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

ARTICLES

Article I
Name

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

Article II
Purpose and Procedures

A. These articles are created to define the form and substance of academic governance with Bumpers College, and to foster an academic environment of shared leadership, dedicated to the acquisition and transfer of knowledge.

B. These articles supplement the Bumpers College Personnel Document and the University Policies as presented in the Provost’s Academic Policy Series, the current Faculty Handbook, and further described in University of Arkansas Board of Trustees Policies. Order of precedence is the Board of Trustees Policies, Provost’s Academic Policy Series and Faculty Handbook, Bumpers College Personnel Document and the Bylaws of the Bumpers College Faculty. 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 Bumpers College Faculty shall be those individuals who hold academic rank 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%), excluding administrators. 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 and administrators) through recommendation by the academic unit and successful petition to
Faculty in each academic unit shall annually compile and submit a list of voting members in response to a request by the Faculty Administrative Secretary. The updated list will be submitted by January 15 of each year. Any changes in the list should be communicated to the Administrative Secretary as they occur. Only voting members may be elected to offices within the College Faculty.

**Article IV**

Faculty, Responsibilities, Authority and Committee Structure

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

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

   a. admission requirements

   b. curriculum and courses

   c. degrees and degree requirements

   d. academic awards

   e. interpretation of its own legislation and policies

   f. articulation and maintenance of standards of academic performance

   g. determination of an appropriate Faculty standing committee structure

2. Advisory authority and responsibilities. The Bumpers College Faculty has the responsibility to provide input, advice, and recommendations to Administration leadership in matters such as:

   a. development of students’ rights and responsibilities and other student affairs

   b. policies regarding Faculty status, including recommendations for appointments, promotions, granting tenure, retirement, non-reappointment and dismissal

   c. selection of academic scholarships

   d. policies affecting the general welfare, working conditions and services performed by and for the Faculty
e. policies relating to academic, professional research and other scholarly and  
creative activities including issues of ethics and Faculty misconduct

f. use of Bumpers College facilities for program activities

g. budget and resource allocation

h. planning, including capital expenditures and physical facilities

i. input on convening other and ad hoc Bumpers College committees

j. recommendations of recipients for Bumpers College honors

B. The Standing committees of the Faculty shall be:

1. Faculty Council

2. Promotion and Tenure

3. Curriculum

4. Scholarship

5. Awards

C. The Dean or the Faculty Council, upon mutual consultation, shall establish additional committees  
with appropriate responsibilities as necessary.

D. All standing and ad hoc committees should develop specific operating guidelines for that  
committee which augment, specify, or clarify the Bumpers College Faculty Bylaws with the  
approval of the Faculty Council; these guidelines may not countermand, supersede, or be  
inconsistent with the Bumpers College Faculty Bylaws.

E. The Bumpers College Faculty have elected representation on the University’s Faculty Senate with  
the role and responsibility to represent Bumpers College Faculty rather than being guided by  
individual opinion and shall report Faculty Senate activities to the Faculty Council.

Article V

Officers and Leadership

A. The Chair of the Bumpers College Faculty shall be the Chair of the Faculty Council. The Chair or  
his/her designate (usually the Chair-Elect) shall preside at Bumpers College Faculty meetings.  
Term of office will be one (1) year.

B. The Chair-Elect of the Bumpers College Faculty shall be the Chair-Elect of the Faculty Council.  
The Chair-Elect succeeds the Chair upon the completion of the Chair’s term of office or whenever  
the Chair is unable or unwilling to serve or fulfill the duties of office.

C. The Chair of the Bumpers College Faculty shall appoint a member of the Faculty to the position of  
Parliamentarian at the first spring semester meeting of the Faculty Council. The Parliamentarian
shall serve a one (1) year term and is eligible for re-appointment.

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

Article VI
Rules and Procedures of College Faculty Meetings

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

B. Additional meetings may be called by the Chair of the Bumpers 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 Bumpers College. This request should be submitted to the Chair of the Bumpers College Faculty. Meetings called by written request of the Faculty shall be scheduled within 10 working days of the receipt of the request.

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.

D. Any reports of a standing committee or special committee requiring action or approval by the Bumpers College Faculty shall be submitted in whole or by way of summary by the appropriate committee Chair to the Faculty Chair at least seven (7) working days prior to the Bumpers College Faculty meeting at which said reports are to be considered.

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

F. Issues of import shall be decided by either of:

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.

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

3. At the discretion of the Chair of the Faculty Council.

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

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 or the Administrative Secretary to conduct the balloting.
A decision can be reached only if a quorum of 40 percent of the voting Faculty have returned ballots within the designated time frame.

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

G. Order of Business

1. Approval of Agenda

2. Consideration of minutes (draft minutes of the previous meeting shall be made available to Faculty members within 30 working days after regular Faculty meetings)

3. Reports by the Administration

4. Report of the Faculty Council

5. Reports of standing committees

6. Reports of special committees

7. Old business

8. New business

9. Announcements

Article VII

Charge and Responsibilities of Committees

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

A. Faculty Council

1. Purpose and Functions: The Faculty Council is the primary voice of the Bumpers College Faculty and for communicating with the Administration. The Faculty Council functions to represent, with the authority to act for the Bumpers College Faculty, in all matters pertaining to the mission of the Bumpers College and to approve or coordinate the work of the standing Faculty committees.

2. Responsibilities to Faculty: The Faculty Council has an obligation to keep the Faculty informed of agenda items and current issues. Faculty elected to the Faculty Council should be those who represent their academic units and, while having a right to individual opinions and viewpoints, have a primary responsibility of representing the sponsoring academic unit. Main issues within each unit will be communicated to ensure the entire Faculty has a sense of involvement and a voice in the issues.

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

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

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

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

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

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

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

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

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

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

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

C. Curriculum

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

2. Organization and Operation: The Curriculum Committee shall consist of the Agricultural, Food and Life Sciences (AFLS) Curriculum Subcommittee and the Human Environmental Sciences (HESC) Curriculum Subcommittee. The voting membership of the AFLS Curriculum Subcommittee shall consist of one (1) Faculty representative from each agricultural academic unit and one (1) voting member from Agricultural Statistics. The term of appointment will be for two (2) years. Members will be selected by the agricultural academic units with one-half the agricultural academic units selecting their
representatives each year. The committee chair will be elected by and from the members of that year’s committee and will have voting rights on all issues. The Dean, Associate Dean, and the individual(s) performing degree audits and clearances shall serve as non-voting, ex-officio members. The Chair of the HESC Curriculum Subcommittee shall also serve as a non-voting, ex-officio member of the AFLS Curriculum Subcommittee.

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

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

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

D. Scholarship

1. Purpose and Function: To review and recommend undergraduate students for consideration as recipients of financial scholarships from Bumpers College funds, except when selection is restricted by the donor. Activities of the committee will be reported to the Faculty Council for review, and the Dean for approval of recommended actions. The Dean’s Office will provide a report of initial and final scholarship recipients and rationale for any deviations from original recommendations.

2. Organization and Operation: The committee shall consist of one (1) Faculty representative from each academic unit, the Dean or his/her designee, and the College Scholarship Officer. Each academic unit shall select their Faculty representative. Faculty members shall serve three (3)-year terms with one-third (1/3) of the members replaced each year. The committee chair will be elected by and from the members of that year’s committee and will have voting rights on all issues. The chair may delegate committee coordination responsibilities to the College Scholarship Officer. The Dean or his/her designee and the College Scholarship Officer shall serve as non-voting, ex-officio members.

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

E. Awards

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

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

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

Article VIII

Procedure to Revise Bylaws

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

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