

**College Faculty BYLAWS**  
Dale Bumpers College of Agricultural, Food and Life Sciences  
University of Arkansas – Fayetteville

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**ARTICLES**

**Article I**

Name

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23 The name of this body shall be the Faculty of the Dale Bumpers College of Agricultural, Food and Life  
24 Sciences (Bumpers College), University of Arkansas (UA) - Fayetteville, and shall hereafter be referred to  
25 as Bumpers College Faculty.  
26

**Article II**

Purpose and Procedures

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31 A. These articles are created to define the form and substance of academic governance with Bumpers  
32 College, and to foster an academic environment of shared leadership, dedicated to the acquisition  
33 and transfer of knowledge.  
34  
35 B. These articles supplement the Bumpers *College Personnel Document* and the *University Policies*  
36 as presented in the *Provost's Academic Policy Series*, the current *Faculty Handbook*, and further  
37 described in University of Arkansas *Board of Trustees Policies*. Order of precedence is the Board  
38 of Trustees Policies, Provost's Academic Policy Series and Faculty Handbook, Bumpers College  
39 Personnel Document and the Bylaws of the Bumpers College Faculty. In addition, *Robert's Rules*  
40 *of Order Revised* shall apply to the extent that its provisions are not inconsistent with the  
41 *University Policies* or these articles.  
42  
43

**Article III**

Faculty Membership

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47 Membership in the Bumpers College Faculty shall be those individuals who hold academic rank within an  
48 academic unit in the College, who are located on the Fayetteville campus and who hold half-time or greater  
49 appointments (i.e., the total of teaching, research and extension appointments must be at least 50%),  
50 excluding administrators. Academic rank is defined by UA Board Policy 405.1. Voting privileges may  
51 also be granted to individuals not meeting these criteria (including off-campus Extension and Experiment  
52 Station faculty and administrators) through recommendation by the academic unit and successful petition to

53 the Faculty Council.

54  
55 Faculty in each academic unit shall annually compile and submit a list of voting members in response to a  
56 request by the Faculty Administrative Secretary. The updated list will be submitted by January 15 of each  
57 year. Any changes in the list should be communicated to the Administrative Secretary as they occur.  
58 Only voting members may be elected to offices within the College Faculty.  
59

#### 60 **Article IV**

#### 61 Faculty, Responsibilities, Authority and Committee Structure

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64 A. Authority and Responsibilities. The rights, ethics and responsibilities of the College Faculty shall  
65 be those specified in Article I of the Articles of Local Campus Government for the University of  
66 Arkansas, Fayetteville and specified in current UA Board Policy 810.1  
67 ([http://vcfa.uark.edu/Documents/0810\\_1.PDF](http://vcfa.uark.edu/Documents/0810_1.PDF)). The Bumpers College Faculty's authority, as  
68 delegated by the Board of Trustees, is derived from Article I and is of two types: direct, in which  
69 the Faculty has the essential decision making authority and responsibility, and advisory, in which  
70 the Faculty counsels with the person or officer with ultimate decision-making authority and may  
71 make recommendations.  
72

- 73 1. Direct authority and responsibilities. The College Faculty has essential decision-making  
74 authority in matters directly related to College programs, including but not limited to:
    - 75 a. admission requirements
    - 76 b. curriculum and courses
    - 77 c. degrees and degree requirements
    - 78 d. academic awards
    - 79 e. interpretation of its own legislation and policies
    - 80 f. articulation and maintenance of standards of academic performance
    - 81 g. determination of an appropriate Faculty standing committee structure
  - 82 2. Advisory authority and responsibilities. The Bumpers College Faculty has the  
83 responsibility to provide input, advice, and recommendations to Administration leadership  
84 in matter such as:
    - 85 a. development of students' rights and responsibilities and other student affairs
    - 86 b. policies regarding Faculty status, including recommendations for appointments,  
87 promotions, granting tenure, retirement, non-reappointment and dismissal
    - 88 c. selection of academic scholarships
    - 89 d. policies affecting the general welfare, working conditions and services performed  
90 by and for the Faculty
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- 104 e. policies relating to academic, professional research and other scholarly and  
105 creative activities including issues of ethics and Faculty misconduct  
106  
107 f. use of Bumpers College facilities for program activities  
108  
109 g. budget and resource allocation  
110  
111 h. planning, including capital expenditures and physical facilities  
112  
113 I. input on convening other and hoc Bumpers College committees  
114  
115 j. recommendations of recipients for Bumpers College honors  
116
- 117 B. The Standing committees of the Faculty shall be:  
118  
119 1. Faculty Council  
120  
121 2. Promotion and Tenure  
122  
123 3. Curriculum  
124  
125 4. Scholarship  
126  
127 5. Awards  
128
- 129 C. The Dean or the Faculty Council, upon mutual consultation, shall establish additional committees  
130 with appropriate responsibilities as necessary.  
131
- 132 D. All standing and ad hoc committees should develop specific operating guidelines for that  
133 committee which augment, specify, or clarify the Bumpers College Faculty Bylaws with the  
134 approval of the Faculty Council; these guidelines may not countermand, supersede, or be  
135 inconsistent with the Bumpers College Faculty Bylaws.  
136
- 137 E. The Bumpers College Faculty have elected representation on the University's Faculty Senate with  
138 the role and responsibility to represent Bumpers College Faculty rather than being guided by  
139 individual opinion and shall report Faculty Senate activities to the Faculty Council.  
140  
141

142 **Article V**  
143 **Officers and Leadership**  
144

- 145 A. The Chair of the Bumpers College Faculty shall be the Chair of the Faculty Council. The Chair or  
146 his/her designate (usually the Chair-Elect) shall preside at Bumpers College Faculty meetings.  
147 Term of office will be one (1) year.  
148
- 149 B. The Chair-Elect of the Bumpers College Faculty shall be the Chair-Elect of the Faculty Council.  
150 The Chair-Elect succeeds the Chair upon the completion of the Chair's term of office or whenever  
151 the Chair is unable or unwilling to serve or fulfill the duties of office.  
152
- 153 C. The Chair of the Bumpers College Faculty shall appoint a member of the Faculty to the position of  
154 Parliamentarian at the first spring semester meeting of the Faculty Council. The Parliamentarian

155 shall serve a one (1) year term and is eligible for re-appointment.  
156

- 157 D. The Chair of the Bumpers College Faculty, in consultation with the Dean, shall appoint an  
158 Administrative Secretary of the Bumpers College Faculty. The Administrative Secretary will  
159 perform record keeping duties for both the Faculty Council and the Bumpers College Faculty,  
160 including, but not limited to, the maintenance of an accurate list of the voting Faculty by academic  
161 unit, preparation of the initial draft of Faculty Council and Bumpers College Faculty meeting  
162 minutes for the Faculty Council Chair to review and revise if necessary, and post meeting minutes  
163 for the appropriate outlet. Upon request, the Secretary will also conduct confidential balloting.  
164 The Secretary shall serve a one (1) year term, with unlimited reappointment.  
165

## 166 **Article VI**

### 167 Rules and Procedures of College Faculty Meetings

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- 170 A. The Bumpers College Faculty shall meet at least once each spring and fall semester.
- 171
- 172 B. Additional meetings may be called by the Chair of the Bumpers College Faculty, the Dean, the  
173 Faculty Council, or by a written request signed by at least 15 Faculty members representing at least  
174 three (3) academic units of the Bumpers College. This request should be submitted to the Chair of  
175 the Bumpers College Faculty. Meetings called by written request of the Faculty shall be  
176 scheduled within 10 working days of the receipt of the request.  
177
- 178 C. An agenda for all meetings and relevant committee reports must be circulated to the Faculty at least  
179 five (5) working days prior to the meeting.  
180
- 181 D. Any reports of a standing committee or special committee requiring action or approval by the  
182 Bumpers College Faculty shall be submitted in whole or by way of summary by the appropriate  
183 committee Chair to the Faculty Chair at least seven (7) working days prior to the Bumpers College  
184 Faculty meeting at which said reports are to be considered.  
185
- 186 E. A quorum shall consist of 40 percent of the voting Faculty members.  
187
- 188 F. Issues of import shall be decided by either of:  
189
- 190 1. Request by 25 Faculty members representing at least four (4) academic units. Requests  
191 from the Faculty and the motion must be submitted to the Faculty Chair in writing.  
192
  - 193 2. An approved motion in a meeting of the Bumpers College Faculty or Faculty Council.  
194
  - 195 3. At the discretion of the Chair of the Faculty Council.  
196

197 Issues of import will be resolved by ballot of the voting Faculty.  
198

199 The Faculty Chair will submit the ballot to the Faculty within ten (10) working days of the receipt  
200 of the written request or the date of the College Faculty meeting or Faculty Council meeting when it  
201 was determined that a ballot was in order. Ballots shall be returned to the Faculty Chair within ten  
202 (10) working days from the date of the ballot submission to the Faculty. Ballots shall be validated  
203 by the Chair and Chair-Elect. The Faculty Chair may appoint a committee or the Administrative  
204 Secretary to conduct the balloting.  
205

206 A decision can be reached only if a quorum of 40 percent of the voting Faculty have returned  
207 ballots within the designated time frame.

208  
209 Balloting should be conducted by the Administrative Secretary, if requested to, in a manner that  
210 does not disclose how individual faculty have voted. All forms of balloting, including electronic,  
211 are permitted as long as voter confidentiality is maintained.  
212

213 G. Order of Business

- 214 1. Approval of Agenda
- 215  
216 2. Consideration of minutes (draft minutes of the previous meeting shall be made available to  
217 Faculty members within 30 working days after regular Faculty meetings)
- 218  
219 3. Reports by the Administration
- 220  
221 4. Report of the Faculty Council
- 222  
223 5. Reports of standing committees
- 224  
225 6. Reports of special committees
- 226  
227 7. Old business
- 228  
229 8. New business
- 230  
231 9. Announcements
- 232  
233

234  
235 **Article VII**

236 Charge and Responsibilities of Committees

237  
238 Governance of the Bumpers College Faculty and term of office for members and officers of Bumpers  
239 College standing committees will be on a calendar-year basis.

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241 A. Faculty Council

- 242  
243 1. Purpose and Functions: The Faculty Council is the primary voice of the Bumpers College  
244 Faculty and for communicating with the Administration. The Faculty Council functions  
245 to represent, with the authority to act for the Bumpers College Faculty, in all matters  
246 pertaining to the mission of the Bumpers College and to approve or coordinate the work of  
247 the standing Faculty committees.  
248
- 249 2. Responsibilities to Faculty: The Faculty Council has an obligation to keep the Faculty  
250 informed of agenda items and current issues. Faculty elected to the Faculty Council  
251 should be those who represent their academic units and, while having a right to individual  
252 opinions and viewpoints, have a primary responsibility of representing the sponsoring  
253 academic unit. Main issues within each unit will be communicated to ensure the entire  
254 Faculty has a sense of involvement and a voice in the issues.  
255
- 256 3. Organization and Operation of the Committee: The Faculty Council shall consist of one

257 (1) representative, who has voting privileges, elected by the Faculty of each academic unit  
258 in the College. The Faculty Council shall be headed by the Chair and Chair-Elect. The  
259 Chair-Elect is a non-voting member of the Faculty Council. The Chair may vote only to  
260 break a tie and should do so in a manner that will not lessen the confidence of the Faculty  
261 Council in his/her impartiality. Non-voting, ex-officio members shall include the Dean,  
262 Associate Dean, and the Director of the Experiment Station or their designees.  
263

264 A nominating committee consisting of at least three (3) members of the Faculty Council  
265 appointed by the Chair shall submit to College Faculty a slate of at least three (3) Faculty  
266 for the position of Chair-Elect. Prior to the submission of the slate of candidates, there  
267 will be an open call for nominations from the College Faculty at large. Nominations from  
268 the College Faculty should be submitted in writing and will require signatures of at least  
269 seven (7) members of the voting Faculty. A ballot will be conducted for this election by  
270 the nominating committee or by its designee. Elections for the Faculty Officers and the  
271 members of the Faculty Council should be conducted at least three (3) weeks prior to the  
272 end of the fall semester so winning candidates can be presented to the College Faculty at  
273 the fall Faculty meeting. A simple majority of votes cast is required for election. A  
274 quorum of total voting faculty is required to make the ballot official. A runoff election  
275 between the two candidates receiving the most votes will be conducted in the event no  
276 candidate receives a majority in the first election. In the event the Faculty elected to the  
277 positions of Chair or Chair-Elect were already sitting members of the Faculty Council, the  
278 academic units they were elected to represent shall hold a special election to select a  
279 replacement for the duration of the original term on the Faculty Council. All Members of  
280 the Faculty Council will serve two (2) year terms with the Chair-Elect serving the second  
281 year of his/her term as Chair. Terms will begin on January 1. There are no limits to the  
282 number of terms that an individual may serve.  
283

284 The nominating committee will conduct elections for those campus governance positions  
285 whose elections are in the purview of the College. There will be an open call for  
286 nominations from the College Faculty at large. Nominations from the College Faculty  
287 require support of at least two (2) members of the voting Faculty. Balloting for these  
288 elections will be conducted by the nominating committee or by its designee.  
289

290 A quorum for Faculty Council meetings shall consist of a simple majority of the voting  
291 members. The meetings of the Faculty Council shall be open. Agendas for the meetings  
292 will be distributed to each Faculty member five (5) working days prior to each meeting.  
293 Upon approval, minutes of the meetings will be made available within 10 working days to  
294 each member of the College Faculty. Any Faculty member may request consideration of  
295 Faculty matters by the Faculty Council and may request to appear before the Committee  
296 regarding such matters. All requests should be directed to the Faculty Chair.  
297

298 Action of the Faculty Council shall be reported to the College Faculty at regularly  
299 scheduled Faculty meetings for informational purposes. Any action taken for the Faculty  
300 may, upon receipt of a petition by the Faculty Chair signed by 15 members of the voting  
301 Faculty within 10 working days of distribution of the minutes reporting the action, be  
302 placed on the agenda of a special general Faculty meeting for action by the College Faculty  
303 as a committee of the whole. Action by the committee of the whole supersedes the  
304 authority of the Faculty Council.  
305  
306  
307

308 B. Promotion and Tenure  
309

310 1. Purpose and Function: To evaluate credentials of candidates for promotion, tenure,  
311 and/or appointment to University Professor or Distinguished Professor and to recommend  
312 to the Dean, Director of the Agricultural Experiment Station, and Director of Extension (as  
313 appropriate) a course of action. A Director is advised by the committee if a candidate  
314 currently has a nonzero assignment to the Director's administrative area.  
315

316 2. Organization and Operation: Committee selection and composition are defined in  
317 Paragraph II.C. of the College Personnel Document. Each unit must elect their  
318 representative by April 15. The committee will convene for evaluating candidacies  
319 between November 13 and November 19 of any given year. The committee, at their sole  
320 discretion, can set another date for meeting to accommodate exceptional circumstances.  
321

322 Between April 16 and April 30 of each year, the Faculty Council Chair will conduct an  
323 election for the Promotion and Tenure Committee Chair. The committee chair will be  
324 elected by and from the members of that year's committee.  
325

326 Voting on all candidates for recommendations of promotion, tenure, and/or appointment to  
327 University Professor or Distinguished Professor will be by secret ballot.

328 Recommendation votes will be collected and tabulated immediately after a candidate is  
329 presented and discussed. The results will be made known to the committee immediately.  
330 At the request of a committee member any time before the meeting is adjourned, the  
331 committee will re-vote on a candidate. A simple majority of the votes cast approving a  
332 candidate will constitute a positive recommendation. Absentee ballots and abstaining  
333 votes will not be tallied. The last vote taken on a candidate is the vote of record.  
334

335 The committee, after consideration of all recommendations, will provide a written report of  
336 its recommendations to the Dean and Directors, as appropriate, regarding promotion,  
337 tenure, and/or appointment to University Professor or Distinguished Professor for each set  
338 of credentials presented for review. The written report will include the actual vote count  
339 for each recommendation. A copy of the written report will be sent to the candidate at the  
340 same time it is sent to the Dean and relevant Directors.  
341

342 The operation of the Committee will be further guided by the current Personnel Document  
343 and Campus and UA Board Policies.  
344

345 C. Curriculum  
346

347 1. Purpose and Function: To review curriculum proposals received from the academic units  
348 and/or Faculty; to initiate curriculum proposals; and to investigate, study, and review  
349 curriculum issues. Activities and recommendations of the committee will be forwarded to  
350 the Faculty Council for review and approval.  
351

352 2. Organization and Operation: The Curriculum Committee shall consist of the  
353 Agricultural, Food and Life Sciences (AFLS) Curriculum Subcommittee and the Human  
354 Environmental Sciences (HESC) Curriculum Subcommittee. The voting membership of  
355 the AFLS Curriculum Subcommittee shall consist of one (1) Faculty representative from  
356 each agricultural academic unit and one (1) voting member from Agricultural Statistics.  
357 The term of appointment will be for two (2) years. Members will be selected by the  
358 agricultural academic units with one-half the agricultural academic units selecting their

359 representatives each year. The committee chair will be elected by and from the members  
360 of that year's committee and will have voting rights on all issues. The Dean, Associate  
361 Dean, and the individual(s) performing degree audits and clearances shall serve as  
362 non-voting, ex-officio members. The Chair of the HESC Curriculum Subcommittee shall  
363 also serve as a non-voting, ex-officio member of the AFLS Curriculum Subcommittee.  
364

365 The voting membership for the HESC Curriculum Subcommittee shall consist of two (2)  
366 faculty representatives from each academic program within the School of Human  
367 Environmental Sciences, hereafter referred to as the School. The term of appointment  
368 will be for two (2) years with one-half of the program representatives being selected each  
369 year. The committee chair will be elected by and from the members of that year's  
370 committee and will not have voting rights. The Dean, Associate Dean, Director of the  
371 School, and the individual(s) performing degree audits and clearances shall serve as  
372 non-voting, ex-officio members. The Chair of the AFLS Curriculum Subcommittee shall  
373 also serve as a non-voting, ex-officio member of the HESC Curriculum Subcommittee.  
374

375 For each subcommittee, a quorum shall consist of two-thirds (2/3) of the voting members.  
376 A quorum must be present to conduct formal business. A chair will be elected at the first  
377 meeting of each year. A committee member may designate a Faculty substitute to attend  
378 specific meetings with the substitute having full membership and voting rights.  
379

380 Responsibilities to Faculty: The members of this committee have the responsibility to  
381 report committee deliberations and actions to the Faculty of the academic unit that they  
382 represent.  
383

#### 384 D. Scholarship

- 385
- 386 1. Purpose and Function: To review and recommend undergraduate students for  
387 consideration as recipients of financial scholarships from Bumpers College funds, except  
388 when selection is restricted by the donor. Activities of the committee will be reported to  
389 the Faculty Council for review, and the Dean for approval of recommended actions. The  
390 Dean's Office will provide a report of initial and final scholarship recipients and rationale  
391 for any deviations from original recommendations.  
392
  - 393 2. Organization and Operation: The committee shall consist of one (1) Faculty  
394 representative from each academic unit, the Dean or his/her designee, and the College  
395 Scholarship Officer. Each academic unit shall select their Faculty representative.  
396 Faculty members shall serve three (3)-year terms with one-third (1/3) of the members  
397 replaced each year. The committee chair will be elected by and from the members of that  
398 year's committee and will have voting rights on all issues. The chair may delegate  
399 committee coordination responsibilities to the College Scholarship Officer. The Dean or  
400 his/her designee and the College Scholarship Officer shall serve as non-voting, ex-officio  
401 members.  
402

403 A committee member may designate a substitute (Faculty or non-Faculty) to attend  
404 specific meetings with the substitute having full membership and voting rights.  
405

#### 406 E. Awards

- 407
- 408 1. Purpose and Function: To select recipients of Bumpers College academic awards and,  
409 when requested, to assist the leadership of the Bumpers College and the Division of



410 Agriculture in the selection of recipients of Division awards and honors. Activities of the  
411 committee will be reported to the Faculty Council.  
412

413 2. Organization and Operation: The committee shall consist of one (1) Faculty  
414 representative from each academic unit, and a representative from the Dean's office as  
415 designated by the Dean. Each academic unit shall select their faculty representative.  
416 Faculty members shall serve three (3)-year terms with one-third (1/3) of the members  
417 selected from their respective units each year. The committee chair will be elected by and  
418 from the members of that year's committee and will have voting rights on all issues. The  
419 chair may delegate committee coordination responsibilities to the Dean's office  
420 representative. The Dean's office representative shall serve as a non-voting, ex-officio  
421 member of the committee.  
422

423 A committee member may designate a Faculty substitute to attend specific meetings with  
424 the substitute having full membership and voting rights.  
425  
426

### 427 **Article VIII**

#### 428 Procedure to Revise Bylaws 429

430 The Bylaws of the Faculty of the Dale Bumpers College of Agricultural, Food and Life Sciences,  
431 University of Arkansas-Fayetteville may be amended by the following process. Faculty Council or the  
432 Faculty Council Chair, at their discretion, may deem a review and possible revision of the Bumpers College  
433 Faculty Bylaws necessary at any time. Review and possible revision of the Bumpers College Faculty  
434 Bylaws may also be initiated by a formal motion introduced to the Faculty Council by either its own  
435 membership or by a petition signed by at least 15 Faculty members representing at least three (3) academic  
436 units of the Bumpers College. Approval by the Faculty Council requires at least a two-thirds (2/3)  
437 majority. Subsequent to approval by the Faculty Council, the motion(s) will be presented to the Faculty as  
438 a whole at a College Faculty meeting for discussion. A ballot will be conducted within 20 working days of  
439 the College Faculty meeting where the motion(s) were presented. Final approval will require a two-thirds  
440 (2/3) majority of the Faculty votes cast. Rules guiding ballots as discussed in Article VI.F. shall be in  
441 place for this election procedure. Approved motions will take effect immediately following final approval  
442 unless otherwise stated in the motion.  
443

444 Changes to these articles and other Bumpers College governance documents for the sole purpose of  
445 bringing them into compliance with higher-order documents (e.g., Board of Trustees Policies, Provost's  
446 Academic Policy Series, Faculty Handbook, and/or College Personnel Document) may be enacted with a  
447 two-thirds (2/3) vote of the Faculty Council. All compliance changes approved by the Faculty Council  
448 shall be reported to the Faculty.  
449

450 Original Bylaws passed 13 Oct. 996. Revised: 2 May 1997, 14 Nov 1997, 18 Jun 2001, 14 May 2003, 25  
451 May 2005, 21 Dec 2005, 22 May 2007, and 18 Dec 2012.