

**BY-LAWS OF THE
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
UNIVERSITY OF DELAWARE¹**

I. General Powers

- A. All duties, responsibilities, and privileges delegated to the Faculty of this College reside with the Faculty as a whole, unless specifically assigned to committees of the Faculty, or to the faculty of the several departments.
- B. The College Faculty has the privilege, 1) to consider matters of general interest to the College and to make recommendations thereupon, 2) to consider and advise the Dean concerning policies governing appointments, promotions, tenure, dismissals, and salaries, and 3) to comment on such other matters as are deemed appropriate by the College Faculty. Though the collective responsibilities granted to the College Faculty remain with the College Faculty, final or ultimate responsibility is not initial responsibility. The faculty of each department in the College is charged with the duty to initiate proposals on all appropriate topics for consideration by the College Faculty, in conformance with the College By-Laws.

II. College Faculty Membership

- A. The voting membership of the College of Agriculture and Natural Resources Faculty shall consist of the Dean, Associate Deans, Assistant Deans, Directors, Professors, Associate Professors, Assistant Professors, Lecturers, and Instructors who hold full-time appointments in the College. In no case shall a person having voting privileges in another college which is their primary college, also have voting privileges on matters affecting the College of Agriculture and Natural Resources.

III. Dean of the College

- A. The Dean of the College, as the chief representative and executive officer of the College, shall have general administrative authority over College affairs. He or she shall exercise leadership in the formulation of policies, and in the stimulation of college discussions leading to improvement of the educational, research, and outreach programs of the College. His or her responsibilities shall include both strengthening the College and its programs, and interpreting those programs to the University and to the community.
- B. In the course of administering his or her responsibilities, the Dean of the College is expected to consult with the chairs of the departments regarding departmental affairs, and maintains communication with the Faculty on all matters of concern to the Faculty and the College as a whole.

¹ Approved by the voting membership of the College of Agriculture and Natural Resources on May 31, 2006.

- C. Though not a part of these by-laws, the Dean of the College is encouraged to formulate and publish "administrative procedures", which in a serial form shall be attached to these by-laws for the information of the College Faculty. These published procedures shall be assumed by the Faculty of the College to be an official statement regarding College operations.

IV. Organization and Procedures

- A. Presiding Officer--The Dean of the College or the Dean's representative shall conduct and preside at all meetings of the College Faculty.
- B. Meetings--The College Faculty shall meet at least once a semester at times determined by the Dean. Special meetings of the Faculty may be called by the Dean, or by written petition of 15 percent of the voting membership of the College Faculty presented to the Dean, or by a majority vote of the College Faculty at a regular or special meeting of the Faculty.
- C. Notice of Meetings--Written notice of faculty meetings, together with an agenda, shall be published and distributed to the Faculty at least four days (not including Saturdays and Sundays) in advance of such meetings. At special meetings only those topics on the announced agenda may be voted upon at that meeting.
- D. Agenda--The agenda for regular and special meetings of the College Faculty shall be prepared by the Dean of the College. The agenda shall include:
 - 1. All items presented by the Dean of the College.
 - 2. All items submitted for faculty consideration by committees established by the College Faculty.
 - 3. All items approved by a department faculty for College consideration.
 - 4. All items supported by 15 percent of the College Faculty as evidenced by a written petition submitted to the Dean of the College.
 - 5. New business not on the announced agenda may be introduced for discussion from the floor or by the Dean. Resolution or motion, which requires a vote by the Faculty, which is not part of the announced agenda, can be acted upon if 60 percent of the Faculty is present.
- E. Order of Business--The order of business for regular faculty meetings shall be:
Call to order, Announcements, Approval of minutes of previous meetings
Approval of the agenda. Old business and New business.
- F. Quorum--A simple majority of the voting membership of the College Faculty not on

official leave shall constitute a quorum. The Faculty shall abide by its own rules of procedure, but in cases where it has adopted no explicit rules, or where applicability of or interpretation of rules is in doubt, Roberts' Rules of Order Newly Revised shall apply. A Parliamentarian may be appointed by the Dean.

- G. Minutes--The Dean shall publish minutes of all meetings of the College Faculty which shall become the official record upon being submitted to and approved by the Faculty at the first subsequent regular meeting of the Faculty.

V. College Committees

A. General Provisions regarding Committees

1. A committee authorized by the Faculty of the College of Agriculture and Natural Resources shall be empowered to act as the agent of the Faculty in administering responsibilities delegated to them.
2. Faculty appointments to committees are to be for terms of two years unless otherwise noted--staggered so as to insure satisfactory continuity, but faculty members shall not normally serve for more than two consecutive terms on any one committee.
3. It is expected that each committee will keep minutes of their meetings, including a record of participation by committee members, and annually prepare a written report of their activities for file in the Dean's office. These shall be available to the Faculty of the College at least one week prior to the last scheduled meeting of the Faculty in the Spring term.

B. Standing Committees

1. Committee of the Senate

The College's representatives to the University Faculty Senate are elected by the voting membership of the College following procedures defined in the University's Faculty Handbook. The College's Senators shall constitute a standing committee of the College. They shall meet at their pleasure, represent the College and its Faculty as provided for by the Constitution and by-laws of the University Faculty Senate, and shall report to the College Faculty at each regular faculty meeting of the College when called upon to do so by a member of the Faculty. Senators have an obligation to keep the College Faculty informed about the activities of the University Faculty Senate and to seek faculty opinion regarding issues before the University Faculty Senate. They serve as the College's election committee for the election of Senators, other University-wide elected offices, and for changes in the College By-Laws and Promotion and Tenure Policy.

2. The Courses and Curriculum Committee

- a. This committee of the College of Agriculture and Natural Resources shall review undergraduate and graduate courses and programs in the College and shall originate, receive, review, and approve for submission to the College Faculty proposals for major curricular changes.
- b. The committee shall formulate, for determination by the College Faculty, policies concerning graduate and undergraduate courses and programs. Proposals to add, modify, or delete courses, including experimental courses and curricula shall originate in the College's departments. Upon recommendation of department faculty, the committee shall have authority to act for the College on procedural matters, such as renumbering or renaming of courses. New programs, curricula, and substantive alteration of programs will require the approval of the College Faculty.
- c. The membership of the committee shall consist of: (i) one faculty member from each department, elected for two-year terms by the faculty of each department; (ii) the Associate Dean for Academic Programs and Research; (iii) President of the Agriculture and Natural Resources College Council; (iv) One graduate student (rotated annually among departments and selected by faculty of that department); (v) college representative to the Faculty Senate Undergraduate Studies Committee (non-voting member).

3. The Committee on Promotion and Tenure and Associated Procedures

- a. Evaluations of the Faculty and recommendations for promotion and tenure shall originate in the departments in accordance with established University procedures and policy. Department evaluations and recommendations for promotion and tenure shall be forwarded to the College Committee on Promotion and Tenure for review as outlined below. The College Committee on Promotion and Tenure shall advise on the merits of candidates for promotion and tenure, as well as on the adequacy of procedures and compliance to them.
- b. The College of Agriculture and Natural Resources Promotion and Tenure Policy document shall indicate procedures for the selection and responsibilities of the College Committee on Promotion and Tenure as well as all other policies and procedures related to faculty tenure and promotion at the College level. Any changes in that document must be approved by two-thirds that cast votes as long as a quorum of the full-time faculty members of the College, including non-tenure track faculty, with academic rank, has submitted votes as determined through a secret mail ballot conducted by the faculty senators of the College. Petitions for such changes must be placed on the announced agenda and discussed at a faculty meeting, which precedes the mail balloting by not less than two weeks. The revised document must be consistent with University policy and must be

approved by the Dean of the college, the University Promotion and Tenure Committee, and the University Provost.

4. Committee on Research

- a. This committee shall consider new or revised proposals submitted to the Dean of the College, the Director of the Delaware Agricultural Experiment Station, or the Associate Dean for Academic Programs and Research, review the proposals with the persons submitting them and advise the Dean, Director, or the Associate Dean for Academic Programs and Research as to appropriate courses of action; i.e., accept, revise, reject, or seek additional peer review. In addition, this committee will participate in the periodic review and revision of the CANR Plan of Work.

- c. The committee shall consist of the Associate Dean for Academic Programs and Research, who will chair the committee, the department chairpersons or their representative, and a representative of Delaware Cooperative Extension.

VI. Departments

- A. For purposes of administering faculty business, a department shall consist of those professors, associate professors, assistant professors, lecturers, and instructors who hold full-time appointments in that department, and such others as may be elected to membership by the department faculty.

- B. In the appointment or reappointment of department chairpersons, the Dean shall receive the advice of the department concerned, and he or she shall consult, collectively or individually or both, with members of the department concerned. In accordance with University policy, when seeking a new chairperson, the Dean will appoint to advise him or her, a Search Committee consisting of members of the department concerned, faculty members from departments closely related in discipline and faculty members outside the College. With the approval of the Office of Affirmative Action, the search committee may include alumni or employees of relevant businesses and industries. Upon concluding his or her deliberations, the Dean shall forward his or her recommendation to the appropriate University administrative office.

VII. By-Law Amendments

- A. These by-laws can be changed by two-thirds that cast votes as long as a quorum of the voting membership of the College has submitted votes as determined through a secret mail ballot, conducted by the elected College senators. Petitions for such changes must be placed on the announced agenda and discussed at a faculty meeting, which precedes the mail balloting by not less than two weeks.