Faculty mentors should be chosen based on their expertise and Research/Teaching/Extension assignment.
2. Mentees should provide their mentoring committee members with their annual plan of work and report of accomplishments.
3. Mentors provide an annual written assessment of the mentee's progress towards tenure to the tenure-track faculty member.
4. A mid-career review will be conducted for faculty members in the tenure probationary period no later than the close of the third year of academic service.
5. Junior faculty will prepare a packet documenting their achievements (without external letters).
6. The packet will be emailed to all tenured departmental faculty who are invited to review the packet and provide written comments to the Chair.
7. The Chair synthesizes faculty comments and shares this assessment with the tenure-accruing faculty member.
8. The Chair's letter and the faculty assessment letter accompany the three-year packet to IFAS Administration.

#### **APPENDIX D**

**Guidelines for Peer Evaluation of Teaching. Guidelines from CALS will be used.**