

**Bylaws of the  
Fort Lauderdale Research and Education Center  
University of Florida  
March 11, 2010**

**Preamble**

The shared goals of the faculty and administration of the Fort Lauderdale Research and Education Center are to provide excellent teaching, research, and service and to maintain national and international recognition for these programs. These goals can best be achieved with a governance structure from the Center level to the University level that fosters collegiality, collaboration, mutual responsibility and accountability, and transparency.

**Article I – Governance of the Fort Lauderdale Research and Education Center**

These Bylaws establish the general principles by which the Fort Lauderdale Research and Education Center 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 Fort Lauderdale Research and Education Center shall be shared between the administration and the faculty.

**Article II – The Faculty**

**Section 1 – Faculty Membership**

The faculty of the Fort Lauderdale Research and Education Center shall consist of individuals employed by the Fort Lauderdale Research and Education Center during the regular academic year 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 and extension scientist.

**Section 2 – Faculty Rights**

Faculty have the right to know the expectations of their job assignment and how they will be evaluated.

Faculty have the right to assemble without limit to discuss issues of concern.

Faculty have the right to open academic discourse without fear of retribution.

Faculty have the right to know how administrative decisions are being made.

**Section 3 – Faculty Responsibilities**

Faculty are responsible for planning and conducting teaching, research, extension and service in a competent and professional manner.

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

Faculty are responsible for contributing to the operations of the Center, including building, infrastructure, social, public relations, and outreach functions.

Faculty are responsible for the professional development of students, including mentoring, and organizing, attending and presenting seminars at the Center and in their respective Departments.

#### **Section 4—Center Director Responsibilities**

The Center is headed by a Director appointed by the Vice President in accordance with the University Constitution. The Director serves as chief executive and administrative officer of the Center and provides leadership in developing the Center’s policies and goals, including financial plans, supervises routine operations of the Center and conducts evaluations of faculty and selected staff (see Appendix A for more complete description). The Director is responsible to the Vice President for administration of the Center and is the agent of the Center faculty for execution of academic policy. The Director will operate the Center in shared governance and seek faculty input, consider it, and provide feedback and rationale about final decisions. The Director may maintain a program of teaching, research and/or extension, as time permits.

#### **Article III –Committees**

##### **Purpose and Classification**

Service on Fort Lauderdale Research and Education Center committees is a primary means by which faculty can participate directly in the governance of the Center. Faculty shall have the opportunity to be a member of one standing committee and one or more ad hoc committees through which the major governance of the Center occurs. General rules for a standing committee include:

1. Standing committees shall meet regularly and shall keep minutes and records (edited for confidentiality). These will be archived.
2. Reports of the standing committees shall be made to the faculty via email messages or at faculty meetings.
3. Proposed policy developed in the standing committees shall be presented to all faculty before faculty meetings for subsequent review and discussion.

##### **Section 1– Hurricane Preparedness Committee**

This committee will consist of the Center Director, two faculty members, one office staff member, one IT staff member, one maintenance staff member, and one graduate student. Members will be selected by the Center Director with guidance from the faculty. This

committee will develop policies and plans regarding preparations for tropical storms, publish these policies and plans to all faculty, staff and students by June 1 of each year, and insure that these plans are fully implemented at the appropriate time. The Center Director or his/her delegate will have the ultimate responsibility regarding when the hurricane plan is activated.

## **Section 2 – Ad hoc Committees**

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

### **1) Mentoring committees**

A mentoring committee for a particular new faculty member shall be formed by at least three members of the faculty at the Associate or Full Professor level. The Mentoring Committee will be chosen by the faculty member with advice and assistance from the Center Director and their Department Chair and should include at least one faculty member from the Fort Lauderdale Research and Education Center with additional members from outside the Center, but within the University of Florida, IFAS, as appropriate. Mentees should provide their mentoring committee members with their annual plan of work and report of accomplishments. Mentors provide an annual written assessment of the mentee's progress towards tenure to the Center Director, Chairperson and mentee. 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. At this time, junior faculty will prepare a tenure packet (without external letters). All Center tenured faculty are invited to review the packet before a faculty meeting where the strengths/weaknesses of the packet are discussed by tenured faculty (evaluated faculty member absent). The Center Director then synthesizes the comments of the faculty summarizing the faculty member's strengths and weaknesses and progress towards tenure which is provided to the Department Chairperson for the mentee's home department for integration with any such review by the home department.

### **2) Computer/IT committee**

This committee shall consist of volunteer faculty, staff and students. This committee together with the IT specialist will consider recommendations for IT development and implementation and help evaluate budget items for Center IT improvements to be made to the Center Director.

### **3) Landscape committee**

The landscape committee shall consist of three to five volunteer individuals with interest in landscape issues. They shall periodically review the health and quality of the Center's landscape and seek to improve it through recommendations to the faculty and Center Director.

### **4) Seminar and Social Event committee**

This committee shall consist of volunteer faculty, staff and students: The purpose of the committee is to: 1) obtain seminar speakers and organize refreshments for a monthly seminar series, and 2) organize and implement plans for Center social occasions to foster community among faculty, students and staff. Current social events include: Holiday party in December and one or two BBQ picnics during the year and other special events, such as retirement parties.

5) Graduate Dormitory committee

The Graduate Dormitory Committee shall be composed of three graduate faculty members. The responsibilities of the committee shall include: 1) Assessing and assuring fair use of the graduate dormitory facilities. 2) Making recommendations concerning graduate student grievances. 3) Developing policies and procedures related to graduate student housing.

6) Chemical Laboratory and Safety committee

This committee shall consist of volunteer faculty, staff and students: The responsibilities of the committee shall include: 1) Assessing and assuring fair use of the chem. lab space and equipment. 2) Making recommendations concerning graduate student, staff, post-doctorates, and faculty training for chemicals and equipment. 3) Developing policies and procedures related to personnel and facilities.

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

The faculty meeting is the primary means of fostering communication among all faculty within the Fort Lauderdale Research and Education Center. Faculty meetings shall be held once monthly on a schedule agreed upon at the beginning of each year (currently first Wednesday of the month after the seminar). Faculty and administration have the right to place items on the agenda for discussion by contacting the Center Director. The agenda should be distributed via email at least two days before the faculty meeting. UF Senators and members of the IFAS Faculty Council and other IFAS faculty governing body from the Fort Lauderdale Research and Education Center 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, new positions, and other issues relevant to our academic mission. Center faculty, plus emeritus, courtesy, and affiliate faculty, and student and staff representatives may speak on any issue before the faculty.

#### **Article V – Voting for Tenure & Promotion and New Faculty Candidates**

Voting on promotion and tenure will follow IFAS and University guidelines (only tenured faculty at higher rank may 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 evaluation form (Appendix B). Any faculty

member may fill out an evaluation form for candidate tenure-track and non-tenure track faculty for use by the Center Director in faculty hiring decisions.

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

Section 1. These Bylaws shall become effective upon their ratification by the faculty of the Fort Lauderdale Research and Education Center with a two-thirds majority vote, concurrence of the Center Director, and approval of the IFAS VP.

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

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

## **APPENDIX A**

### **Center Director Position Description**

The Center Director serves as the faculty's representative to the UF/IFAS administration, and the administration's representative to the faculty. The primary role of the Center Director is to foster an environment that promotes scholarly excellence in the FLREC faculty as they strive to achieve the mission of the FLREC.

The Center Director provides coordination, accountability, and administrative functions for the Center 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 Center programs in instruction, research, extension, and service;
2. Developing and managing human, fiscal, and physical resources in support of Center instruction, research, extension, and service activities, within the constraints imposed by resource availability;
3. Developing and maintaining networks and relationships, both internal and external to the Center, including fostering interagency, interdisciplinary, and private partnerships in support of academic functions of the Center;
4. Evaluating and rewarding excellence in all forms of scholarship.

The Center Director also shares responsibility with Department Chairs in the disciplines represented by the FLREC faculty with respect to direction and evaluation of FLREC faculty.

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

### **Specific Tasks and Duties of the Center Director**

#### **1. Governance**

Facilitate development and administration of Center policies, goals, and objectives

Conduct faculty meetings

Establish Center committees

Use committees effectively

Delegate some administrative responsibilities to faculty and/or committees

Help determine services to be supplied by the Center to College, University, and State

Serve as an advocate for the Center and its personnel

Monitor resources and services that affect the quality of the Center and its programs

Enhance diversity of Center and oversee compliance with affirmative action plans of the University

## **2. Center Programs**

Communicate and facilitate vision of Center directions and programs to faculty, students, staff, and administration

Work to assure availability of space and equipment to meet needs for teaching, research, and extension efforts

## **3. Faculty Activities**

Set tone of high professional, ethical, and scientific excellence in Center

Reward academic scholarship in all forms, including discovery, dissemination, and application of knowledge

Establish processes for recruitment and selection of faculty members

Assign faculty responsibilities such as teaching, research, committee work, etc. to faculty in collaboration with Department Chairs, as required.

Provide oversight of peer evaluation process

Monitor and evaluate faculty performance in teaching, research, extension, service, and citizenship

Deal with unsatisfactory faculty and staff performance

Maintain communication between Center and other units of the university

Reduce, resolve, and prevent conflict among faculty members

Encourage, when appropriate, faculty participation in Center, Department, College, and University activities, including governance

## **4. External Communication**

Serve as interface between Center, Department Chairs and deans, and other administrators

Serve as interface between Center and USDA, State Department of Agriculture, County and other agencies and groups as necessary

Serve as contact for outside groups requesting information about Center and programs

Serves as interface with community-at-large and clientele groups

Provide for the completion of forms and surveys

Oversee production of Center advertising and recruitment material

## **5. Budget and Resources**

Communicate Center needs to administration

Administer Center budget (state and federal funds allocated by deans)

Provide oversight of faculty contract and grant budgets

Review travel expenditures, especially foreign travel

Coordinate special requests to deans for funding

Encourage submission by faculty of grant and contract proposals

Reallocate space and support staff to meet changing needs and requirements

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

Manage Center facilities, including inventory control

Initiate and supervise new construction projects and renovation, as necessary  
Provide for building security, safety, and maintenance, including grounds  
Hire, supervise and evaluate selected staff  
Supervise Center personnel, record-keeping, and accounting functions  
Compile information for productivity reports

### **7. Professional Development**

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

### **8. Personal Development**

Keep current with developments in field of expertise  
Contribute to productivity and reputation of the Center through participation in the Center's programs in instruction, research, extension, and/or service

**APPENDIX B**

**CONFIDENTIAL**

**Evaluation of Prospective Faculty**

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

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

Candidate:

Position:

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

Please state what factors influenced the above rating:

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

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Contact with candidate (circle those that apply):

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

**Submitted by:** \_\_\_\_\_

Name	Unit	Date
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**Please return form by email or FAX, marked confidential, by \_\_\_\_\_(date) to Center Director (\_\_\_\_\_).**