

**COLLEGE OF AGRICULTURAL SCIENCES
FACULTY ORGANIZATION AND OPERATING GUIDELINES**

PREAMBLE

Faculty participation is essential for ensuring quality programs in teaching, research, and extension. The purpose in organizing the College of Agricultural Sciences Faculty is to facilitate efforts by the Faculty in achieving academic and scholarly excellence in keeping with the missions of the College. The organization shall serve as the voice of the Faculty in legislative, advisory, consultative, and forensic functions, subject to the rules and regulations of the University, recognizing the authority vested in and delegated through the University Faculty Senate.

ARTICLE I - MEMBERSHIP

Membership and voting rights in the College of Agricultural Sciences Faculty shall include all persons holding full-time academic appointments whether professorial, research (excluding non-continuing research appointees) or full-time instructors (see HR-21 for definitions of those academic ranks), and elected officers of the College of Agricultural Sciences Student Council.

ARTICLE II - OFFICERS

The officers shall be a Past-Chair, Chair, and Chair-Elect. Together, these three officers shall constitute the Executive Committee of the College of Agricultural Sciences Faculty.

The College of Agricultural Sciences Faculty shall elect annually from among its membership a Chair-Elect. The Chair-Elect, at the end of a one (1) year term of service in that office, shall automatically succeed to the office of Chair. The Chair shall automatically succeed to the office of Past-Chair. All terms of office shall begin at the close of the final regular faculty meeting of the spring semester.

If a vacancy occurs in the office of Chair, the Chair-Elect will move immediately into the office, complete the unexpired term, and continue through a full term as Chair. If the vacancy occurs in the office of Chair-Elect, the College of Agricultural Sciences Faculty shall elect a replacement at its next regular meeting, from a list of nominees submitted by the Nominations Committee.

Any officer may be removed from office for neglect of duty or for misconduct in office by a two-thirds vote of no confidence by the total membership (See Article I, Membership).

ARTICLE III - RESPONSIBILITIES OF THE OFFICERS

The Chair shall be the presiding officer of the College of Agricultural Sciences Faculty. The Chair shall be empowered, in consultation with the other officers and the Dean, to prepare the agenda, to appoint task forces or special committees, to represent the faculty, to convene special meetings when necessary, and to carry out other duties as appropriate.

The Chair-Elect shall serve in the absence of the Chair.

ARTICLE IV - MEETINGS

Regular meetings of the College of Agricultural Sciences Faculty will be held at least once each semester, excluding summer. The dates for these meetings shall be set by the Executive Committee in consultation with the Dean. The meeting dates will be distributed to the membership as soon as they are established. Regular meetings may be cancelled for unusual circumstances by the Executive Committee.

The Executive Committee shall meet when necessary in advance of the regularly scheduled meeting.

Special meetings may be called by the Executive Committee, or upon written request of either the Dean, or at least three Committee Chairs, or no less than 15 faculty members. A statement of the purpose for the meeting and the spokesperson(s) for the issue(s) must be included in the letter of request to the Executive Committee.

ARTICLE V - QUORUM

A quorum for the transaction of business at an officially called meeting shall consist of 10 percent of the total membership (Note: Article I).

ARTICLE VI - RULES OF PROCEDURE

Robert's Rules of Order, latest revision, will serve as the official document governing rules of procedure.

A Parliamentarian shall be appointed by the Executive Committee.

ARTICLE VII - COMMITTEES

College of Agricultural Sciences Faculty members serve on standing committees and special committees to further the purposes set forth in the preamble.

A. Standing Committees

College of Agricultural Sciences faculty standing committees include:

- a. Faculty Advisory Committee to the Dean (refer to 4a)
- b. Nominations and Elections (refer to 4b)
- c. Library (refer to 4c)
- d. Faculty Awards (refer to 4d)
- e. Faculty Development (refer to 4e)
- f. Academic Standards (refer to 4f)
- g. Instruction and Curricular Affairs (refer to 4g)
- h. Student Activities (refer to 4h)
- i. Promotion and Tenure Review (refer to 4i)
- j. Student Scholarships and Awards (refer to 4j)
- k. Graduate Faculty Review Committee (refer to 4k)
- l. Distinguished Professorship Review Panel/Committee (refer to 4l)

1. Membership on Standing Committees

- a. Unless otherwise indicated in Article VII, A4, "Responsibilities of Standing Committees," each standing committee shall include three (3) faculty members of the College of Agricultural Sciences.
- b. Should a vacancy in a standing committee occur, the term shall be completed by that individual identified by the Nominations Committee as having received the next highest number of votes in the most recent election. This process will be repeated until the vacancy has been filled.
- c. Administrators of the College and/or students enrolled in the College may be appointed by the Executive Committee or designated by the appropriate organization, as needed, to fulfill committee duties.

2. Election to Standing Committees

- a. Nominations will be accepted or interested individuals should contact the Nominations and Elections Committee in writing prior to the spring election (to occur no later than the first week in February). A slate of nominees for election to each standing committee shall be submitted to the faculty no later than the first

week of February.

- b. Members of standing committees shall be elected by mail ballot. This ballot shall be returned to the Dean's office for tabulation by the third week in February.
 - c. Except as specifically provided herein, to assure continuity and change in membership, there shall be staggered three-year terms of office.
 - d. Committee terms of office and assigned duties shall begin annually at the close of the final regular faculty meeting of the spring semester.
 - e. Members of standing committees may not serve more than two consecutive terms on the same committee.
3. Operation of Standing Committees
- a. The Chair of each standing committee shall be selected by the committee members unless otherwise specified.
 - b. A standing committee will meet on the call of its Chair.
 - c. Reports from standing committees will be submitted to the faculty when appropriate. An annual written report shall be filed with the Chair of the Faculty Organization, prior to the final regular faculty meeting of the spring semester.
4. Responsibilities of Standing Committees
- a. Faculty Advisory Committee to the Dean

(1) Membership

- a) Each academic unit in the College shall elect one representative from among its faculty who hold membership and voting rights in this organization.
- b) The elected Chair of the Faculty Organization.
- c) The Chair-elect of the Faculty Organization.
- d) The Agricultural Sciences Senators Caucus Representative to the Faculty Senate Council.
- e) One additional seat on the committee may be filled at the discretion of the Dean by appointment of any member of the faculty who holds membership and voting rights in this organization.

The current Chair and the Chair-elect of the Faculty Organization and the Senators Caucus Representative to the Faculty Senate Council shall serve on the Faculty Advisory Committee during their term in each of the designated offices. The Dean, in exercising his discretion to designate a faculty member to fill an additional seat on the Faculty Advisory Committee, shall have the right to designate the term during which such member shall serve.

(2) Purpose

The Faculty Advisory Committee to the Dean, hereafter referred to as the Faculty Advisory Committee, shall be an instrument of the faculty for consultation with the Dean, without legislative authority. Elected representatives from each academic unit in the College shall serve as representatives of their faculties to bring issues and questions from the faculties to the committee and as messengers back to the faculties of the non-

confidential discussions held by the committee.

(3) Duties

To meet regularly (monthly, or upon request) with the Dean, to discuss issues or concerns relevant to the College of Agricultural Sciences. Unless specifically requested by the Dean, issues discussed at meetings of the committee shall not be considered confidential and a summarized record of such meetings will be made and circulated among committee members following each committee meeting.

b. Nominations and Elections

(1) Membership

- a) Six elected faculty members representing balance among academic units within the college.
- b) The Senators' Caucus Representative to the Faculty Senate Council.

(2) Purpose

To prepare an annual slate of nominees for election to the following offices: 1) the Chair-Elect; 2) the standing committees of the College of Agricultural Sciences Faculty; 3) the Faculty Senate; 4) the Graduate Council.

To provide the Dean with nominees to serve as representatives to faculty meetings of other colleges, and for election to membership on the Distinguished Professorship Review Panel/Committee (ARTICLE VII, C, 1-4).

(3) Duties

- (a) Submit to the membership names and brief biographical sketches for each of twice the number of persons to be elected at least one week prior to the first regular meeting of the Faculty in the Spring Semester (Note: VII, 2, a.). Nominees must be willing to serve if elected.
- (b) Distribute the slate of nominees to the faculty with an indication that additional nominations will be accepted in the Dean's Office through the next week or at the first regular faculty meeting of the Spring Semester.
- (c) Prepare and distribute a ballot to the faculty. Tallies the ballots and declares elected those individuals receiving the most votes. Records vote totals by candidates so that if a person elected cannot, for whatever reason, continue to serve, the next highest vote getter able to do so will serve for the remainder of that person's term. NOTE: Only graduate faculty may vote for members to the Graduate Council.
- (d) Provide the Dean with a list of people who have agreed to serve as representatives from the College of Agricultural Sciences to the faculty meetings of other Colleges. The faculty does not vote on these representatives.

c. Library

(1) Membership

- (a) Three elected faculty members.
- (b) The Agricultural Sciences Librarian.

- (c) An Agricultural Sciences Faculty Senator from the Senate Committee on Libraries when available.
- (2) Purpose
 - To ensure that library needs, collections, and/or services are addressed.
- (3) Duties
 - a) Study the library needs and concerns of the College and makes recommendations to the faculty and librarians.
 - b) Inform the faculty of developments concerning the collections and services.
- d. Faculty Awards
 - (1) Membership
 - Three elected faculty members.
 - (2) Purpose
 - To coordinate and propose activities involving awards for faculty, alumni, and other appropriate individuals. The actions of the Committee are intended to support, not supersede, activities and responsibilities of the academic units in the College.
 - (3) Duties
 - (a) Review and maintain a list of awards, eligibility criteria, and nomination deadlines to be sent to unit leaders and the Dean by September 1 each year.
 - (b) Collect, screen, rank and forward nominations as appropriate.
- e. Faculty Development
 - (1) Membership
 - (a) Six elected faculty members representing resident education (2), research (2), and extension (2).
 - (b) The Associate Deans for Resident Education, Research, and Extension (ex-officio).
 - (2) Purpose
 - To promote improved quality of instruction, research and extension in the College through programs designed to fill the needs of experienced and new faculty and graduate students.
 - (3) Duties
 - a) Assist the Dean in the annual New Faculty Orientation Program.
 - b) Continue a faculty-mentoring program, utilizing workshops and seminars.
 - c) Implement a "Teaching Skills" developmental program for graduate students.
- f. Academic Standards

(1) Membership

- a) Three elected faculty members (at least one must be from the graduate faculty).
- b) One undergraduate student in Agricultural Sciences selected each year by the Agricultural Sciences Student Council.
- c) One graduate student in Agricultural Sciences selected each year by the Graduate Student Association.
- d) An Agricultural Sciences Faculty Senator from the Senate Committee on Undergraduate Education when available.
- e) The Associate Dean for Resident Education (ex-officio).

(2) Purpose

To review and recommend action to the Dean on matters relating to undergraduate and graduate academic standards and policies.

(3) Duties

- a) Recommend to the Dean, on behalf of the Faculty, action to be taken on: (1) reinstatement of students, and (2) cases of academic dishonesty.
- b) Recommend to the Dean changes or modifications in policies which regulate the academic conduct of students (student handbook).
- c) Assist the Dean in gathering and interpreting information on matters of academic standards related to the educational functions of the college.

g. Instruction and Curricular Affairs

(1) Membership

- a) Each department will provide a voting representative to the committee (three-year term). Initially, terms will be staggered with a third of the members having one, two and three-year terms. Staggered terms will be decided by "drawing straws" during the first committee meeting.
- b) Each department can decide the representative from their unit, but the recommendation is that the representative be the chair of the department's curriculum committee or the program coordinator.
- c) If a committee member is unable to attend a scheduled meeting, they must provide the name of a proxy directly to the Undergraduate Education Office.
- d) The chair will be elected annually by members of the committee.
- e) Interdisciplinary majors will provide a representative.
- f) The Associate Dean of Undergraduate Education and staff assistant from the Undergraduate Education Office will be ex-officio members.
- g) A graduate student representative will be appointed by the college Graduate Education Office. The graduate student will be a voting member.
- h) An undergraduate student representative will be appointed by the college Undergraduate Education Office. The undergraduate student will be a voting member.

- i) A college representative of the University Faculty Senate will serve as an ex-officio member of the committee. It is recommended that this person have a resident education appointment.
- j) A college representative to the Graduate Council will serve as an ex-officio member of the committee.
- k) A dean representing graduate programs will serve as an ex-officio member.

(2) Purpose

To serve as an advisory and facilitating body to the College and to the Associate or Assistant Deans for Resident Education and Research on matters that may affect the attainment of instructional objectives in undergraduate and graduate programs, while ensuring conformity of curricula with Senate and the Graduate School guidelines.

(3) Duties

- a) Review all undergraduate and graduate course and curriculum proposals submitted by the academic units, and make recommendations to the Associate Dean for Resident Education and Research.
- b) Review and makes recommendations to the Associate Dean for Resident Education and Research on such matters as admission standards and requirements, general requirements for all students, and graduation requirements.
- c) Distribute to the faculty a report of all committee actions taken according to (3) (a).
- d) Communicate to the faculty for review and comment all committee actions taken according to (3) (b).
- e) Serve as a source of advice and consultation on procedural matters for the various academic units.

h. Student Activities

(1) Membership

- a) Three elected faculty members;
- b) One undergraduate student in the College of Agricultural Sciences selected each year by the Agricultural Sciences Student Council;
- c) The Associate Dean for Resident Education (ex-officio).

(2) Purpose

To advise and make recommendations regarding the disbursement of funds set aside by the Dean for use by College clubs or organizations, including judging teams.

(3) Duties

- a) Establish application procedures and criteria, and publicizes such procedures and related time schedules.
- b) Maintain a list of College clubs or organizations eligible for using such funds.

- c) Review applications for use of such funds.
 - d) Submit recommendations to the Dean for disbursement of funds.
- i. Promotion and Tenure Review Committee
- (1) Membership
 - a) Five senior faculty members (full professors with tenure) elected by the faculty and two senior faculty members appointed by the Dean of the College.
 - b) The five elected members shall serve three-year terms. The appointed members shall serve one-year terms and not more than three consecutive one-year terms. Faculty with more than 50% of their time assigned to an academic administrator position are not eligible for appointment.
 - c) Nominees for the five elected positions shall represent a balance among extension, research, and resident education as well as among academic units within the college. The Dean shall consider this balance when appointing members to the committee. On the seven-member committee, there shall be at least two representatives with a major commitment to each of these areas. The Nominations and Elections Committee and the Dean shall attempt to ensure that all program areas (i.e., biological sciences, social sciences, engineering, etc.) of the College are represented on the committee.
 - d) The Dean of the College shall appoint annually a chairperson from among the five elected members.
 - e) When an elected member cannot serve, the vacancy will be filled from the unelected nominees of the most recent election. The individual of this group receiving the highest number of votes will serve the remainder of the three-year term.
 - (2) Purpose

To review and evaluate all candidates recommended for promotion, tenure and/or sabbatical leaves.
 - (3) Duties
 - a) Review and evaluate all candidates recommended for promotion or tenure by academic units, with the opportunity to secure additional information or engage in consultation with unit leaders as needed.
 - b) Submit to the Dean all Committee recommendations on promotion and tenure.

[See Promotion and Tenure Procedures and Recommendations, HR-23; Administrative Guidelines provided by the Provost; and Criteria and Procedures for Promotion and Tenure-College of Agricultural Sciences].
 - c) Review all requests for sabbatical leave [See The Pennsylvania State University Policy, HR-17].
 - d) Submit to the Dean all committee recommendations on sabbatical leave.
- j. Student Scholarships and Awards
- (1) Membership
 - a) Three elected faculty members.

- b) The Associate Dean for Resident Education (ex-officio).
- (2) Purpose
- To serve as the principal awarding authority for College-controlled scholarships and awards.
- (3) Duties
- a) Process applications and selects recipients for scholarships.
 - b) Serve as the central oversight authority for scholarships in the College. As such, it is responsible for reviewing all scholarships awarded by individual academic programs in the College for compliance with general University regulations, donor stipulations, and academic requirements.
 - c) Consult and cooperate, when necessary, with the Office of Student Aid and the Office of the Bursar in the discharging of these administrative duties.
 - d) Serve as the principal advisory group to the Dean on matters related to scholarships and awards.
- k. Graduate Faculty Review Committee
- (1) Membership
- a) Five elected faculty who are members of the graduate faculty.
 - b) Faculty elected must be representative of the biological sciences, social sciences, engineering, and other appropriate disciplines.
- (2) Purpose
- To review and evaluate candidates for the graduate faculty with adjunct, affiliate, part-time or fixed-term status.
- (3) Duties
- a) Review and evaluate candidates with adjunct, affiliate, part-time or fixed-term status for graduate faculty membership.
 - b) Submit recommendations to the Graduate School through the Dean of the College.
- l. Distinguished Professorship Review Panel/Committee (5-year term)
- (1) Membership
- a) In accordance with the Pennsylvania State University Policy (HR-10) Distinguished Professorship), a panel of ten (10) professors, shall be elected by the faculty.
- (2) Purpose
- To review nominations and make recommendations to the Dean for the award of Distinguished Professor.
- (3) Duties
- a) The Nominations and Elections Committee shall submit to the Dean a slate of nominees to fill vacancies on the panel.

- b) Following further solicitation by the Dean of additional nominations from the faculty, a written ballot will be mailed to all faculty for election to the ten-member panel.
- c) Members on the panel will serve for five-year staggered terms except for retirements or resignations.
- d) Upon receipt of nominations for the award of Distinguished Professor, the Dean will select from the panel three (3) members to review the documentation and make recommendations to the Dean.

B. Special Committees

Special Committees may be appointed by the Chair of the College of Agricultural Sciences Faculty at the request of the Executive Committee, the Dean, or the Faculty.

ARTICLE VIII -FACUL TY-ADMINISTRATION RELATIONSHIPS

A. Relationship of Faculty to Administration

Faculty Advisory Committee to the Dean - (See membership, purpose, and duties of the Faculty Advisory Committee as outlined in the Standing Committee [Article VII, I, C] Section.)

Distinguished Professorship Review Panel - (See ARTICLE VII, C. 1-4 for the College of Agricultural Sciences facilitation of Pennsylvania State University policy (HR-10))

B. Relationship of Agricultural Sciences Senators of the University Faculty Senate to the Faculty

The Caucus of Agricultural Sciences Senators shall function as a "committee" within the Faculty organization. The Senators' Caucus Representative to the Faculty Senate Council shall make regular reports to the Faculty, suggest legislative matters for consideration by the Faculty through the Executive Committee, and be the link between the College of Agricultural Sciences Faculty and the University Faculty Senate. Faculty Senators shall be members of College of Agricultural Sciences Faculty Committees pertinent to their Senate Committee assignments.

C. Relationship of the Ombudsmen to the Faculty

In accordance with the Pennsylvania State University Policy HR-76, Faculty Rights and Responsibilities, an Ombudsman and Alternate Ombudsman shall serve as mediators and conciliators in disputes between/among faculty and administrators in the College, when requested by any of the parties involved. The Ombudsmen should be acceptable to both faculty and administrators. The nomination and election process will follow this procedure:

1. Nominations from the faculty will be solicited by the Nominations and Elections Committee which will prepare a slate of candidates from nominations it receives.
2. The Ombudsman and Alternate Ombudsman shall be elected to serve three-year terms. Ombudsman terms commence and expire one year apart and both are eligible to run for re-election.
3. If an Ombudsman is unable to complete the term of office, a replacement Ombudsman will be elected at the next faculty-wide election to serve the remainder of the uncompleted term.

ARTICLE IX -AMENDMENTS

Amendments to this document may be adopted at any meeting of the Faculty by a two-thirds vote of the Faculty present, provided that the amendment(s) shall have been presented at the preceding regular Faculty meeting, and distributed to the faculty as a part of the recorded minutes of that session.

Ratified at
College of Agricultural Sciences Faculty Meeting April 10, 1987
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