



Departmental Bylaws Routing Sheet
Requirements based on 2020-2021 *Faculty Manual*

In accordance with the *Faculty Manual* Chapter VII, section L2d, "Departmental bylaws must be approved by faculty who are accorded voting rights in accordance with Departmental bylaws and reviewed by the Provost or designee for consistency with the *Faculty Manual* ."

This document is intended to support the documentation of the required approvals.

Department: _____

College: _____

The attached bylaws were approved at the Departmental Faculty Meeting on: _____

Faculty Manual Editorial Consultant

I have reviewed this document for conformance to the Clemson University *Faculty Manual*.

Provost or designee (signature) _____

Name _____

Approved Revision Required (see comments) Date _____

Requirements for DEPARTMENTAL BYLAWS – 2020-2021 *Faculty Manual*

Department: Plant and Environmental Sciences

Date 10/2/2020

NOTE: This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*. Updated 8/3/2020.

Compliance

The 2019-2020 and later *Faculty Manuals* require departmental bylaws be approved by the voting members of the departmental faculty and reviewed for consistency with the *Faculty Manual* by the Provost or designee, in accordance with Chapter IX, L2d. * see note below

Requirement	Reference	Yes	No	N/A
1 Departmental bylaws may not contradict the Faculty Manual	Ch III, A1c	X		
2 Statement that departmental bylaws may not contradict the <i>Faculty Manual</i>	Ch IX, L2f	X		
3 The TPR document is distinct from departmental bylaws	Ch V, D1c			
4 A statement that individuals with special faculty ranks have voting privileges; If this statement is not included then voting privileges ARE NOT granted to faculty with special ranks. OPTIONAL	Ch IV, B2g	X		
5 Specification of the composition and selection process of members of departmental search and screening committees for regular faculty	Ch V, B5a, i	X		
5a Consistent with the requirement that search committees for regular faculty be composed of regular faculty, with other faculty included only if specified in department bylaws	Ch B, B5a, i	X		
6 Process for selecting search and screening committees for special rank faculty	Ch V, B5a, i(1)	X		
7 Consistent with the opportunity to establish other duties assigned to the department chair	Ch VIII, I2p	X		
8 Consistent with mechanisms to select or elect members to college and university committees in the <i>Faculty Manual</i> or the College Bylaws	Ch IX, D2a, i(1)	X		
9 Consistent with mechanisms to select or elect members in the case of vacancies to college and university committees in the Faculty Manual or the College Bylaws	Ch IX, D2a, i	X		
10 Consistent with the requirement that there shall be at least one department faculty meeting per long semester	Ch IX, L3a	X		
11 There must be a standing curriculum committee.	Ch IX, L4a	X		
12 Consistent with the opportunity to establish separate Undergraduate and Graduate Curriculum Committees	Ch IX, L4b	X		
13 Departmental curriculum committee(s) elect their chairs	Ch IX, L4c-e	X		
14 Every department shall have a standing advisory committee in the departmental bylaws, chaired by department chair, the composition and membership of which is established in departmental bylaws	Ch IX, L5a	X		
15 Consistent with the opportunity to establish other standing committees in departmental bylaws (although TPR and PTR committees are established in the TPR document)	Ch IX, L6a	X		
16 Consistent with the opportunity for the department chair to establish ad hoc committees	Ch IX, L6c	X		
17 Bylaws must be congruent with identification of committees whose voting membership is restricted to regular faculty	Ch IX, L7	X		

Department of Plant and Environmental Sciences Bylaws

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Preamble

As part of the College of Agriculture, Forestry, and Life Sciences (CAFLS), the Department of Plant and Environmental Sciences (PES) was created on July 01 2016 to provide unified education, research, and public service programs that address public needs in agronomy, entomology, environmental sciences, horticulture and turfgrass, plant pathology, and soil and water sciences. Today, faculty guide undergraduate, masters, and doctoral students in nationally accredited educational programs. Research and public service activities are supported through State public service appropriations as well as through funded projects with a variety of federal, state and local agencies, industry partners and organizations, and businesses.

This document contains formal statements of purpose, structure, and operation for the Department of PES. It has been prepared as a requirement of the University Administration for establishment of academic governance and general operating procedures. The regulations, policies, and procedures of the CAFLS and the Clemson University Faculty Manual (here on referred to as the *Faculty Manual*) shall govern matters not treated in these bylaws. Any provisions within this document that contradict the *Faculty Manual* are null and void.

Vision and Mission

The Department of PES will deliver nationally and internationally prominent programs with strengths in agronomy, biotechnology, entomology, horticulture, plant pathology, soil and water science, and turfgrass science.

The Department of PES addresses the challenges of our stakeholders through a systematic approach to our understanding of sustainable ecosystems while advancing education, scholarship, and outreach to the public.

Article I. Voting Membership

The term "Voting Faculty" will be used for the remainder of this document and is defined as voting members of the department faculty. Voting members consist of all department members who are identified as regular faculty, as defined in the *Faculty Manual*. Special faculty, as defined in the *Faculty Manual*, may petition to become voting members and be approved per a majority vote. Faculty with a joint appointment in PES and another department may petition to become voting members and be approved per a majority vote. These faculty members shall have the right to vote on department governance and academic issues and serve on department

committees—noting that some committees may restrict participation to certain categories of regular and special faculty members. Emeriti and administrative faculty may participate in faculty meetings but are not eligible to vote on department issues. Student representatives are non-voting and will be excused from discussions for which the faculty goes into executive session. Special faculty, staff, graduate students, and undergraduates may serve on certain committees and, as such, will have voting rights on those committees unless prohibited by the *Faculty Manual*.

When an employee has a joint appointment, membership will be assigned to the employee's department of record. When a joint appointment is between academic and non-academic units, the employee may be considered to be a member of the academic unit of record and the non-academic unit of record. In this case, if the employee is considered regular faculty, then they have voting rights in the Department of PES.

Article II. Meetings

The Department Chair shall call faculty meetings for the purpose of conducting ordinary and recurring business, for making special announcements, and for reasons not otherwise indicated in these Bylaws. Department faculty meetings shall be held two times in the Fall semester and two times in the Spring semester with a minimum of 45 days between any two meetings. The Department Chair also shall call meetings at the request of chairs of committees or at the written request of ten regular faculty.

A called meeting must be held within ten working days of such a request. Except where specifically stated, the current version of Robert's Rules of Order will prevail.

The Department Chair shall be the presiding officer for all general department faculty meetings. If the Chair is unable to preside, he or she shall appoint a faculty member to act as a presiding officer.

The Department Chair may call an Executive Session with or without prior notice. Only regular faculty may attend Executive Sessions. During a department faculty meeting, an executive session may be called by majority vote of the Faculty in attendance.

Only matters that cannot be delayed shall be decided at meetings called during the times at which nine month faculty are permitted to be absent from the campus, which includes the winter and summer recesses, and Fall and Spring Breaks.

For all general meetings, executive sessions in which there is prior notice, and faculty retreats, the faculty shall receive an Agenda, including any actionable items, at least two working days before the meeting, exclusive of the meeting day.

A department faculty meeting will be held when a quorum of 51% of the Voting Faculty (excluding faculty on leave) is in attendance (via in person or through phone or video).

All graduate student associations within the department can have one student representative attend general meetings.

At the meetings, the Department Chair or a committee member elected by the Chair of Standing and Ad-hoc committees will be given the opportunity to report to the faculty.

Minutes of general department faculty meetings are forwarded to the faculty and CAFLS Dean within ten working days.

Article III. Voting Quorum

Fifty-one (51) percent of the Voting Faculty shall constitute a quorum, excluding faculty on leave.

Article IV. Voting Procedures

Unless otherwise specified in the Bylaws, Voting Faculty as defined in Article I, shall vote on matters concerning the operation and management of the Department of PES.

When a quorum is present, if a vote is unanimous, then it will constitute approval. If a unanimous decision is not obtained, an anonymous electronic ballot shall be conducted and a simple majority (51%) of the Voting Faculty will constitute approval. This procedure will be adopted for all votes except for those affecting the Bylaws (see Article X).

Electronic voting may be carried out by email or other confidential digital means, such as web-based survey-response programs. The ballot will contain a specified deadline for response with a minimum of five business days and a link to the recorded faculty meeting in which the related action items were proposed. Votes will be tallied by an administrative assistant with the help of at least one faculty member as appointed by the Department

Chair. The results of all ballot votes will be announced in a meeting of the faculty or by email.

In cases where more than one option or person is on the ballot, a runoff vote will be required whenever a single option or person does not receive a majority of the votes. The additional runoff vote will be between the two options or persons that received the highest number of votes. This provision does not apply when a vote is taken to rank multiple options.

Article V. Organization

The faculty will cooperate to offer undergraduate and graduate degree programs and each degree program will have a subset of faculty associated with it (i.e., Faculty of a Major)—see Article VI-Section 4 Curriculum Committee. Faculty can be associated with more than one major.

The Department Chair will be the administrator of the department and will be assisted as needed by the Faculty Advisory Committee. Their responsibilities shall include the day-to-day management of the department, along with duties prescribed by the Dean of the CAFLS, the *Faculty Manual*, as well as those customarily carried out by the chair. The chair shall be responsible for representing the interests of the faculty, as appropriate, to the Dean of the College and to the administration of Clemson University. The chair shall foster the spirit and practice of collegiality and promote the practices outlined in the *Faculty Manual* including “shared governance, transparency, open communications, and accountability” in the department’s decision-making process.

The Department Chair shall have the right to appoint an assistant chair, and coordinators to aid in communications with faculty. Specific duties will be determined by the Department Chair with faculty input and copies kept by the PES office. The appointments and responsibilities must be approved by the Department Faculty Advisory Committee.

Unless otherwise provided for in these bylaws, in the bylaws of the CAFLS, or in the *Faculty Manual*, department representatives and the fulfillment of vacancies to College and University Committees shall be proposed by the Department Chair and the Department Faculty Advisory Committee.

Standing department committees shall be established in compliance with the *Faculty Manual* and meet the representational mandate of the Bylaws of CAFLS. Membership on some committees may include regular faculty, special faculty, graduate students, undergraduate students, and staff.

Elections of faculty representatives to all mandated committees for the upcoming academic year will be completed before the end of each spring semester. With the exception of the TPR committee, a list of committee assignments will be distributed by May 15 each year to all faculty and staff.

Assignments for the TPR committee will be made by February 15th of each year.

In case a committee member cannot complete their term of service, (a) a formal letter of justification must be submitted to the committee chair and Department Chair, and (b) the committee member must meet with the Department Chair to agree upon the terms of change. When a committee member leaves a committee before their term has ended and five months or less before the next Regular election, the Department Chair will appoint an eligible faculty member after consulting with the remaining members of the committee and Department Faculty Advisory Committee. The temporary member will serve until the next regular election and is then eligible to be elected. If a committee member leaves a committee more than five months before the next regular election, a special election will be called by the Department Chair. Any committee members elected in either of these two ways will serve the term of the original member.

The Department Chair, or a designee in the chair's absence, will serve as moderator for all faculty meetings, except as otherwise specified by these Bylaws. The Department Chair will appoint a secretary for the faculty from staff or the Voting Faculty. Duties of the secretary will be to:

1. Distribute notices of upcoming faculty meetings to all regular faculty and other members of the department as appropriate.
2. Ensure that accurate minutes of each meeting are taken, permanently filed, and made available to the faculty.
3. Forward minutes of department faculty meetings to the Dean of CAFLS and other administrators, as appropriate.
4. Maintain and update the Bylaws, distributing additions and updates to the regular faculty and others as appropriate.

Article VI. Standing Committees

There shall be eight (8) standing committees. The standing committees shall be the Department Faculty Advisory Committee; Tenure, Promotion and Reappointment Committee; Post-Tenure Review Committee; Curriculum Committee; Scholarship and Awards Committee; Social Committee; Assessment Committee; and the Strategic Planning Committee. Terms will begin in the fall semester and be based on the academic year. At the end of every spring semester, the Department Chair will ask for nominations to fulfill committee membership needs. An electronic ballot will then be emailed to regular faculty to determine new committee members. All faculty should serve on at least one department committee per year.

All faculty have interest in committee business by virtue of their professional appointment. If other interests exist outside their professional appointment (e.g. business or familial), then recusal from that committee function is expected.

Section 1. Department Faculty Advisory Committee

The Faculty Advisory Committee is the standing advisory committee and shall represent the faculty interests and provide counsel to the Department Chair by (a) advising on academic issues, (b) evaluating and recommending resources, (c) recommending actions or proposals to the faculty, (d) approving faculty search and screening committee composition, (e) addressing general faculty concerns, and (f) to suggest minor changes to the Department Bylaws. The Committee will meet as needed to advise the Department Chair. The Department Chair will designate one committee member as parliamentarian.

The Faculty Advisory Committee will be composed of six regular faculty members representing a diversity of appointments in Teaching, Research, and Extension. The membership must include a minimum of one member from Research and Education Centers and or Institutes. Members of the Faculty Advisory Committee should seek advice and opinions from all other regular faculty members as needed. The faculty representatives will be elected by the department's voting membership. Committee member term of service will be three years beginning on August 15 of the year elected. An individual may serve two consecutive three-year terms and then must rotate off the committee for one, three-year term before serving again. To maintain stability and continuity, the rotation of the committee will be established so that no more than one-third of the committee membership will rotate off each year. The Department Chair is the committee chair.

Section 2. Tenure, Promotion, and Reappointment (TPR) Committee

The Department of PES shall have one TPR Committee that is responsible for the evaluation of candidates and that will make the recommendation for tenure, promotion, and reappointment to the College Dean. The TPR Committee will make the recommendation based on the nominee's original TPR packet, input from regular faculty with equivalent or higher rank, and their own deliberations.

The committee makes recommendations concerning policies and procedures regarding academic promotion and other relevant issues, subject to provisions stated in the current *Faculty Manual*. A separate document entitled "Department of Plant and Environmental Sciences Tenure, Promotion and Post Tenure Review Guidelines" should be referred to for details on how the committee is organized and expectations.

Section 3. Post-Tenure Review (PTR) Committee

The purpose of PTR is to evaluate rigorously a faculty member's professional contributions and performance since the individual's last tenure or post-tenure review. In the review, the overall contribution of the individual faculty member to Clemson University should not be neglected.

A separate document entitled "Department of Plant and Environmental Sciences Tenure, Promotion and Review and Post Tenure Review Guidelines" should be referred to for details on how the committee is organized and on how the review process is conducted. Note that external letters are required for a Part II evaluation and that the PTR Committee will utilize reference letters submitted from outside the department on each individual under review (Plant and Environmental Sciences Guidelines for Post-Tenure Review Part II A(1)).

Section 4. Curriculum Committee

Constitution: Within the department, there will be a Faculty of a Major associated with each academic major, and a Faculty of a Graduate Program associated with each Graduate Program. Individuals may be associated with one or more Faculties of a Major, depending upon their teaching, advising, or other academic responsibilities. The Curriculum Committee will consist of one representative elected by each Faculty of a Major and a representative elected by each Faculty of a Graduate Program. Membership on the Department Curriculum Committee is restricted to department voting members. Curriculum Committee members will vote on all agenda items. All terms begin on August 15 and will be for three years. Terms are staggered. An individual may serve two consecutive 3-year terms and then must rotate off the committee for one term before serving again.

The Curriculum Committee will elect a chair from its members. The chair must be regular faculty and will serve a three-year term and then must rotate off for one term of three years.

The Curriculum Committee chair will serve as the department representative for curricula at all college curriculum meetings where the bylaws provide for such a department representative. The Department Curriculum Committee will meet at least two weeks prior to all scheduled College Curriculum Committee meetings.

Responsibilities of the Curriculum Committee:

1. The Curriculum Committee represents the faculty on curriculum and course change matters. The Committee will vote upon matters that have been submitted by faculty members or by committee members; each representative has the duty to inform and solicit input from all faculty members associated with that major or program. For substantial curriculum changes, the Committee will make a recommendation, which will be presented at a department faculty meeting for approval prior to being submitted to the College Curriculum Committee for consideration. Substantial curriculum changes are defined as any creation, deletion, or merging of majors, minors, degree programs, certificate programs, concentration areas, or emphasis areas within majors or degree programs, or any substantive modification to an existing degree program (i.e., one that would require Commission of Higher Education [CHE] approval).

2. For routine curriculum and course change matters, the Curriculum Committee will act on behalf of the faculty of the department, based on the input from relevant faculty and the elected representatives. Routine matters include, but are not limited to, addition or deletion of individual courses, changes in course description or prerequisites, changes in course grading or credits, or limited modification of an existing degree program (i.e., changes not requiring CHE approval). The Curriculum Committee may elect to refer any matter to a department faculty meeting if wider faculty input is desired.

3. In making course and curricular recommendations, the Curriculum Committee's primary consideration is on University requirements and the accreditation and certification requirements of the professional fields represented by the specific degree programs.

4. Agenda matters to be considered by the Curriculum Committee will be initiated by the Faculties of a Major and of a Graduate Program (under the coordination of the elected representative to the Curriculum

Committee) using the University's Curriculum and Course Change System. Once completed, these materials are to be submitted to the Curriculum Committee chair by the deadline set for agenda items. The Curriculum Committee chair will compile these materials into an agenda that will be distributed to all members of the committee at least one week prior to the Department Curriculum Committee meeting.

5. Agenda items are approved by a simple majority vote. All approved course actions and curriculum actions will be forwarded to the Department Chair for signature. Committee members unable to attend and vote on items may select a proxy from the Faculty of a Major that they represent. Upon approval by the Department Chair, the action will be returned to the committee chair for submission to the College Curriculum Committee.

Section 5. Scholarship and Awards Committee

The Scholarship and Awards Committee will be composed of elected regular or special faculty members with teaching appointments, including one representing each undergraduate and graduate program in the Department, one faculty with an extension appointment preferably located at a Research and Education Center, and one department staff member. Term of service on the committee will be three years beginning August 15 of year elected. An individual may serve two consecutive three-year terms and then must rotate off for one term of three years before serving again. To maintain stability and continuity, the rotation of committee members will be established so that no more than two committee members rotate off each year.

At the August meeting, the committee will elect a chair and co-chair from its membership. For continuity, it is strongly encouraged that the chair serves for a minimum of two years and can serve up to six years if willing and elected by the committee. The co-chair will be expected to assist the chair and become chair if the current chair is not to serve the following year.

The committee will inform all faculty, staff, and students of the availability of academic and professional awards and scholarships. The committee will identify specific department faculty, staff, and students who may qualify for relevant awards and scholarships, and then encourage and assist these individuals with their applications for these awards and scholarships. The committee will cooperate with the PES Department Chair and the Clemson University Foundation to ensure

that endowed funds are managed and used in accordance with the specifications of the fund donors and the policy of the Clemson University Foundation.

Section 6. Social Committee

The Social Committee plans and implements department-wide events for faculty, staff and students. Such events may include, but not limited to holiday parties, alumni weekend events, and appreciation celebrations. The Social Committee consists of one to three faculty members (regardless of voting privilege) and a staff member. Term of service on the committee will be three years beginning August 15 of year elected. An individual may serve two consecutive three-year terms and then must rotate off for one term or three-years before serving again. To maintain stability and continuity, the rotation of committee members will be established so that no more than two committee members rotate off each year. In addition, one student from each PES concentration and from the PES and Entomology graduate program can also be members. The Social Committee will meet a minimum of once a semester.

Section 7. Assessment Committee

This committee will be responsible for coordinating the completion of assessment documents and files required by the majors and programs within the department. The purpose of the committee is to facilitate cooperation that will lead to sharing of resources, expertise, and the efficient collection of materials and documentation. The committee will be composed of one member from each program that requires assessment and the PES Student Services Coordinator. The term of appointment will be four years to provide for continuity in assessment processes. An individual may serve two consecutive four-year terms and then must rotate off the committee for one year before serving again. All majors or programs must be represented on the Committee. Representatives are to be elected by each of the Faculties of a Major. To maintain stability in the committee, the rotation of committee members will be established so that no more than half of the committee membership will rotate off the committee during the same year. Membership on this committee is restricted to tenured faculty and other full time employed faculty who are reviewed through the Tenure, Promotion, and Reappointment process, as defined by the *Faculty Manual* who have voting privileges within the Department of PES and have at least a 20% instructional appointment.

The chair is elected annually by the committee members and may serve consecutive terms. The responsibility of the chair is to provide coordination with the committee members, conduct meetings, and present the annual assessment report to department faculty. The chair is not responsible for data entry for any of the programs other than his/her own.

The Committee as a whole is responsible for coordinating the completion of assessment activities within the department. The actual data input for specific majors or programs will be completed or overseen by the individual committee members representing a given major or program. It is also the function of the Committee to inform or remind individuals who collect assessment-related data (e.g., course instructors and graduate committee chairs) of their responsibilities.

The Committee is to meet once at the beginning of each Fall and Spring semester to review goals and deadlines and to review the status of data entry from the previous semester(s). Goals for summer courses will be on the spring meeting agenda, and data from summer courses will be reviewed in the fall meeting.

Section 8. Strategic Planning Committee

This Committee will be determined by election of the department faculty and be composed of five Voting Faculty members to include representation in the areas of Teaching, Research, and Extension, must include at least one off-campus faculty member, and have representation from all disciplines. To maintain stability and continuity, the rotation of the committee will be established so that no more than one-third of the committee membership will rotate off each year. An individual may serve two consecutive three-year terms and then must rotate off the committee for one term of three years before serving again. The Committee will elect a chair from its members. This Committee will annually review and update the department strategic plan in concert with the University and College strategic plans and will guide the implementation of the plan. The plan will include projections and recommendations for the next five years. The Committee will also determine and prioritize the long-term needs of the Department of PES and advise the Department of PES chair and faculty on how best to address these needs. This Committee will plan department retreats.

Article VII. Ad Hoc Committees

The Department Chair can establish special committees as deemed appropriate. The ad hoc committee must be established for a specific, simple purpose and can serve no longer than twelve months or until the purpose of the committee is accomplished. Members of these committees and their duties and terms of office will be determined by the PES Department Chair with the advice and consent of the DFAC. An ad hoc committee cannot become a standing committee without a change in the Bylaws, being approved by the department faculty.

Search and Screening Committees Suitable candidates to fill positions of regular and special faculty will be vetted by an ad hoc Search and Screening Committee as established by the guidelines outlined in the *Faculty Manual* or as determined by the PES Department Chair and DFAC. Search and Screening Committees include a minimum of three faculty members, two of which are regular faculty and one of which may be special faculty, and all of whom are voting members of the department. The committee elects its own chair, and all faculty members of the committee are eligible to serve as committee chair.

Article VIII. Faculty Mentoring

The goal of a Mentoring Committee is to assist tenure-track faculty members with preparing a strong dossier for reappointment and tenure.

A Mentoring Committee will compose of three tenured faculty members. The Department Chair will request the Mentee to select two Mentors, with the third Mentor selected by the Department Chair.

Mentoring Committee Timeline:

- 1) Mentoring committee established within six months of mentee start date
- 2) Mentee submits goals and accomplishments for committee to review each year by April 1, until the mentees TPR packet submitted with tenure and promotion request.
- 3) Mentors discuss accomplishments and suggestions with mentee by May 1.
- 4) Mentors provide letter to Mentee by August 1st that includes strengths and weaknesses of progress to date, and improvement recommendations. Mentees have discretion to include the letter in their TPR packet

Mentoring Committee Responsibilities:

- Advise mentees with regard to opportunities to pursue during first five years
- Review goals and accomplishments for TPR packet and annual evaluations (FAS)
- Suggestions on presentation of accomplishments for mentee TPR packet
- Mentors discuss accomplishments and suggestions with mentee by May 1.
- Mentors provide letter to mentee by August 1st that includes strengths and areas for growth to date, and growth recommendations.

Mentee Responsibilities:

- Select two mentoring committee members and communicate a request for mentoring
- Communicate with Department Chair to determine final committee member
- Prepare accomplishments, goals and TPR packet components for review by April 1 of each year
- Mentee arranges date for mentoring committee to meet before May 1st of each year until TPR packet submission for tenure and promotion.

In addition, each assistant rank faculty should schedule a mid-cycle review meeting with the Department Chair, CAFLS Dean and mentoring committee. For associate rank faculty, mid-cycle reviews can be set up if desired, otherwise feedback will be provided as annual reviews.

Article IX. External Advisory Council

The purpose of the PES External Advisory Council is to provide professional advice to the department on both internal and external matters affecting the department, graduates, and external stakeholders. Membership of the External Advisory Council will be selected by the Department Chair with input from and nominations by faculty. Nominations must be approved by the Faculty Advisory Committee. The PES Department Chair will solicit a minimum of three faculty members representing Teaching, Research, and Extension, and one student representative (student rank at the discretion of the Department Chair) and one staff representative to attend External Advisory Council meetings. These representatives must be approved by the DFAC Committee. All recommendations of the PES External Advisory Council are advisory to the PES Department Chair and faculty for consideration.

Implementation of Council recommendations will be at the discretion of the Department Chair and faculty.

Article X. Amendments

These Bylaws may be amended at a meeting of the Department of PES regular faculty by an affirmative vote of at least two-thirds (67%) of the regular faculty or by an email vote with the same affirmation. Proposed amendments must be recommended by at least five members of the regular faculty. The Department Chair must distribute proposed amendments to the regular faculty at least ten days prior to the scheduled meeting in which the amendment will be voted on or the deadline of the online voting period. Amendments or additions to these Bylaws shall be consistent with standing University policy.

Article XI. Ratification and Distribution

These Bylaws and amendments to the Bylaws shall take effect when ratified by at least a two-thirds (67%) affirmative vote of the Voting Faculty of the Department of PES (as stated in Article I).