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College Faculty BY LAWS
Dale Bumpers College of Agricultural, Food and Life Sciences
University of Arkansas - Fayetteville

- I. Name
- II. Purpose
- III. Faculty Membership
- IV. Faculty Authority and College Structure
- V. Officers and Leadership
- VI. Rules and Procedures of College Faculty Meetings
- VII. Charge and Responsibilities of Committees
- VIII. Procedures to Revise By-Laws

ARTICLES

Article I
Name

The name of this assembly shall be the Faculty of the Dale Bumpers College of Agricultural, Food and Life Sciences, University of Arkansas—Fayetteville.

Article II
Purpose and Procedures

- A. These articles are created to define precisely the form and substance of academic governance within the College, and to foster an academic environment of shared leadership dedicated to the acquisition and transfer of knowledge.
- B. These articles supplement the *College Personnel Document* and the *University Policies* as presented in the current *Faculty Handbook* and further described in *Board Policy*. Order of precedence is the Board of Trustees Policy, Faculty Handbook, College Personnel Document and the By-Laws of the College. In addition, *Robert's Rules of Order Revised* shall apply to the extent that its provisions are not inconsistent with the *University Policies* or these articles.

Article III
Faculty Membership

Membership in the Faculty of the Dale Bumpers College of Agricultural, Food, and Life Sciences, hereafter identified as the College Faculty, shall be those individuals who hold academic rank (tenured or non-tenured) within an academic unit in the College, who are located on the Fayetteville campus and who hold half-time or greater appointments (i.e., the total of teaching, research and extension appointments must be at least 50%). Academic rank is defined by UA board Policy 405.1. Voting privileges may also be granted to individuals not meeting these criteria (including off-campus Extension and Experiment Station Faculty) through recommendation by the academic unit and a successful petition to the Faculty Council.

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

43 **Article IV**

44 Faculty Responsibilities, Authority and Committee Structure

45 A. Authority and Responsibilities. The rights, ethics and responsibilities of the College
46 Faculty shall be those specified in Article I of the Articles of Local Campus Government
47 for the University of Arkansas, Fayetteville and specified in Board Policy 810.1, revised
48 November 11, 1988. The College Faculty's authority, as delegated by the Board of
49 Trustees, is derived from Article I and is of two types: direct, in which the Faculty has
50 the essential decision making authority and responsibility, and advisory, in which the
51 Faculty counsels with the person or officer with ultimate decision-making authority and
52 may make recommendations.

53 1. Direct authority and responsibilities. The College Faculty has essential decision-
54 making authority in matters directly related to College programs, including but
55 not limited to:

- 56 a. admission requirements
- 57 b. curriculum and courses
- 58 c. degrees and requirements for degrees
- 59 d. academic awards and scholarships
- 60 e. interpretation of its own legislation and policies
- 61 f. articulation and maintenance of standards of academic performance.
- 62 g. determination of an appropriate Faculty standing committee structure

63 2. Advisory authority and responsibility. The College Faculty has advisory
64 responsibility by which it participates cooperatively with the College
65 Administration and other persons in matters such as:

- 66 a. development of students' rights and responsibilities and other student
67 affairs
- 68 b. policies regarding Faculty status, including appointments, promotions,
69 granting tenure, retirement, non-reappointment and dismissal.
- 70 c. policies affecting the general welfare, working conditions and services
71 performed by and for the Faculty.

- 72 d. policies relating to academic, professional research and other scholarly
73 and creative activities including issues of ethics and Faculty misconduct.
- 74 e. use of College facilities for program activities
- 75 f. budget and resource allocation
- 76 g. planning, including capital expenditures and physical facilities
- 77 h. determination of the other ad hoc College committees
- 78 i. College honors including outstanding alumnus(a) award
- 79 B. The Standing committees of the Faculty shall be:
- 80 1. Faculty Council
- 81 2. Promotion and Tenure
- 82 3. Curriculum
- 83 4. Scholarship
- 84 5. Awards
- 85 C. The Dean or Faculty, with guidance from the Faculty Council, shall establish additional
86 committees with appropriate responsibilities as necessary.
- 87 D. All standing and ad hoc committees have the right to supplement the By-Laws with
88 additional rules on organization and operation as long as they are not inconsistent with
89 the By-Laws.

90 **Article V**
91 **Officers and Leadership**

- 92 A. The Chair of the College Faculty shall be the Chair of the Faculty Council. The Chair or
93 his/her designate (usually the Chair-Elect) shall preside at College Faculty meetings.
94 Term of office will be one (1) year.
- 95 B. The Chair-Elect of the College Faculty shall be the Chair-Elect of the Faculty Council.
96 The Chair-Elect succeeds the Chair upon the completion of the Chair's term of office or
97 whenever the Chair is unable to serve or fulfill the duties of office.
- 98 C. The Chair of the College Faculty shall appoint a member of the Faculty to the office of
99 Parliamentarian at the first spring semester meeting. The parliamentarian shall serve a
100 one year term and is eligible for re-appointment.
- 101 D. The Chair of the College Faculty, in consultation with the Dean, shall appoint an
102 Administrative Secretary of the College Faculty. The Administrative Secretary will

103 perform record keeping duties for both the Faculty Council and the College Faculty,
104 including the maintenance of an accurate list of the voting Faculty by academic unit. The
105 Secretary shall serve a one year term, with unlimited reappointment.

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Article VI

Rules and Procedures of College Faculty Meetings

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A. The Faculty shall meet at least once each spring and fall semester.

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B. Additional meetings may be called by the Chair of the College Faculty, the Dean, the
Faculty Council, or by a written request signed by at least 15 Faculty members
representing at least three (3) academic units of the College. This request should be
submitted to the Chair of the College Faculty. Meetings called by written request of the
Faculty shall be scheduled within 10 working days of the receipt of the request.

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C. An agenda for all meetings and relevant committee reports must be circulated to the
Faculty at least five (5) working days prior to the meeting.

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D. Any reports of a standing committee or special committee requiring action or approval by
the College Faculty shall be submitted in whole or by way of summary by the appropriate
committee Chair to the Faculty Chair at least 7 working days prior to the College Faculty
meeting at which said reports are to be considered. Annual reports of committee activity
are due by December 15 each year.

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E. A quorum shall consist of 40 percent of the voting Faculty members.

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F. Issues of import can be decided by ballot of the voting Faculty. Opportunities for a ballot
shall arise by:

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1. Request by 25 Faculty members representing at least four (4) academic units.
Requests from the Faculty and the motion must be submitted to the Faculty Chair
in writing;

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2. An approved motion in a meeting of the College Faculty or Faculty Council.

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

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

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Balloting should be conducted in a manner that does not disclose how individual Faculty
have voted.

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G. Order of Business

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1. Approval of Agenda

- 141 2. Consideration of minutes (minutes of the previous meeting shall be made
142 available to Faculty members within 10 working days after regular Faculty
143 meetings)
- 144 3. Report of the Dean
- 145 4. Report of the Faculty Council
- 146 5. Reports of standing committees
- 147 6. Reports of special committees
- 148 7. Unfinished business
- 149 8. New business
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- 151 9. Announcements

152 **Article VII**

153 Charge and Responsibilities of Committees

154 Governance of the College Faculty and term of office for members and officers of
155 DBCAFLS standing committees will be on a calendar-year basis.

156 A. Faculty Council

- 157 1. Purpose and Functions: To represent, with the authority to act for the College
158 Faculty, in all matters pertaining to the mission of the College and to approve or
159 coordinate the work of the standing Faculty committees.
 - 160 2. Responsibilities to Faculty: The Faculty Council has an obligation to keep the
161 Faculty informed of agenda items and current issues. Faculty elected to the
162 Faculty Council should be those who represent their academic units and while
163 having a right to individual opinions and viewpoints, have a primary responsi-
164 bility of representing the sponsoring academic unit. Main issues within each unit
165 will be communicated to ensure the entire Faculty has a sense of involvement and
166 a voice in the issues.
 - 167 3. Organization and Operation of the Committee: The Faculty Council shall consist
168 of one representative, who has voting privileges, elected by the Faculty of each
169 academic unit in the College. The Faculty Council shall be headed by the Chair
170 and Chair-Elect. The Chair and Chair-Elect are voting members of the Faculty
171 Council, but the Chair should exercise voting privileges under conditions that
172 will not lessen the confidence of the council in his/her impartiality. Non-voting,
173 ex-officio members shall include the Dean, the Associate Director of the
174 Experiment Station and the Associate Dean of Academic Programs.
- 175 A nominating committee from the Faculty Council appointed by the Chair shall
176 submit to College Faculty a slate of at least three Faculty for the position of
177 Chair-Elect. Prior to the submission of the slate of candidates, there will be an
178 open call for nominations from the College Faculty at large. Nominations from

179 the College Faculty should be submitted in writing and will require signatures of
180 at least seven members of the voting Faculty. A ballot will be conducted for this
181 election by the nominating committee. Elections for the Faculty Officers and the
182 members of the Faculty Council should be conducted at least three (3) weeks
183 prior to the end of the fall semester so winning candidates can be presented to the
184 College Faculty at the fall Faculty meeting. A simple majority of votes cast is
185 required for election. A runoff election between the two candidates receiving the
186 most votes will be conducted in the event no candidate receives a majority in the
187 first election. In the event the Faculty elected to the positions of Chair or Chair-
188 Elect were already sitting members of the Faculty Council, the academic units
189 they were elected to represent shall hold a special election to select a replacement
190 for the duration of the original term on the Faculty Council. All Members of the
191 Faculty Council will serve two year terms with the Chair-Elect serving the
192 second year of his/her term as Chair. Terms will begin on January 1. There are
193 no limits to the number of terms that an individual may serve.

194 The nominating committee will conduct elections for those campus governance
195 positions whose elections are in the purview of the College. There will be an
196 open call for nominations from the College Faculty at large. Nominations from
197 the College Faculty require support of at least two members of the voting
198 Faculty. Balloting for these elections will be conducted by the nominating
199 committee.

200 A quorum for Faculty Council meetings shall consist of a majority of the voting
201 members. The meetings of the Faculty Council shall be open. Agendas for the
202 meetings will be distributed to each Faculty member five (5) working days prior
203 to each meeting. Minutes of the meetings will be distributed within 10 working
204 days to each member of the College Faculty. Any Faculty member may request
205 consideration of Faculty matters by the Faculty Council and may request to
206 appear before the Committee regarding such matters. All requests should be
207 directed to the Faculty Chair.

208 Action of the Faculty Council shall be reported to the College Faculty at
209 regularly scheduled Faculty meetings for informational purposes. Any action
210 taken for the Faculty may, upon receipt of a petition by the Faculty Chair signed
211 by 15 members of the voting Faculty within 10 working days of distribution of
212 the minutes reporting the action, be placed on the agenda of a special general
213 Faculty meeting for action by the College Faculty as a committee of the whole.
214 Action by the committee of the whole supersedes the authority of the Faculty
215 Council.

216 B. Promotion and Tenure

217 1. Purpose and Function: To evaluate credentials of candidates for promotion and
218 tenure and to recommend to the Dean a course of action.

219 2. Organization and Operation: Committee selection and composition are defined in
220 Paragraph II.C. of the AFLS Personnel Document.

221 By November 15 of each year the Faculty Council Chair will conduct an election
222 of the Promotion and Tenure Committee chair. The committee chair will be
223 elected by and from the members of that year's committee.

224 Voting on all candidates for recommendations of promotion, tenure, and
225 appointment to University Professor or Distinguished Professor will be by secret
226 ballot. Recommendation votes will be collected and tabulated immediately after
227 a candidate is presented and discussed. The results will be made known to the
228 committee immediately. At the request of a committee member any time before
229 the meeting is adjourned, the committee will re-vote on a candidate. A simple
230 majority of the votes cast approving a candidate will constitute a positive
231 recommendation. Absentee ballots and abstaining votes will not be tallied.

232 The committee, after consideration of all recommendations, will provide a
233 written report of its recommendations to the Dean regarding promotion and/or
234 tenure for each set of credentials presented for review. The written report will
235 include the actual vote count for each recommendation.

236 The operation of the Committee will be further guided by the current Personnel
237 Document and the University Policies.

238 C. Curriculum

239 1. Purpose and Function: To review curriculum proposals received from the
240 academic units and/or Faculty; to initiate curriculum proposals; and to
241 investigate, study and review curriculum issues. Activities and recommendations
242 of the committee will be forwarded to the Faculty Council for review and
243 approval.

244 2. Organization and Operation: The Curriculum Committee shall consist of the
245 AFLS Curriculum Subcommittee and the HES Curriculum Subcommittee. The
246 voting membership of the AFLS Curriculum Subcommittee shall consist of one
247 Faculty representative from each agricultural academic unit and one voting
248 member from Agricultural Statistics. The term of appointment will be for two
249 years. Members will be selected by the agricultural academic units with one-half
250 the agricultural academic units selecting their representatives each year. The
251 Dean and the Associate Dean of Academic Programs shall serve as non-voting
252 members. The Chair of the HES Curriculum Subcommittee shall serve as a non-
253 voting ex-officio member.

254 The voting membership of the HES Curriculum Subcommittee shall consist of
255 two faculty representatives from each academic program within the School, and
256 the Director of the School. The term of appointment will be for two years with
257 one-half of the program representatives being selected each year. Non-voting
258 members shall include one undergraduate and one graduate student from the
259 School, the individual reviewing senior checks for the School, and the Dean and
260 Associate Dean of Academic Programs. The Chair of the AFLS Curriculum
261 Subcommittee will serve as a non-voting ex-officio member of the HES
262 Curriculum Subcommittee.

263 For each subcommittee, a quorum shall consist of 2/3 of the voting members. A
264 quorum must be present to transact business. A chair will be elected at the first

265 meeting of each year. A committee member may designate a substitute to attend
266 specific meetings with the substitute enjoying full membership rights.

267 Responsibilities to Faculty: The members of this committee have the
268 responsibility to report committee deliberations and actions to the Faculty of the
269 academic unit that they represent.

270 D. Scholarship

271 1. Purpose and Function: To select undergraduate scholarship recipients for the
272 College except when selection is restricted by the donor. Activities of the
273 committee will be reported to the Faculty Council for review.

274 2. Organization and Operation: The committee shall consist of a representative
275 from each academic unit, the Associate Dean of Academic Programs and the
276 Coordinator of Student Affairs. The Associate Dean shall serve as the Chair of
277 the Committee. Each academic unit shall select their Faculty representative.
278 Faculty members shall serve 3 year terms with 1/3 of the members replaced each
279 year.

280 E. Awards

281 1. Purpose and Function: To select recipients of College academic awards and,
282 when requested, to assist the DBCAFLS and Division of Agriculture leadership
283 in the selection of recipients of Division awards and honors. Activities of the
284 committee will be reported to the Faculty Council.

285 2. Organization and Operation: The committee shall consist of one Faculty
286 representative from each academic unit, and one Faculty representative from the
287 Dean's office. Each academic unit shall select a representative. Faculty
288 members shall serve three-year terms with 1/3 of the members replaced each
289 year. The Dean's representative shall serve as chair of the committee.

290 **Article VIII**

291 Procedure to Revise By-Laws

292 The By-Laws of the Faculty of the Dale Bumpers College of Agricultural, Food, and Life
293 Sciences, University of Arkansas-Fayetteville may be amended by the following process. Formal
294 motions may be introduced to the Faculty Council by either its own membership or by a petition
295 signed by at least 15 Faculty members representing at least three (3) academic units of the
296 College. Approval by the Faculty Council requires at least a two-thirds (2/3) majority.
297 Subsequent to approval by the Faculty Council, the motions will be presented to the Faculty as a
298 whole at a College Faculty meeting for discussion. A ballot will be conducted within twenty (20)
299 working days of the College Faculty meeting where the motions were presented. Final approval
300 will require a two-thirds (2/3) majority of the Faculty votes cast. Rules guiding ballots as
301 discussed in Article VI. F. shall be in place for this election procedure. Approved motions will
302 take effect immediately following final approval unless otherwise stated in the motion.

303 Changes to these articles and other College governance documents for the sole purpose of
304 bringing them into compliance with higher order documents (e.g., Board of Trustees Policy,
305 Faculty Handbook, and Personnel Document) may be enacted with a 2/3 vote of the Faculty

306 Council. All compliance changes approved by the Faculty Council shall be reported to the
307 Faculty.

308 Original By-Laws passed 13 Oct 1996. Revised: 2 May 1997, 14 Nov 1997, 18 Jun 2001, 14
309 May 2003, 25 May 2005, 21 Dec 2005, and 22 May 2007.