

**Division of Agricultural Sciences and Natural Resources  
Faculty Council Bylaws**

**PURPOSE**

The Division of Agricultural Sciences and Natural Resources Faculty Council (AFC) serves as a representative body for faculty of the Division of Agricultural Sciences and Natural Resources (DASNR) of Oklahoma State University. The AFC's mission is to participate in an advisory and referral capacity to the Dean, and to other members of the Division's administrative group as necessary, regarding such items as short- and long-range planning; curriculum and program issues; the process of reappointment, promotion, and tenure; and other relevant topics as may be raised by faculty in DASNR. In addition, the AFC will serve as a forum for identification of issues for discussion with the central administration through the OSU Faculty Council.

**ARTICLE I – MEMBERSHIP**

**Sec. 1. Definition of Faculty**

For purposes of this document, the Faculty of DASNR shall be those faculty with at least a 50% appointment within the Division and holding permanent faculty positions as defined in OSU Policy Statements to Govern Appointments, Tenure, Promotions and Related Matters of the Faculty of Oklahoma State University - Section 1.3<sup>1</sup>

**Sec. 2. Agriculture Faculty Council**

1. The AFC is composed of two faculty member representatives from each of the Division's departments and a representative from Family and Consumer Sciences Extension. All faculty within their respective departments are eligible to be nominated as a representative to the AFC, with the exception of those faculty members holding 50% or more administrative appointments. The Dean of the Division and a DASNR representative to the OSU Faculty Council nominated by AFC shall serve as ex officio, non-voting members of the AFC.

2. Elections shall take place via online or written ballot by May 31 of each year and shall be called by the department administrator.

- a. Upon approval of these bylaws, each department shall initially elect one AFC representative to a two-year term and one AFC representative to a one-year term.
- b. Other than this initial election of representatives, AFC representatives shall serve a two-year term of office and each department will elect one representative each year.

<sup>1</sup> Policy Statement to Govern Appointments, Tenure, Promotions and Related Matters of the Faculty of Oklahoma State University. Approved by OSU Board of Regents, March 16, 1990

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3. Any member of the AFC may resign without prejudice at any time during his/her term of office. In the event of a vacancy due to such resignation or for any other cause, the department administrator will call an election to fill the vacancy for the remainder of the vacated term.

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4. A DASNR representative to the OSU Faculty Council, preferably during his/her second year, will serve as an ex officio member of the AFC. The AFC chair will nominate the representative to be approved by the AFC membership during the last meeting of the academic year.

## ARTICLE II – MEETINGS

### Sec. 1. Meetings of the AFC

1. Meetings of the AFC will be held at least four times an academic year. Representatives shall be permitted to send substitutes to AFC meetings, but substitute representatives may not vote. Meeting dates will be determined at the first meeting of the Fall Semester or via online poll.

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2. Agenda will be formulated by the AFC Chairperson in cooperation with the Dean's office and will be distributed to the members of AFC for sharing with their faculty in advance of the meeting.

3. The Secretary will maintain electronic records of meetings and on the AFC web site. Minutes will be sent to the AFC membership within two weeks of each meeting for revision. The secretary will notify AFC members and DASNR faculty when approved minutes are published.

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### Sec. 2. Meetings of the General Faculty

1. The faculty of the Division shall meet at least once per semester and at other times upon call of the Dean, AFC Chair, or by petition of twenty percent (20%) of the faculty. The purpose of the meeting will be stated in the call.

2. Normally, every faculty member shall be offered notice and an agenda at least one week in advance of the meeting. A majority vote of the faculty present at a meeting can add an item to the agenda for consideration.

3. General faculty meetings will be called jointly by the AFC Chair and the DASNR Dean. General faculty meetings will be chaired by the DASNR Dean and the AFC Chair will be placed on the agenda to provide an update of AFC activities and address other items as needed. Special meetings may be chaired by either the AFC Chair or the DASNR Dean.

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## ARTICLE III – OFFICERS

### Sec. 1. Officers, Executive Committee, and their Election

1. The officers of the AFC shall be Chair, Vice-Chair, and Secretary. These officers, the Chair of the Reappointment, Promotion, and Tenure (RPT) Committee, and the AFC liaison to the College Curriculum and Academic Standards (CAS) Committee constitute the voting members of the AFC

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Executive Committee. The designated DASNR representative to the Faculty Council of the University will serve as a non-voting member of the AFC Executive Committee.

2. Election of officers and committee representatives shall take place annually at the first fall meeting of the AFC.

- a. Voting for officers in AFC will be by secret ballot, and new officers will assume their duties at the conclusion of the election.
- b. Upon approval of these bylaws, the members of the AFC will elect from their membership a Chair, a Vice-Chair, a Secretary, a liaison to the DASNR RPT Committee, and a liaison to the College CAS Committee. The AFC Chair, Secretary, DASNR RPT Committee liaison, and CAS Committee liaison will be elected from those representatives serving a one or two-year term. The Vice-Chair will be elected from those representatives serving a two-year term.
- c. Standard procedure will be for the Vice-Chair to assume the roll of Chair the second year of their term and a new Vice-Chair will be elected from representatives in the first year of their AFC term.
- d. If the Vice-Chair is unable or unwilling to assume the roll of Chair, a new slate of officers will be elected using procedures outlined in Sec. 1.2.b of this document.

**Sec. 2. Responsibilities of Officers**

- 1. The Chair will preside at AFC meetings; call meetings additional to the mandated ones when the Chair, in consultation with members of the Executive Committee, perceives a necessity for such meetings; set agendas of meetings; consult with the Division administration with regard to topics for discussion; advocate AFC-adopted positions with the Dean and other appropriate individuals or organizations; schedule the appearance of the Dean or the Dean's representative at regular meetings; and perform other duties as assigned by the AFC.
- 2. The Vice-Chair will preside at meetings in the absence of the Chair; perform the duties of the Secretary in the absence of the Secretary; and perform other duties as assigned by the Chair or the AFC.
- 3. The Secretary will take minutes of meetings and distribute them; prepare AFC recommendations for submission to the Dean and other appropriate individuals or organizations; and perform other duties as assigned by the Chair or the AFC.
- 4. The Executive Committee will call meetings additional to the mandated ones when three of the members perceive a necessity for such meetings, and provide advice and consultation of AFC matters to the Chair.

**ARTICLE IV – PLANNING**

The short- and long-range planning activities of the Division are important to individual faculty in planning their teaching, research, and extension activities. Thus, it is important to faculty to be aware of the priorities of the administration and its plans to meet these priorities. The goal of the AFC is to develop effective communication between administration and faculty on the philosophy and procedures used to allocate facilities, monies, and personnel in meeting the goals of the short- and long-range activities of the Division.

Members of the AFC will communicate to the Dean concerns of faculty in these areas, and the Dean or other members of the Division's administrative group are requested to provide information necessary to assist faculty

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in the planning of their activities. This will ensure effective information exchange between the faculty and administration.

Subcommittees of the AFC may be formed to address specific issues relevant to the short- and long- range planning activities of the Division and to achieve active participation of faculty in the planning process.

## **ARTICLE V – CURRICULUM AND ACADEMIC STANDARDS (CAS)**

The existing CAS Committee of the College of Agricultural Sciences and Natural Resources is the *de jure* committee for matters relating to curriculum and academic standards. The AFC will assist in ensuring curriculum quality by providing input as requested by the CAS Chair and facilitate communication of issues and topics through a liaison to the committee. The function of the liaison is to submit proposed agenda items on behalf of faculty and to communicate committee activities to faculty via the AFC.

## **ARTICLE VII – PROCEDURES FOR ADOPTION AND AMENDMENT**

### **Sec. 1. Adoption**

The procedures described in this document shall take effect when the majority of the faculty in an online ballot election approve this document.

### **Sec. 2. Amendments**

Changes in the Division of Agricultural Sciences and Natural Resources Faculty Council Bylaws can be initiated by the AFC or by a petition of the faculty, which will require a statement of the proposed change and be signed by 20 Division faculty members. AFC leadership will distribute proposed Bylaws amendments to DASNR faculty no less than two weeks (ten business days) prior to the vote on proposed amendments. Voting on proposed amendments will remain open for a period of at least five days. Amendments to the Bylaws shall require a two-thirds majority vote of those responding by online ballot. It will be the responsibility of the AFC Chair to name a committee to tabulate and report results of voting on amendments to the Bylaws.

Approved: June 2, 1992; Amended: August 17, 1994, September 14, 1999, May 2, 2002 and August 19, 2003.

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The first year all departments shall hold elections for all faculty representatives to the AFC. Thereafter, faculty representatives from Agricultural Economics; Plant and Soil Sciences; Biochemistry and Molecular Biology; Biosystems and Agricultural Engineering; and Entomology and Plant Pathology will be elected by their department faculty in odd numbered years. Faculty representatives from Agricultural Education, Communications, and 4-H Youth Development; Animal Science; Forestry; Family & Consumer Sciences Cooperative Extension; and Horticulture and Landscape Architecture will be elected by their department faculty in even numbered years.

Those departments having 20 or more faculty members will elect their second representative in years alternate to the election of their other representative. Should the number of faculty members fall below 20 within a department, the elected representatives will serve out their terms, and the department shall not elect its second representative at the next election period. AFC representatives shall serve a two-year term of office, with voting privileges beginning at the end of the first fall meeting of the AFC.

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## **Sec. 1. Purpose of the RPT Committee**

The purpose of the RPT Committee is to assist the Division in assuring that the process of reappointment, promotion, and tenure leads to a high quality Division faculty, clarity of procedures of implementation, and fairness in application. The premise of the RPT Committee is that departments are the most qualified to evaluate competence of faculty and to develop criteria for RPT actions. Matters of professional evaluation and judgment of job performance are not a function of the RPT Committee. The role of the RPT Committee is to provide advisory services to faculty, departments, the Division, and the University. Because some faculty hold academic appointments in departments within other colleges, RPT matters with regard to these faculty shall be directed by RPT guidelines developed by the Faculty Governance Council approved by the respective college.

## **Sec. 2. Membership**

The RPT Committee will consist of five members from the tenured faculty. Two members from the AFC will be selected for two-year terms by the AFC membership, and three members from the Division general faculty will be appointed for staggered three-year terms. Initially, the AFC Chair will appoint three individuals with terms of one, two, and three years subject to the approval of the AFC membership. Subsequently, the AFC Chair will nominate one new member each year to be approved by the AFC membership. No department shall have more than one representative on the RPT Committee at any time. Members should be selected so the functions of teaching, research, and extension are represented.

### **Sec. 3. Functions**

The Division RPT Committee will regularly review and evaluate departmental RPT policies and procedures documents for consistency with the Policy Statement to Govern Appointments, Tenure, Promotions and Related Matters of the Faculty of Oklahoma State University. The committee will also review departmental RPT policies (including those applying to assistant, associate, full, Regents, and special professorships) for clarity, consistency, and fairness.

The Division RPT Committee will assist and advise in the process of performance evaluation of Division administrators.

The committee will assist and advise in the process of performance evaluation of department administrators.

The committee will work in conjunction with other college councils and the Faculty Council of the University to improve the process for faculty input into performance evaluation of college and division administrators.

In the event of a disagreement between the parties involved in an RPT action as described below, the Division RPT Committee may be requested to provide advisory input apart from, or in addition to, the processes established by the University Grievance Policy.

In the event of a disagreement between the departmental RPT Committee and the department administrator, the Division RPT Committee may be asked to provide input to the Dean. This input would be limited to an evaluation of the clarity and application of the departmental policies and procedures and could be requested by a faculty member, the department administrator, or the Dean.

In the event of a disagreement between the Dean and the unanimous recommendation of the department administrator and the departmental RPT Committee, the Division RPT Committee would be available to provide input to the Executive Vice President if requested by a faculty member, the Dean, or the Executive Vice President. This input would be limited to an evaluation of the clarity and application of the departmental and college policies and procedures.