

**THE PENNSYLVANIA STATE UNIVERSITY COLLEGE OF
AGRICULTURAL SCIENCES FACULTY ORGANIZATION
BYLAWS AND STANDING RULES**

BYLAWS

(Proposed, Fall 2019)

PREAMBLE

The College of Agricultural Sciences Faculty Organization is the formal faculty governance body within the College of Agricultural Sciences. Its principal aim is to facilitate communication among faculty, and between faculty and administrators, so that all work together for the benefit of the students and stakeholders of the college and the University. We strive to promote academic and scholarly excellence in keeping with the missions of the college. Achieving this excellence requires reciprocal consultation, the free flow of information, respect between faculty and administrators, and a commitment to shared governance. The Faculty Organization shall serve as the voice of the faculty and the vehicle for their concerns in legislative, advisory, consultative, and forensic functions, subject to the rules and regulations of the University.

The Faculty Organization recognizes that the responsibility for the operation of the College of Agricultural Sciences lies with faculty and administrators.

Administrators have unique responsibilities to higher administrative levels within the University as they represent the faculty and are obliged to serve the college's interests. Shared governance predicates an open and respectful dialogue among faculty, and between faculty and administrators on matters affecting the college. Such dialogue should welcome the expression of concerns and responses to such concerns. Open dialogue is understood to:

(1) occur early enough in the process that positions regarding the issue at

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24 hand have not been decided or acted upon prematurely; (2) provide a
25 reasonable amount of time for the consideration of the issue; (3) have equal
26 access to data and information relevant to the issue; and (4) allow for
27 consultation of the Faculty Advisory Committee to the Dean and/or the
28 Executive Committee of the Faculty Organization for faculty input. This
29 dialogue should not preclude the introduction of the issue directly to the full
30 Faculty Organization, especially in cases of great urgency or importance. It is
31 the responsibility of administrators and faculty to engender an environment
32 where individuals are free to speak without repercussions for initiating or
33 contributing to an honest and open consultation. Furthermore, to maintain an
34 internal culture of mutual respect, administrators and faculty shall provide a
35 rationale for choosing a course that deviates from that recommended by the
36 other. The following instances are cases where faculty should be consulted by
37 administration, but are by no means exhaustive:

- 38 a) Appointing or evaluating the performance of the Dean, Associate Deans, or
39 Assistant Deans.
- 40 b) Recruiting, appointing, promoting or developing faculty.
- 41 c) Establishing criteria for evaluating the performance of faculty and administrators.
- 42 d) Developing transparent annual budgets for the college and the departments.
- 43 e) Forming administrative units that govern teaching, research or extension.
- 44 f) Adding, reorganizing, evaluating or terminating programs in teaching, research,
45 extension, or other service; An example of this would be strategic planning.

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46 The Faculty Organization represents an effective and efficient route via which
47 administrators and faculty shall routinely communicate on examples like those
48 listed above.

49 Acceptance of shared governance by faculty and administrators is predicated
50 on their reciprocal accountability for outcomes. Mechanisms for accountability
51 of administrators and faculty, will be performed in accordance with the
52 University's policies AC14, AC23, and other academic policies and guidelines.
53 For review of Deans, Associate Deans and Assistant Deans, faculty from each
54 department and each arm of the college's mission (teaching, research and
55 extension) will be represented on the evaluating committee, with appointments
56 made by the Department Heads.

57 **ARTICLE I. NAME**

58 The name of the organization shall be the Pennsylvania State University
59 College of Agricultural Sciences Faculty Organization, hereafter referred to as
60 the Faculty Organization.

61 **ARTICLE II. PURPOSE & OBJECT**

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

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69 **ARTICLE III. MEMBERSHIP**

70 Membership and voting rights in the College of Agricultural Sciences Faculty shall
71 include all persons currently holding full time University academic appointments
72 whether professorial, research (excluding non-continuing research appointees) or full-
73 time instructors (see AC21 for definitions of those academic ranks) with their primary
74 academic appointment in the College of Agricultural Sciences.

75 **ARTICLE IV. OFFICERS**

76 The officers shall be a Past Chair, Chair, and Chair Elect. Together, these
77 three officers shall constitute the Executive Committee of the College of
78 Agricultural Sciences Faculty Organization. A parliamentarian shall be
79 appointed by the Executive Committee prior to the start of the fall semester.

80 IV. Section A. Qualifications. Any member of the organization is eligible to be nominated
81 for Chair Elect and to serve in all the offices of the organization.

82 IV. Section B. Term of Office. All terms of office shall begin on July 1st and end on June
83 30th of the subsequent year, or until their successors are elected.

84 IV. Section C. Duties of Officers

85 While primary duties are listed below, additional duties of each office may be found in
86 the standing rules of the organization.

87 *IV.C.1. Duties of the Chair.* The Chair shall be the presiding officer of
88 the College of Agricultural Sciences Faculty Organization. The Chair
89 shall be empowered, in consultation with the other officers and the
90 Dean, to prepare the agenda, to appoint task forces or special

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91 committees, to represent the faculty, to convene special meetings when
92 necessary, and to carry out other duties as appropriate.

93 *IV.C. 2. Duties of the Chair Elect.* The Chair Elect shall serve in the
94 absence of the Chair.

95 *IV.C. 3. Duties of the Past Chair.* The duties of the immediate Past Chair include
96 serving as an advisor to the Chair and chairing the Nominations and Elections
97 Committee.

98 IV. D. Nomination and Elections of Officers.

99 *IV. D. 1. Nominations and Elections Committee.* The Nominations and Elections
100 Committee shall be chaired by the Past Chair of the Faculty Organization. The
101 remaining committee members include 6 elected faculty members and the
102 Senators' Caucus Representative to the Faculty Senate Council. The
103 responsibilities of the Nominations and Elections Committee include the
104 development of the election ballot. The Nominations and Elections Committee
105 shall nominate candidate(s) for the office of Chair Elect as well as individuals to
106 serve on standing committees. The Nominations and Elections Committee must
107 complete and communicate the election ballot to the faculty a minimum of 21
108 days prior to the Annual meeting.

109 *IV. D. 2. Elections.* The College of Agricultural Sciences Faculty shall
110 elect annually from among its membership a Chair Elect and committee
111 members. The Chair Elect, at the end of a one year term of service in
112 that office, shall automatically succeed to the office of Chair. The Chair
113 shall automatically succeed to the office of Past Chair. The voting

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114 threshold to be elected Chair Elect is a majority of votes cast.

115 Committee members may be elected by a plurality of the votes cast.

116 Elections shall occur via an electronic ballot vote. The annual election

117 ballot shall be conducted via electronic voting prior to the Annual

118 meeting with the election results shared at the Annual meeting.

119 Opportunity for voting should be available for a minimum of 14 days.

120 *IV. D. 3. Consent of Nominees.* No name may be placed in nomination without

121 the consent of the nominee.

122 IV. Section F. Removal of Officers. Any officer may be removed from office for

123 neglect of duty or for misconduct in office by a two-thirds vote of no confidence

124 by the total membership.

125 IV. Section G. Vacancies. If a vacancy occurs in the office of Chair, the Chair

126 Elect will move immediately into the office, complete the unexpired term, and

127 continue through a full term as Chair. If the vacancy occurs in the office of

128 Chair Elect, the College of Agricultural Sciences Faculty shall elect a

129 replacement via electronic ballot with a majority of the votes cast, from a list of

130 nominees submitted by the Nominations and Elections Committee. The

131 Nominations and Elections Committee will provide a list of nominees within 21

132 days of the vacancy.

133 **ARTICLE V. MEETINGS**

134 V. Section A. Regular Meetings. Regular meetings of the College of Agricultural

135 Sciences Faculty will be held at least once each semester, excluding summer. The

136 dates for these meetings shall be set by the Executive Committee in consultation with

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137 the Dean. The meeting dates will be distributed to the membership prior to the start of
138 the fall semester. Regular meetings may be cancelled for unusual circumstances by the
139 Executive Committee. The Chair will solicit input on the agenda from the membership at
140 least 14 days prior to a scheduled meeting. The Chair will then provide a draft agenda
141 to the Executive Committee 7 days prior to scheduled meetings. Meetings will be
142 recorded and archived. Meeting recording and minutes will be posted online with
143 access for all membership within 14 days of the meeting.

144 V. Section B. Annual Meeting. The regular meeting of the spring semester shall be
145 known as the Annual Meeting and shall be for the purpose of announcing election
146 results for officers, representatives, and committee members, approving the Standing
147 Rules of the organization for the following year, receiving reports of officers and
148 committees and for any other business that may arise.

149 V. Section C. Executive Committee Meetings. The Executive Committee comprising
150 the Chair, Chair Elect and Past Chair shall meet at least one week in advance of the
151 regularly scheduled meetings of the Faculty Organization to review and define the
152 agenda.

153 V. Section D. Special Meetings. Special meetings may be called by the Executive
154 Committee, or upon written request of either the Dean, or at least three Committee
155 Chairs, or no less than 15 faculty members. A statement of the purpose for the
156 meeting and the spokesperson(s) for the issue(s) must be included in the letter of
157 request to the Executive Committee. Notice must be sent to all members at least 7
158 days prior to the date of the meeting. Notices shall be provided by University e-mail
159 and shall include the specific items of business to be conducted at the meeting.

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160 V. Section E. Quorum. A quorum for the transaction of business at an officially
161 called meeting shall consist of 10 percent of the total membership as defined
162 by a faculty roster requested from Human Resources within 15 days prior to
163 scheduled meeting.

164 V. Section F. Electronic Meetings. All meetings, including those of the Executive
165 Committee, standing committees, and special committees are authorized to meet by
166 telephone or web conference, or through other electronic communications media so
167 long as all the members may simultaneously hear each other and participate during the
168 meeting. Such participation shall be at the discretion of the Chair and shall constitute
169 presence at the meeting, and thus count towards a quorum.

170 V. Section G. Action without Meeting. Any executive committee, standing committee, or
171 special committee may act without a meeting if the action taken is by unanimous
172 consent of all members of the committee. The action must be evidenced by written
173 consent describing the action taken and signed by each committee member. Written
174 documentation can be provided through official University email.

175 V. Section H. Voting. Voting in elections is by electronic ballot supervised by the
176 Nominations and Elections Committee. All other voting, including but not limited to
177 amending Bylaws may be by mail-in ballot, voting in person at a time and place
178 designated, or by electronic means, including but not limited to secure website voting.
179 The Executive Committee shall designate the voting method.

180 **ARTICLE VI. COMMITTEES**

181 VII. Section A. - Standing Committees. There shall be the following fifteen
182 standing committees (listed alphabetically): Academic Standards Committee,

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183 Caucus of Agricultural Sciences Senators to the University Faculty Senate,
184 Distinguished Professorship Review Panel/Committee, Executive Committee,
185 Faculty Advisory Committee to the Dean, Faculty Awards Committee, Faculty
186 Development Committee, Graduate Faculty Review Committee, Instruction
187 and Curricular Affairs Committee, Libraries, Information Systems, and
188 Technology Committee, Nominations and Elections Committee, Non-tenure-
189 line Faculty Promotion Review Committee, Promotion and Tenure Review
190 Committee, Student Activities Committee, Student Scholarships and Awards
191 Committee.

192 VII. Section B. – Committee Duties. Committees should work to address their
193 assigned purpose and complete their assigned duties as defined in the
194 Standing Rules of the organization. Committees are to submit a written report
195 of annual activity via email to the Chair at least 7 days prior to the Annual
196 Meeting.

197 VII. Section C – Composition of Standing Committees. College of Agricultural
198 Sciences Faculty members serve on standing committees and special
199 committees to further the purposes set forth in the preamble. Composition of
200 specific committees is defined in the Standing Rules of the organization.

201 *VII.C.1. Vacancy.* Should a vacancy in any elected position on a
202 standing committee occur, the term shall be completed by the individual
203 identified by the Nominations and Elections Committee who received
204 the next highest number of votes in the most recent election. This
205 process will be repeated until the vacancy has been filled. If no other

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206 candidate is available, the Executive Committee may appoint a
207 replacement member.

208 *VII.C.2. Appointments.* Administrators of the college, staff and/or
209 students enrolled in the college may be appointed by the Executive
210 Committee as needed, to fulfill committee duties and/or representation
211 needs.

212 VII. Section D. Election to Standing Committees. Nominations, including self-
213 nominations will be accepted by the Nominations and Elections Committee in
214 writing or via electronic communication prior to the posting of the election ballot
215 at least 28 days prior to the Annual meeting in the spring. The nominating
216 committee must complete and communicate the election ballot at least 21 days
217 prior to the Annual meeting with voting open for a minimum of 14 days and
218 results determined at least 5 days prior to the Annual Meeting. Members of
219 standing committees shall be elected by electronic ballot. Elections results will
220 be determined by the Nominations and Elections Committee prior to the
221 Annual Meeting.

222 VII. Section E. Committee Member Term Lengths. Except as specifically
223 provided in the Bylaws or the Standing Rules to assure continuity and change
224 in membership, there shall be staggered three-year terms of office. Committee
225 terms of office and assigned duties shall begin annually on July 1st and end on
226 June 30th.

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227 VII. Section F. Committee Member Term Limits. Elected members of standing
228 committees may not serve more than two consecutive terms on the same
229 committee.

230 VII. Section G. Operation of Standing Committees. The Chair of each standing
231 committee shall be selected by the committee members unless otherwise
232 specified. A standing committee will meet on the call of its Chair. The annual
233 organizing meeting of each committee to determine committee leadership shall
234 be called by the longest serving member of that committee. An annual written
235 report shall be filed with the Chair of the Faculty Organization, 7 days prior to
236 the Annual Meeting.

237 VII. Section H – Special Committees. Special Committees may be appointed by the
238 Chair of the Faculty Organization at the request of the Executive Committee, the Dean,
239 or the Faculty.

240 VII. Section I. Removal of Committee Members. A committee member may be removed
241 from a committee for three unexcused absences from committee meetings in a single
242 year.

243 **ARTICLE VII. DELEGATION OF AUTHORITY**

244 The authority vested in these governing documents has been delegated by the
245 University Faculty Senate.

246 **ARTICLE VIII. PARLIAMENTARY AUTHORITY**

247 The rules contained in the current edition of Robert's Rules of Order Newly Revised
248 shall govern the organization in all cases to which they are applicable and in which they

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249 are not inconsistent with these Bylaws and any special rules of order the organization
250 may adopt.

251 **ARTICLE IX. AMENDMENT OF BYLAWS**

252 The Bylaws may be amended by two thirds vote of the members voting at any meeting
253 with a quorum present, provided that at least 30 days written notice shall have been
254 given to the members concerning such proposed amendment. Amendments may be
255 proposed by (1) the Executive Committee, (2) any committee appointed for the purpose
256 of proposing amendments; or (3) by any group of 5 or more current members. It shall be
257 the duty of the Chair to provide notice to the membership if the proposed amendment
258 meets any one of the three requirements listed above.

259 IX. Section A. Ratification of Bylaw Amendments by University Faculty Senate.

260 Following approval, the Amendments to the Bylaws and Standing Rules will be
261 submitted by the Chair to the University Faculty Senate for ratification. An amendment
262 shall take effect upon approval by the University Faculty Senate.

263

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264

265 **Proviso:**

266 **If adopted, bylaws revision and proposed standing rule would not go into effect until ratified by**
267 **the University Faculty Senate.**

268 **Ratified¹ at**

269 *College of Agricultural Sciences Faculty Meeting April 10, 1987; Amended September 22, 1987;*

270 *Amended September 6, 1988; Amended November 22, 1988; Amended February 16, 1989;*

271 *Amended April 25, 1989; Amended November 14, 1989; Amended February 1, 1993; Amended*

272 *September 8, 1993; Amended November 17, 1993; Amended February 14, 1994;*

273

There is a submission of the College of Agricultural Sciences Operating Guidelines from August 29, 2004, that was declared to be deliberated on April 3, 2006; however, there is no record of this submission having been voted on by either the College of Agricultural Sciences Faculty Organization or the University Faculty Senate. For this reason, they are not included in the official amendment list.

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274 **STANDING RULES AND OPERATIONAL GUIDELINES**

275 **ARTICLE I: UTILIZATION OF THE STANDING RULES**

276 The Standing Rules for the Faculty Organization will be reviewed and adopted on an
277 annual basis during the first regular business meeting of the academic year. In
278 accordance with the parliamentary authority, these Standing Rules may be amended
279 and/or suspended with no previous notice and a majority vote at any properly called
280 meeting of the organization.

281

282 **ARTICLE II: STANDING COMMITTEES**

283 Listing of Standing Committees (listed alphabetically)

- 284 a. Academic Standards Committee (refer to II. Section A.)
- 285 b. Caucus of Agricultural Sciences Senators to the University Faculty Senate (refer
286 to I. Section B)
- 287 c. Distinguished Professorship Review Panel/Committee (refer to II. Section C.)
- 288 d. Executive Committee (refer to II. Section C.)
- 289 e. Faculty Advisory Committee to the Dean (refer to II. Section E.)
- 290 f. Faculty Awards Committee (refer to II. Section F.)
- 291 g. Faculty Development Committee (refer to II. Section G.)
- 292 h. Graduate Faculty Review Committee (refer to II. Section H.)
- 293 i. Instruction and Curricular Affairs Committee (refer to II. Section I.)
- 294 j. Libraries, Information Systems, & Technology Committee (refer to II. Section J.)
- 295 k. Nominations and Elections Committee (refer to II. Section K.)
- 296 l. Non-tenure-line Faculty Promotion Review Committee (refer to II. Section L.)

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- 297 m. Promotion and Tenure Review Committee (refer to II. Section M.)
298 n. Student Activities Committee (refer to II. Section N.)
299 o. Student Scholarships and Awards Committee (refer to II. Section O.)

300

301 Section A. Academic Standards Committee

302 *(1) Membership*

- 303 1. Three elected faculty members (at least one must be from the graduate faculty).
304 2. An undergraduate student in Agricultural Sciences selected each year by the
305 Agricultural Sciences Student Council.
306 3. A graduate student in Agricultural Sciences selected each year by the Graduate
307 Student Association.
308 4. An Agricultural Sciences Faculty Senator from the Senate Committee on
309 Undergraduate Education when available
310 5. The Associate Dean for Undergraduate Education
311 6. Associate Dean for Research and Graduate Education
312 7. A staff administrative assistant from the Undergraduate Education Office (Non-
313 Voting)

314 *(2) Purpose.* To review and recommend action to the Deans on matters relating to
315 undergraduate and graduate academic standards and policies.

316 *(3) Duties*

- 317 a. Recommend to the Deans, on behalf of the Faculty, action to be taken on
318 reinstatement of students, and cases of academic dishonesty.

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- 319 b. Recommend to the Deans changes or modifications in policies related to the
320 academic conduct of students.
- 321 c. Assist the Deans in gathering and interpreting information on matters of academic
322 standards related to the educational functions of the college.

323

324 Section B. Caucus of Agricultural Sciences Senators to the University Faculty Senate

325 *(1) Membership*

- 326 1. Duly elected representatives to the University Faculty Senate whose academic
327 home is in the College of Agricultural Sciences will comprise the membership of
328 this caucus. It will operate as a standing committee.

329 *(2) Purpose:* To effectively advocate and represent the best interests of the faculty in
330 the College of Agricultural Sciences.

331 *(3) Duties*

- 332 a. Represent the college in University Faculty Senate business.
- 333 b. Provide reports to Faculty Organization at regularly scheduled meetings.
- 334 c. Recommend legislative matters for consideration by the Faculty Organization
335 through the Executive Committee.
- 336 d. Mentor newly elected Senators for success in the University legislative process.

337

338 Section C. Distinguished Professorship Review Panel/Committee

339 *(1) Membership*

- 340 1. In accordance with The Pennsylvania State University Academic Policy (AC10
341 Distinguished Professorships), a committee of nine (9) professors that represent a

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342 balance among extension, research, and teaching, as well as among academic
343 units within the college, shall be elected by the faculty.

344 *(2) Purpose.* To be available to the Dean as specified in University Academic Policy
345 AC10 to request, recommend and review nominations for the award of Distinguished
346 Professor.

347 *(3) Duties*

- 348 a. Solicit and forward nominations from the membership for consideration of the
349 Distinguished Professorship to the Dean.
- 350 b. To be available to the Dean for review and recommendations upon nominations
351 for the award of Distinguished Professor.

352

353 Section D. Executive Committee

354 *(1) Membership*

- 355 1. The Executive Committee shall comprise the Chair, the Chair Elect and the Past
356 Chair.

357 *(2) Purpose.* To provide leadership to and facilitation of the work of the Faculty
358 Organization.

359 *(3) Duties*

- 360 a. Ensure effective communication among the membership across the College of
361 Agricultural Sciences.

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- 362 b. Systematically review the governing documents of the Faculty Organization to
363 evaluate whether current practices are consistently aligned with those documents
364 and recommend amendments when warranted.
- 365 c. Coordinate all committee work and mobilize committee chairs to take action.
- 366 d. Ensure the organization has an accurate member list for determining voting
367 privilege and quorum mandates. This member list will be maintained through a
368 coordinated effort between the Chair and the college's Office of Human
369 Resources. Within 1 week of a faculty member being hired or leaving employment
370 in the college, administrative support staff in the college Office of Human
371 Resources will provide the Chair with an updated member list.

372

373 Section E. Faculty Advisory Committee to the Dean

374 (1) *Membership*

- 375 1. A representative elected by the faculty of each academic unit in the college.
376 Those eligible to be elected must hold membership and voting rights in the
377 Faculty Organization.
- 378 2. The Chair of the Faculty Organization.
- 379 3. The Chair Elect of the Faculty Organization.
- 380 4. The Agricultural Sciences Senators Caucus Representative to the Faculty
381 Senate Council.
- 382 5. An additional seat on the committee may be filled at the discretion of the
383 Dean by appointment of any member of the faculty who holds membership and
384 voting rights in the Faculty Organization.

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385 (2) *Purpose.* The Faculty Advisory Committee to the Dean, hereafter referred to as the
386 Faculty Advisory Committee, shall be an instrument of the faculty for consultation with
387 the Dean, without legislative authority. Elected representatives from each academic unit
388 in the college shall serve as representatives of their faculties to bring issues and
389 questions from the faculties to the committee and as messengers back to the faculties
390 of the nonconfidential discussions held by the committee.

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

396
397 Section F. Faculty Awards Committee

398 (1) *Membership.*

399 1. Three elected faculty members.

400 (2) *Purpose.* To coordinate and propose activities involving awards for faculty, alumni,
401 and other appropriate individuals. The actions of the Committee are intended to
402 support, not supersede, activities and responsibilities of the academic units in the
403 college.

404 (3) *Duties*

405 a. Review and maintain a list of University awards, eligibility criteria, and nomination
406 deadlines in cooperation with college administration. The list will be updated each
407 semester and maintained on the college's website.

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- 408 b. Communicate with award granting entities (i.e. alumni, etc.) as needed to offer
409 services and assistance.
- 410 c. Collect, screen, rank and forward nominations as appropriate for college,
411 University and external awards.

412

413 Section G. Faculty Development Committee

414 *(1) Membership*

- 415 1. Six elected faculty members representing resident education (2), research (2), and
416 extension (2).

417 *(2) Purpose.* To promote improved quality of instruction, research and extension in the
418 college through programs designed to fulfill the needs of experienced and new faculty
419 and foster of an open and inclusive culture of professional development for faculty.

420 *(3) Duties*

- 421 a. Communicate as needed with the college Deans, Associate Deans, and Assistant
422 Deans to meet the professional development needs of the organization's
423 membership.
- 424 b. Assist the Deans in the annual New Faculty Orientation Program as requested.
- 425 c. Assist the Deans in the annual promotion and tenure informational workshop as
426 requested.
- 427 d. Offer occasional professional development opportunities to faculty, utilizing
428 workshops and seminars.
- 429 e. Assist Departmental faculty mentoring programs to identify mentoring
430 opportunities across the college as requested.

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432 Section H. Graduate Faculty Review Committee

433 *(1) Membership*

- 434 1. Five elected faculty who are members of the graduate faculty.
- 435 2. Faculty elected must be representative of the biological sciences, social sciences,
- 436 engineering, and other appropriate disciplines.

437 *(2) Purpose.* To review and evaluate candidates for the graduate faculty with adjunct,
438 affiliate, part-time or fixed-term status.

439 *(3) Duties*

- 440 a. Review and evaluate candidates with adjunct, affiliate, part-time or fixed-term
- 441 status for graduate faculty membership.
- 442 b. Submit recommendations to the Graduate School through the Dean of the college.

443

444 Section I. Instruction and Curricular Affairs Committee

445 *(1) Membership*

446 1. Each department will provide a faculty representative to the committee. Each

447 department can choose the representative from their unit, but the recommendation

448 is that the representative be either the chair of the department's curriculum

449 committee or an undergraduate major program coordinator.

450 2. The following college based undergraduate and graduate interdisciplinary majors

451 and minors will provide a faculty representative: Environmental Resource

452 Management (Graduate); International Agriculture (Undergraduate); International

453 Agriculture and Development (Graduate)

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- 454 3. The Associate Dean of Undergraduate Education
- 455 4. A staff administrative assistant from the Undergraduate Education Office (non-
456 voting member).
- 457 5. A college representative of the University Faculty Senate. It is recommended that,
458 when possible, this person have a resident education appointment and be a
459 member of the Senate Committee on Curricular Affairs or Education.
- 460 6. A college representative to the Graduate Council.
- 461 7. A dean representing graduate programs.
- 462 8. If a committee member is unable to attend a scheduled meeting, they must provide
463 the name of a proxy directly to the Undergraduate Education Office.

464 *(2) Purpose.* To serve as an advisory and facilitating body to the college and to the
465 Associate Dean for Undergraduate Education and the Associate Dean for Research
466 and Graduate Education on matters that may affect the attainment of instructional
467 objectives in undergraduate and graduate programs, while ensuring conformity of
468 curricula with Senate and the Graduate School guidelines.

469 *(3) Duties*

- 470 a. Review all undergraduate and graduate course and curriculum proposals
471 submitted by the academic units and make recommendations to the Associate
472 Dean for Undergraduate Education and the Associate Dean for Research and
473 Graduate Education.
- 474 b. Review and make recommendations to the Associate Dean for Undergraduate
475 Education and the Associate Dean for Research and Graduate Education on such

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476 matters as admission standards and requirements, general requirements for all
477 students, and graduation requirements.

478 c. Distribute to the faculty a report of all committee actions taken according to (3)
479 (a).

480 d. Communicate to the faculty for review and comment all committee actions taken
481 according to (3) (b).

482 e. Serve as a source of advice and consultation on procedural matters related to
483 instruction or curricular matters for the various academic units.

484

485 Section J. Libraries, Information Systems, and Technology Committee

486 *(1) Membership.*

487 1. Three elected faculty members.

488 2. The Agricultural Sciences Librarian.

489 3. An Agricultural Sciences Faculty Senator from the Senate Libraries, Information
490 Systems, and Technology Committee on Libraries when available.

491 *(2) Purpose.* To ensure bidirectional communication between the Penn State libraries
492 and College of Agricultural Sciences faculty regarding information technologies,
493 collections, and/or services needed and their availability.

494 *(3) Duties.*

495 a. Facilitate the surveys of College of Agricultural Sciences faculty regarding the
496 faculty's needs and concerns regarding library resources.

497 b. Coordinate seminars or workshops so that library experts can make needed
498 presentations to the College of Agricultural Sciences faculty on targeted topics.

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499

500 Section K. Nominations & Elections Committee

501 *(1) Membership.*

502 a. The Past Chair of the Faculty Organization, who will also serve as chair of this
503 committee.

504 b. Six elected faculty members representing a balance among academic units within
505 the college. No two members may be from a single department

506 c. The Senators' Caucus Representative to the Faculty Senate Council.

507 *(2) Purpose.* To prepare an annual slate of nominees for election to the following
508 offices: 1) the Chair Elect; 2) the standing committees of the College of Agricultural
509 Sciences Faculty; 3) the Faculty Senate; and 4) the Graduate Council. In addition, the
510 nominating committee is tasked with providing the Dean with nominees to serve as
511 representatives to faculty meetings of other colleges.

512 *(3) Duties*

513 a. Solicit nominations from the faculty for all elected positions within the Faculty
514 Organization at least 42 days prior to the Annual Meeting. The solicitation should
515 indicate that nominations are due 28 days prior to the Annual Meeting.

516 b. Submit a ballot to the membership of names and brief biographical sketches of
517 nominees at least 21 days prior to the Annual Meeting.

518 c. Tally the ballots and announce the individuals elected at the Annual Meeting.

519 d. Maintain a record of vote totals by candidates so that if a person elected cannot,
520 for whatever reason, continue to serve, the next highest vote getter able to do so will

521 serve for the remainder of that person's term.

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522 e. Provide the Dean with a list of people who have agreed to serve as representatives
523 from the College of Agricultural Sciences to the faculty meetings of other Colleges.
524 The faculty does not vote on these representatives.

525

526 Section L. Non-tenure-line Faculty Promotion Review Committee

527 *(1) Membership*

- 528 1. Five non-tenure-line faculty members elected by the faculty.
- 529 2. Two non-tenure-line faculty members appointed by the Dean of the college.
- 530 3. Nominees should provide adequate representation of all non-tenure-line
531 categories and ranks, except that Rank I (see AC21) faculty will not normally
532 serve on this committee. Every effort should be made to also have representation
533 of different academic units in the college. At least five members shall possess a
534 terminal degree, and at least 5 members shall be at the Rank III level. Exceptions
535 may be necessary until sufficient numbers of non-tenure-line faculty are in the
536 Rank III level. Requests for these exceptions will be submitted to the Vice-
537 Provost for Faculty Affairs for approval. Deans in the college with expertise in
538 the applicant's area may provide input to the committee.
- 539 4. The five elected members shall serve three-year terms. Any individual may serve
540 no more than two consecutive three-year terms, before being required to take at
541 least a two-year hiatus from this committee.
- 542 5. The Dean of the college shall appoint annually a chairperson from among the
543 five elected members.

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544 6. When an elected member cannot serve, the vacancy will be filled from the un-
545 elected nominees of the most recent election. The individual of this group who
546 had received the highest number of votes will serve the remainder of the three-
547 year term.

548 (2) *Purpose.* To review and evaluate all non-tenure line faculty candidates
549 recommended for promotion.

550 (3) *Duties*

551 a. Review and evaluate all non-tenure line faculty candidates recommended for
552 promotion by academic units, with the opportunity to secure additional information
553 or engage in consultation with unit leaders as needed.

554 b. Submit to the Dean all Committee recommendations on promotion. [See Non-
555 tenure-line (Fixed-term or Standing) ranks and promotion procedures, AC21].

556

557 Section M. Promotion and Tenure Review Committee

558 (1) *Membership*

559 1. Five senior faculty members (full professors with tenure) elected by the faculty.

560 2. Two senior faculty members appointed by the Dean of the college.

561 3. The five elected members shall serve three-year terms. The appointed members
562 shall serve one-year terms and not more than three consecutive one-year terms.
563 Faculty with more than 50% of their time assigned to an academic administrator
564 position are not eligible for appointment.

565 4. Nominees for the five elected positions shall represent a balance among
566 extension, research, and teaching as well as among academic units within the

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567 college. The Dean shall consider this balance when appointing members to the
568 committee. On the seven member committee, there shall be at least two
569 representatives with a major commitment to each of these areas. The Nominations
570 and Elections Committee and the Dean shall attempt to ensure that all program
571 areas (i.e., biological sciences, social sciences, engineering, and other appropriate
572 disciplines) of the college are represented on the committee.

573 5. The Dean of the college shall appoint annually a chairperson from among the five
574 elected members.

575 6. When an elected member cannot serve, the vacancy will be filled from the un-
576 elected nominees of the most recent election. The individual of this group who
577 received the highest number of votes will serve the remainder of the vacated three
578 year term.

579 (2) *Purpose.* To review and evaluate all candidates recommended for promotion,
580 tenure, or sabbatical leaves.

581 (3) *Duties*

582 a. Review and evaluate all candidates recommended for promotion or tenure by
583 academic units, with the opportunity to secure additional information or engage in
584 consultation with unit leaders as needed.

585 b. Submit to the Dean all Committee recommendations on promotion and tenure.
586 [See Promotion and Tenure Procedures and Regulations, AC23; Administrative
587 Guidelines provided by the Provost; and Criteria and Procedures for Promotion
588 and Tenure-College of Agricultural Sciences].

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589 c. Review all requests for sabbatical leave [See The Pennsylvania State University
590 Policy, AC17].

591 d. Submit to the Dean all committee recommendations on sabbatical leave.

592

593 Section N. Student Activities Committee

594 *(1) Membership*

595 1. Three elected faculty members.

596 2. An undergraduate student in the College of Agricultural Sciences selected each
597 year by the Agricultural Sciences Student Council.

598 3. The Associate Dean for Undergraduate Education or a representative from the
599 Office of Undergraduate Education (non-voting member).

600 *(2) Purpose.* To advise and make recommendations regarding the disbursement of
601 funds set aside by the administration for use by college undergraduate clubs or
602 organizations, including competitive/judging teams.

603 *(3) Duties*

604 a. Establish application procedures and criteria and publicize such procedures and
605 criteria as well as related time schedules.

606 b. Maintain a list of college clubs or organizations eligible for using such funds.

607 c. Review applications for use of such funds.

608 d. Submit recommendations to the Associate Dean of Undergraduate Education
609 regarding the relevant disbursements of funds.

610

611 Section O. Student Scholarships and Awards Committee

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612 (1) *Membership*

- 613 1. Three elected faculty members.
- 614 2. The Associate Dean for Undergraduate Education or a representative from the
- 615 Office of Undergraduate Education (non-voting member).

616 (2) *Purpose.* To serve as the principal awarding authority for scholarships and awards

617 controlled by the college.

618 (3) *Duties*

- 619 a. Selects recipients for scholarships and awards controlled by the college.
- 620 b. Serve as the central oversight authority for scholarships in the college. As such,
- 621 it is responsible for reviewing all scholarships awarded by individual academic
- 622 programs in the college for compliance with general University regulations, donor
- 623 stipulations, and academic requirements.
- 624 c. Consult and cooperate, when necessary, with the Office of Student Aid and the
- 625 Office of the Bursar in the discharging of these administrative duties.
- 626 d. Serve as the principal advisory group to the Dean on matters related to
- 627 scholarships and awards.

628

629 **ARTICLE III – Relationship of the Ombudsperson to the Faculty**

630

631 In accordance with the Pennsylvania State University Policy AC76, Faculty Rights and

632 Responsibilities, an Ombudsperson and Alternate Ombudsperson shall serve as

633 mediators and conciliators in disputes between and among faculty and administrators in

634 the college, when requested by any of the parties involved. The Ombudspersons should

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635 be acceptable to both faculty and administrators. The nomination and election process
636 will follow this procedure:

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

647