

BYLAWS

DEPARTMENT OF ENTOMOLOGY AND APPLIED ECOLOGY

COLLEGE OF AGRICULTURE AND NATURAL RESOURCES

UNIVERSITY OF DELAWARE

(May 2001)

BYLAWS
Dept. of Entomology & Applied Ecology
College of Agriculture and Natural Resources
University of Delaware

CONTENTS	PAGE
Mission	1
A. Research	1
B . Teaching	1
C. Extension	1
II. The Faculty	1
A. Terms of Appointment	1
B. Duties	2
C. Privileges	2
III. Professional Staff	2
A. Terms of Appointment	2
B. Duties	2
C. Privileges	2
IV. Officers	2
A. Department Chair	2
B. Duties	2
V. Meetings	3
A. Faculty Meetings	3
B. Agenda	3
C. Quorum	3
D. Minutes	3
E. Conduct of Business	3
VI. General Provisions of Committees and Service Assignments	3
A. Standing Committees	3
B. General Functions	3
C. Membership	4
D. Procedures	4

E. Service Assignments	4
F. Ad hoc Committees	5
VII. Department Committees	5
A. Committee on Evaluation and Promotion	5
B. Courses and Curriculum Committee	5
C. Graduate Admissions Committee	6
D. Special Committees	6
VIII. Amendment of Bylaws	6

BYLAWS

Department of Entomology and Applied Ecology
College of Agriculture and Natural Resources
University of Delaware

Mission: to conduct entomological, agricultural, and ecological research that addresses society's problems and advances biological knowledge; to educate undergraduates and graduate students to become professionals and citizens capable of solving problems and disseminating information; and to assist the public in matters related to insects and other wildlife.

Components of the mission:

A. Research

Research in the department encompasses the study of invertebrate and vertebrate animals at the organismic level in nature: their diversity, population processes, and interactions with their surroundings and with humans. It also includes the study of ways of mitigating negative impacts on humans (for example, insect pest problems) while maintaining biodiversity and the integrity of natural ecosystems.

B. Teaching

The teaching mission of the department is to educate undergraduate and graduate students at the University of Delaware in these areas and to provide appropriate degree programs for students who wish to pursue them in depth.

C. Extension

The department's extension mission is to educate the public about insects and other wildlife and to help the public apply research results through extension programs in integrated pest management (agricultural and urban/suburban) and the safe and effective use of pesticides and other pest management techniques.

II. The Faculty

A. Terms of Appointment

To appoint any person to the rank of faculty requires a positive recommendation from the existing department faculty. For each new or vacant academic rank position, there shall be a search committee. By majority vote, department faculty may forego the establishment of a search committee in cases deemed appropriate (e.g., temporary part-time faculty), but affirmative action requirements must still be observed.

Search committees shall abide by the University Faculty Recruitment Procedures as published in the University Policy and Procedures Manual available online, unless explicitly exempted by the University Provost with the concurrence of a majority of the department faculty.

B. Duties

All department faculty are expected to divide their professional activities among teaching, research (scholarship), extension and service as outlined by the terms of their appointment at the time of hire or as modified by mutual agreement between the faculty member and the chair. General teaching responsibilities described in the Faculty Handbook will be executed by all faculty members with a teaching appointment. Activities comprising scholarship are outlined in the departmental policy on promotion and tenure. All faculty with a research appointment are expected to serve as mentors for graduate students engaged in masters or PhD research projects.

C. Privileges

Department voting privileges are extended to all full-time tenure-track faculty, including the Department Chair. Voting privileges may be extended on an ad hoc basis to non-tenure-track faculty, part-time faculty, emeritus faculty, Extension Specialists, or other professionals, by unanimous consent of the faculty.

III. Professional Staff

A. Terms of Appointment Faculty shall appoint professional staff to their projects in accordance with University hiring guidelines.

B. Duties Duties of professional staff shall be clearly defined at the time of hire in accordance with the needs and rank of the position.

C. Privileges No privileges regarding the governance or function of the department are explicitly defined for professional staff

IV. Officers

A. Department Chair

B. Duties

Duties include chairing all faculty meetings; serving as an ex-officio, non-voting member of all department committees except the Committee on Promotion and Tenure; designating membership on all department committees, with the exception of the Promotion and Tenure committee; representing the department at Administrative Group Meetings; serving as a member of all graduate committees; performing annual evaluations of all faculty and staff; and other responsibilities as outlined in the University Policy Guide for Department Chairs, available online.

V. **Meetings**

- A. Faculty Meetings During the academic year, faculty meetings will be held as needed but at least once every month. Extension professionals will be invited to all meetings.
- B. Agenda
Proposed agenda items must be submitted to the Chairperson's office. The agenda for the department meeting shall be prepared by the Chairperson and distributed at least 24 hours prior to the meeting.
- C. Quorum
Fifty percent, plus one, of the voting membership, as defined in II. C. above, shall constitute a quorum. The faculty shall abide by its own rules of procedure, but in cases where it has adopted no explicit rules, or where applicability or interpretation of the rules is in doubt, Robert's Rule of Order Newly Revised shall govern. The Chair may participate in all votes in meetings. Adjunct faculty and Professional Staff may attend department meetings but do not have voting privileges. Graduate student representatives may be invited to attend department meetings but do not have voting privilege.
- D. Minutes
Under the direction of the chair, a record of each faculty meeting shall be prepared and distributed to each department faculty member within an appropriate review time prior to the next faculty meeting. A permanent record of corrected faculty meeting minutes shall be filed in a readily accessible file in the department office. An appointee of the chair will be in attendance for the purpose of recording minutes.
- E. Conduct of Business The order of business shall be as follows: Approval of minutes, committee reports, old business, new business, announcements.

VI. **General Provisions of Committees and Service Assignments**

A. Standing Committees:

1. Committee on Evaluation and Promotion
2. Courses and Curriculum Committee
3. Graduate Admission Committee

B. General Functions

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

C. Membership

1. Eligibility. Each member of the voting faculty shall be eligible for membership on appropriate standing committees with the power to vote. The department chairperson is an ex-officio, non-voting member of all committees except the Committee on Promotion and Tenure.
2. Designation of committee members will be made by the department chairperson in consultation with the faculty, with the exception of the Promotion and Tenure Committee, which is constituted as described in the department Statement of Policy for Evaluation and Promotion of Faculty.

D. Procedures

1. A majority of committee members must be present for a major action. All meetings will be open to department faculty unless a majority of the committee votes to have a closed meeting.
2. All committee members, including the committee Chairperson, shall have voting privileges.
3. Committee actions should be reported at department faculty meetings and included in the minutes.

E. Service Assignments

One or two department members will be designated by the department chairperson to carry out each of the following service assignments:

1. Honors Day/Student Awards Responsible for department Honors Day awards. Represents the department at the College level as required.
2. Safety Representative Meets as part of the College Safety Committee
3. Curator of Insect Reference Collection
4. Department Facilities
 - a. Apiary
 - b. Insectary
 - c. Woodlot
 - d. Old Greenhouse

- e. Teaching laboratory, microscopes
 - f. Bulletin boards
5. Web site coordinator
 6. Youth programs and teacher training

F. Ad hoc committees

Ad hoc committees may be formed by the department faculty and the chairperson for a specific purpose. These committees shall be dissolved upon acceptance of a final report or by the initiator. Faculty committee representatives at the college level will chair ad hoc committees dealing with respective responsibilities at the department level.

VII. Department Committees

A. Committee on Evaluation and Promotion

1. Composition

See C.2.

2. Functions

- a. To review and make recommendations to the department chair and College Committee on Promotion and Tenure concerning promotion and tenure of department faculty.
- b. To assist in dossier development and presentation.
- c. To review and revise, if necessary, existing departmental policies and procedures regarding evaluation, promotion and tenure of faculty.
- d. To conduct routine periodic evaluations of faculty as described in the department Statement of Policy for Evaluation and Promotion of Faculty.

B. Courses and Curriculum Committee

1. Composition

Three faculty members, including the elected representative to the College Courses and Curriculum Committee.

2. Functions

- a. To initiate, review and make recommendations regarding instructional program improvements as deemed appropriate.
- b. To initiate action on policy issues related to undergraduate and graduate instruction.
- c. To respond to curriculum issues generated exterior to the department.
- d. To review and evaluate curriculum and course proposals and revisions.
- e. To solicit input from undergraduate and graduate students, at least annually.

C. Graduate Admissions Committee

1. Composition

The committee will consist of three regular full time faculty and one alternate full time faculty. All faculty members are eligible to serve on the committee. An attempt will be made to have representation from all research disciplines in the department. Committee members wishing to mentor a prospective student will relinquish their vote to the alternate committee member.

2. Functions

- a. To review applications of prospective graduate students and make recommendations regarding admission to the department chairperson.
- b. To assist the chairperson in the assignment of departmental assistantships, fellowships, and other awards. To nominate graduate students for college- and university-level fellowships and awards.
- c. To review and revise, if necessary, existing departmental policies and procedures regarding the administration of graduate programs.

D. Special Committees

Ad-hoc committees may be appointed by the chair as needed to address particular needs of the department.

VIII. Amendment of Bylaws

The Bylaws may be amended at any regular faculty meeting by a two-thirds vote of the total voting faculty members (not on leave), provided the change has been submitted in writing to all members of the department faculty two weeks prior to the meeting.