

BYLAWS
DEPARTMENT OF ANIMAL AND FOOD SCIENCES
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
UNIVERSITY OF DELAWARE
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Department of Animal and Food Sciences
College of Agriculture and Natural Resources
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BYLAWS

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The Bylaws of the Department of Animal and Food Sciences provide for the administrative organization and procedures of the Department. These Bylaws shall be subordinate to and not in conflict with the Bylaws of the College of Agriculture and Natural Resources or the University of Delaware. Operating within the context of these Bylaws, the governance of the Department of Animal and Food Sciences shall be shared between the administration and faculty.

I. Organization and Procedures

A. Faculty Meetings

During the academic year, faculty meetings will be held as needed but at least once every quarter.

Faculty meetings are intended for the voting faculty membership of the Department. Depending on the agenda for the meeting, other personnel from the Department including staff and professionals may also be invited to participate in the meeting.

B. Agenda

Proposed agenda items must be submitted to the Chairperson's office. The agenda for the department meeting shall be prepared by the Chairperson or designee and distributed at least 1 business day prior to the meeting.

C. Voting

1. Fifty percent, plus one, of the voting membership, as defined in the College Bylaws, shall constitute a quorum. The faculty shall abide by its own rules of procedure, but in cases where it has adopted no explicit rules, or where applicability or interpretation of the rules is in doubt, Robert's Rule of Order Newly Revised shall govern.
2. All full-time, permanent (tenure-track and continuing track) faculty with a primary appointment to the Department shall have voting privileges. Individuals with Secondary, Joint, Affiliated, and Visiting Faculty Appointments shall not have voting privileges. S-contract faculty/instructors and temporary faculty shall not have voting privileges.
3. Eligible voters may cast a vote in absentia by notifying the meeting secretary of their ballot before the vote is taken.
4. A secret ballot shall be used when requested by two or more voting faculty. This request must be made before the final vote on a motion. Secret ballots

shall be tabulated by a non-voting member or Departmental designee (e.g., Departmental Administrator).

D. Chairperson

1. The Chairperson is the chief administrative officer of the Department and is responsible for the overall functioning of the Department, which includes managing the Department's budget and supervising the office staff.
2. The Chairperson of the Department shall have general administrative responsibility over departmental affairs, exercise leadership in the formulation of policies, introduce educational ideas and proposals, and stimulate discussions leading to improvement of the educational, research, and outreach programs of the Department. Responsibilities shall include strengthening the Department and its programs along with representing those programs to the College, University, and beyond.
3. The Chairperson shall have the authority to make budgetary recommendations to the Dean of the College of Agriculture and Natural Resources and shall consult with the Department Faculty concerning budgetary matters that affect the Department as a whole.
4. The Chairperson is expected to operate the Department in the spirit of shared governance and seek faculty input, consider it, and provide feedback or rationale about final decisions.
5. The Chairperson or the Chairperson's representative shall be considered an ex officio member of all committees except the Promotion and Tenure Committee and shall be notified of all committee meetings and shall receive all committee reports.
6. The Department Chairperson shall chair the department faculty meetings. The Chairperson's appointee, who normally will be the Associate Chairperson, shall preside in the absence of the Chairperson.
7. The Chairperson shall be appointed for a five-year term, in compliance with the faculty handbook and other administrative policy documents. There is no limit to the number of times an individual may be reappointed as Chairperson except as limited by University rules on retirement from administrative positions. Members of the voting faculty may petition the Dean for review of the Department Chairperson at intervals less than five years provided the majority of the voting faculty has voted in favor of the petition.
8. The guidance of the Departmental faculty will be required for the appointment of the Department Chairperson, through a fair and transparent process. The department faculty will vote on the position description and evaluation rubric for the Department Chairperson faculty search. In the Department Chairperson faculty search, application materials of all applicants, including curriculum vitae and letters of reference, shall be made available to all faculty who are eligible to vote on the appointment. Faculty members will be provided an opportunity for comments on the selection of candidates. Upon concluding the search, the search committee will make a recommendation to the Department. The Department faculty will independently vote by secret ballot for each search finalist candidate after all candidates have completed their interview

process, indicating approval or disapproval of the candidate. For all votes on the Department Chairperson faculty search, a simple majority of the eligible voting faculty will be required. The Chairperson of the Departmental Promotion and Tenure committee will conduct the vote and transmit the recommendation to the faculty eligible to vote and to the Dean, in compliance with the faculty handbook and other administrative policy documents.

9. The advice of the Departmental faculty will be required for the reappointment of the Department Chairperson. The Department faculty will independently vote by secret ballot indicating approval or disapproval for the reappointment of the Department Chairperson. The Chairperson of the Departmental Promotion and Tenure committee will conduct the vote and transmit the recommendation to the Dean of the College. In addition, suggestions for improved performance during the second term will be solicited, anonymized, and provided to the Dean of the College and Department Chairperson.
10. Appointment of an interim Department Chairperson will be performed in compliance with the faculty handbook and other administrative policy documents.

E. Associate Chairperson

The Associate Chairperson is appointed by the Department Chairperson, with term and term limits as determined by the Department Chairperson. The duties of the Associate Chairperson other than those specifically mentioned within this document will be negotiated with the Department Chairperson and will be communicated with the Department. The Associate Chairperson assumes the Chairperson's duties in the absence of the Chairperson.

F. Undergraduate Programs Director

The Undergraduate Programs Director is appointed by the Department Chairperson, with term and term limits as determined by the Department Chairperson. The duties of the Undergraduate Programs Director other than those specifically mentioned within this document will be negotiated with the Department Chairperson and will be communicated with the Department.

G. Graduate Programs Director

The Graduate Programs Director is appointed by the Department Chairperson, with term and term limits as determined by the Department Chairperson. The duties of the Graduate Programs Director other than those specifically mentioned in this document will be negotiated with the Department Chairperson and will be communicated with the Department.

H. Chemical Hygiene Officer

The Chemical Hygiene Officer is appointed by the Department Chairperson, with term and term limits as determined by the Department Chairperson. The duties of the Chemical Hygiene Officer other than those specifically mentioned within this

document will be negotiated with the Department Chairperson and will be communicated with the Department.

I. Faculty Minutes

Under the direction of the Chairperson, a record of each faculty meeting shall be prepared and distributed to each department faculty member within an appropriate review time prior to the next faculty meeting. A permanent record of corrected faculty meeting minutes shall be filed in a readily accessible file in the department office. Minutes will be distributed to all full-time faculty. An appointee of the Chairperson will be in attendance for the purpose of recording minutes.

J. Conduct of Business

The order of business shall be as follows: Approval of minutes, committee reports, old business, new business, and announcements.

K. Items Requiring a Vote of Faculty

Items that must be discussed in a regular or special faculty meeting and brought to a vote by the entire Department faculty include, but are not limited to: creation or elimination of programs; significant curriculum changes; faculty search procedures; selection of a Chairperson; revisions to departmental policies and procedures including Bylaws, Post-Tenure Review, Promotion and Tenure, Workload, and Merit Pay Policies; changes in the names of the Department or any of its degree programs; and resolutions or motions that have an impact upon the University, Colleges, or Departments of the University.

The proposed action will be considered to have been recommended by the faculty if it has the support of a majority of the voting members of the Department present at the meeting or voting by proxy, provided a quorum has been established. The tally should be noted clearly in any related proposals going from the Department to the College.

II. General Provisions of Committees

A. The standing committees will be:

1. Promotion and Tenure Committee
2. Courses and Curriculum Committee
3. Graduate Advisory Committee
4. Safety Committee
5. Post-Tenure Review Committee

B. General Functions

The functions of the Department Committees are: 1) to investigate, advise, and make recommendations; 2) to carry out assigned duties; and 3) to report to the Department faculty.

Service on Department Committees is the primary means whereby faculty can participate directly in the governance of the Department.

C. Membership

1. Eligibility. Each member of the voting faculty shall be eligible for membership on appropriate standing committees with the power to vote. The Department Chairperson is an ex-officio, non-voting member of all committees except the Committee on Promotion and Tenure. Term limits do not apply to ex officio members of any committee.
2. Designation of committee members will be made by the Department Chairperson in consultation with the faculty, with the exception of the Promotion and Tenure Committee which is elected annually. In the event of vacancy, replacements will be appointed as soon as possible.

D. Procedures

1. All committee members, including the committee Chairperson, shall have voting privileges. Voting may be in person or electronic as necessary.
2. With the exception of the Committee on Promotion and Tenure, committee minutes from each meeting shall be recorded and retained in department files. Committee actions regarding policy statements should be included in committee minutes which shall be distributed to each committee member and Department Chairperson.

E. Ad hoc Committees

1. Ad hoc committees may be formed by the department faculty or the Chairperson for a specific purpose. The ad hoc committee shall provide timely updates at faculty meetings or within 30 days of termination of the committee. These committees shall be dissolved upon acceptance of a final report or by the initiator. Faculty committee representatives from another department within the college may chair or serve on ad hoc committees dealing with respective responsibilities at the department level.

III. Department Committees

A. Promotion and Tenure Committee

1. Composition

- a. Five faculty members, elected annually from the eligible faculty as described in accordance with Departmental Promotion and Tenure Policy.
- b. The Committee Chairperson will be elected from amongst the Committee membership, in accordance with Departmental Promotion and Tenure Policy.

2. Functions

- a. To evaluate, review, and make recommendations to the Chairperson and college committee on Promotion and Tenure on all applications for promotion and tenure in accordance with Departmental Promotion and Tenure Policy.
- b. To evaluate, review, and make recommendations to the Chairperson on all peer reviews for contract renewal and on post-tenure reviews in accordance with Departmental Promotion and Tenure Policy.
- c. To regularly review and make recommendations to the ANFS faculty for changes to the ANFS Promotion and Tenure Policy document as well as all other policies and procedures related to faculty tenure and promotion at the departmental level. Any changes in that document must be approved by a two-thirds majority of cast votes as long as a quorum of the full-time faculty members of the department is met.
- d. To provide input and make recommendations to the Chairperson concerning initiation and/or renewal of visiting faculty, temporary, adjunct, or joint faculty appointments.
- e. To make recommendations to the department faculty regarding operational aspects of criteria and policies for instruments and/or procedures used in evaluation of faculty.
- f. To assist in dossier development and presentation.

B. Courses and Curriculum Committee

1. Composition

- a. The Committee will include five faculty members including the Undergraduate Programs Director who will serve as an ex officio member with full voting privileges.
- b. Committee members will be appointed by the Department Chairperson to three-year renewable terms. Committee members may serve up to two consecutive terms and committee terms will be staggered to provide continuity. Faculty members who have served consecutive terms must have a minimum of one year off the

committee before being eligible for reappointment to the committee. Term limits do not apply to ex officio members.

- c. The Committee Chairperson will be elected from amongst the committee membership, subject to approval of the Department Chairperson and will serve a one-year renewable term. The Undergraduate Programs Director is eligible to serve in this role as appropriate.
- d. One member of the Departmental Courses and Committee will be elected by the committee to serve as the representative to the College committee. The Undergraduate Programs Director is eligible to serve in this role as appropriate.

2. Functions

- a. To initiate, review and make recommendations regarding instructional program improvements as deemed appropriate.
- b. To initiate action on policy issues related to undergraduate and graduate instruction.
- c. To respond to curriculum issues generated exterior to the department.
- d. To review and evaluate curricular materials including syllabi for course proposals and revisions for both permanent and experimental courses.
- e. All actions recommended by the committee are voted on by the faculty at the next regularly scheduled faculty meeting.

3. Timeline

- a. All proposed curriculum changes for the next academic year should be submitted to the Courses and Curriculum Committee Chairperson by October 1.
- b. Proposed experimental courses should be submitted to the Courses and Curriculum Committee Chairperson February 1 for summer and fall offerings and by May 1 for winter and spring offerings.

C. Graduate Advisory Committee

1. Composition

- a. The committee will consist of five faculty members including the Graduate Program Director and Associate Chairperson who will both serve as ex officio members with full voting privileges.
- b. Committee members will be appointed by the Department Chairperson to three-year renewable terms. Committee members may serve up to two consecutive terms and committee terms will be staggered to provide continuity. Faculty members who have

served consecutive terms must have a minimum of one year off the committee before being eligible for reappointment to the committee. Term limits do not apply to ex officio members.

- c. The Committee Chairperson will be elected from amongst the committee membership, subject to approval of the Department Chairperson and will serve a one-year renewable term. The Graduate Program Director is eligible to serve in this role as appropriate.

2. Functions

- a. To review applications of prospective graduate students and make recommendations regarding admission to the Department Chairperson.
- b. To review the curricula of the various discipline concentrations of the graduate program.
- c. To review and revise, if necessary, existing departmental policies and procedures regarding the administration of graduate programs.

D. Safety Committee

1. Composition

- a. The Departmental Safety Committee shall consist of the Chemical Hygiene Officer who will serve as an ex officio member, four additional department members (faculty or staff involved in research), one graduate student, and one member of the administrative staff. The member of the administrative staff will serve as recorder or scribe for the committee.
- b. Committee members will be appointed by the Department Chairperson to five-year renewable terms with the exception of the administrative staff member who is appointed to unlimited terms. Committee members may serve up to two consecutive terms and committee terms will be staggered to provide continuity. Faculty members who have served consecutive terms must have a minimum of one term year off the committee before being eligible for reappointment to the committee. Term limits do not apply to ex officio members.
- c. The Committee Chairperson will be elected from amongst the committee membership, with preference given to a faculty member, subject to approval of the Department Chairperson and will serve a one-year renewable term. The Chemical Hygiene Officer is eligible to serve in this role as appropriate.

3. Functions

- a. The Departmental Chemical Hygiene Officer has the responsibility as defined in the OSHA Laboratory Standard and the University Chemical Hygiene Plan, to implement the Chemical Hygiene Plan thus ensuring compliance with the regulatory requirements and maintaining a safe work environment.
- b. The committee will recommend changes in Departmental policies and practices which will enhance and promote laboratory safety.
- c. Committee members will also provide training under the State of Delaware Right-To-Know law and the OSHA-mandated Chemical Hygiene Plan.
- d. The committee will implement applicable regulations and monitoring of compliance with these regulations.
- e. The committee will conduct quarterly safety inspections of all laboratory spaces occupied or utilized by members of the Department unless an inspection is carried out by the Department of Environmental Health and Safety.
- f. The committee will monitor remediation of any safety violations found during inspections or at any other occasion.
- g. The committee will meet quarterly with a member of the Department of Environmental Health and Safety to discuss safety issues and to receive relevant safety information.
- h. The committee will conduct investigations of accidents that occurred in a laboratory or teaching space of the Department and complete applicable forms required by University policy.

E. Post-Promotion Review Committee

1. Composition

- a. The committee consists of all full professors of the Department of Animal and Food Sciences, excluding those full professors being reviewed.

2. Functions

- a. This committee will meet during the spring semester to review the dossiers of associate professors and full professors who are subject to periodic reviews that year as identified by the Department Chairperson.
- b. All tenure track (TT) and continuing track (CT) associate professors and full professors in the Department of Animal and Food Sciences will be reviewed on a schedule consistent with the Faculty Handbook Section 4.3.5 (approximately every five years from the date of their last promotion or post-promotion review).

F. Ad hoc Faculty Search Committees

1. Composition

- a. The committee and its chairperson will be appointed by the Department Chairperson.
- b. The committee will comprise a minimum of five Department of Animal and Food Sciences faculty members, with one of these faculty serving as Committee Chairperson. The committee may also include a professional staff member from within the Department, or a faculty member or university professional staff member from outside the Department, depending upon the unique needs of each faculty search.

2. Functions

- a. All committee members will complete required University recruitment training provided by UD Human Resources and/or the Provost's Office prior to commencing the faculty search (all committee members).
- b. The Chairperson of the search committee is responsible for review and compliance with all University faculty search policies and procedures.
- c. The committee will draft a job description statement and evaluation rubric and put both forward for departmental faculty review and vote. The HR administrative and approval process should begin at this point.
- d. The committee will work with HR to solicit high-quality applicants by dissemination of the job posting through professional advertisement venues and contacts.
- e. The Committee Chairperson in consultation with the committee will prepare scoring rubrics for candidate applications and all interviews, as well as a common question list for use during Phase 1 (initial) candidate interviews. Rubrics must be developed prior to evaluation of candidate materials and interviews, and the common question list will be shared with candidates prior to the Phase 1 interview.
- f. The committee shall evaluate candidate materials using the defined rubrics to identify candidates to interview in Phase 1. Candidates interviewed during Phase 1 will be ranked based on the scoring rubric and a subset of candidates selected for participation in Phase 2 (subsequent) interviews. Rationale for exclusion of candidates in Phase 2 must be documented and shared with HR. The Committee

Chairperson formally notifies candidates in the Phase 1 pool who are not selected to continue to Phase 2.

- g. The Committee Chairperson and/or designee(s) from committee shall contact listed professional references for each candidate selected for Phase 2.
- h. The Committee Chairperson or designee(s) shall schedule Phase 2 interviews, including coordinating and communicating the interview timeline with candidates and other interview panelists (e.g., Dean, Department Chairperson, staff, students, core facility directors, etc.).
- i. The Committee Chairperson or designee shall solicit feedback from department faculty, staff, and students using a standardized assessment tool following each of the Phase 2 interviews.
- j. The Committee shall assemble a list of the main strengths and weaknesses for each candidate along with search committee's suggested ranking of the candidates to be shared with departmental faculty.
- k. The Committee Chairperson or designee shall summarize their findings at a faculty meeting. After summary and discussion, faculty will vote.
- l. All departmental faculty vote by secret ballot on each final candidate indicating A) "Acceptable"; "Unacceptable"; "Abstain" and B) rank among candidates deemed "Acceptable." An electronic ballot will be available to faculty who cannot attend in person.
- m. The Committee Chairperson or designee shall provide the tallied vote and Committee recommendation to the Department Chairperson. The Department Chairperson conveys the recommendation along with theirs to the Dean and Provost.
- n. The Committee Chairperson, in consultation with the Department Chairperson, formally notifies candidates in the Phase 2 pool who are not selected for the position. Rationale for candidates not selected for the position must be documented and shared with HR.

IV. Amendments

- A. The Bylaws may be amended at any regular faculty meeting of the department faculty by a two-thirds vote of the total voting faculty members, provided the change has been submitted in writing to all members of the department faculty two weeks prior to the meeting. An electronic ballot will be available to faculty who cannot attend in person.