

July 11, 2004

TO: Dean John Nye
Provost Mel Schiavelli

FROM: Donald Sparks, Chair
Plant and Soil Sciences Department

RE: Department Bylaws

Our department recently accepted bylaws for procedures within the department. Attached are the bylaws for the Department of Plant and Soil Sciences.

If these bylaws are acceptable, please sign below so that we can have formal recognition of acceptance.

Department
Signed: _____

College
Signed: _____

University
Signed: _____

BYLAWS

DEPARTMENT OF PLANT AND SOIL SCIENCES

COLLEGE OF AGRICULTURE AND NATURAL RESOURCES

UNIVERSITY OF DELAWARE

(05/14/01)

BYLAWS

I. Organization and Procedures

A. Membership

Membership of the department for the purposes of conducting departmental business will include tenure track faculty, non-tenure-track faculty and secondary faculty appointment in the department with exception of all matters related to promotion and tenure. Promotion and Tenure matters will be voted upon by tenure track faculty.

B. Quorum

Fifty percent plus one of the tenure track faculty shall constitute a quorum. The department shall abide by its own rules of procedure, but in cases where it has adopted no specific rules, or where, applicability or interpretation of the rules is in doubt, Roberts Rules' of Order Newly Revised Version shall govern.

C. Agenda

The proposed agenda for the department meeting shall be prepared by the Chairperson and distributed at least three business days prior to the meeting.

D. Chairperson

The Department Chairperson shall chair the department meetings. The Assistant Chairperson shall preside in the absence of the Chairperson or when the Chairperson takes the floor.

E. Meeting Minutes

Under the direction of the Chair, a record of each meeting shall be prepared and distributed to each department member within an appropriate review time prior to the next meeting. A permanent record of corrected meeting minutes shall be filed in a readily accessible file in the department office. An appointee of the Chair may be in attendance for the purpose of recording minutes.

F. Conduct of Business

The order of business shall be as follows: Approval of minutes, announcements, committee reports, old business, new business.

II. General Provisions of Committees

A. The standing committees will be:

- | | |
|-------------------------|------------------------------------|
| 1. Promotion and Tenure | 5. Research |
| 2. Curriculum | 6. Botanic Gardens |
| 3. Graduate Studies | 7. Hospitality |
| 4. Student Recruitment | 8. Laboratory Radiation and Safety |

B. General Functions

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

C. General Procedures

1. All committees, with the exception of Promotion and Tenure, will be appointed by the Chair, in consultation with the faculty, for a two year term. The chair of each committee will be appointed by the Department Chairperson, with the exception of Promotion and Tenure.
2. A majority of committee members must be present to conduct committee business. With the exception of Promotion and Tenure, all committee meetings will be open.
3. All committee members, including the committee Chairperson, shall have voting privileges.
4. Committee action must be included in committee minutes which shall be distributed to each committee member and filed in an accessible file.
5. Committee meeting times should be posted in advance.

III. Department Committees

A. Promotion and Tenure

1. See separate document "Promotion, Tenure and Peer Review Policies and Procedures" which specifies membership, committee procedures, dossier expectations and other related matters.

B. Curriculum

1. Composition

- i. The committee will consist of faculty who represent each of the major areas in the department (landscape horticulture, plant biology, and soil science) one graduate student and one undergraduate student.

2. Functions

- i. To initiate, review and make changes regarding instructional program improvements as deemed appropriate.
- ii. To initiate action on policy issues related to undergraduate and graduate instruction.
- iii. To respond to curriculum issues generated exterior to the department.
- iv. To review and evaluate curriculum and course proposals and revisions.

C. Graduate Studies

1. Composition

- i. The committee will consist of faculty who are active in graduate student advisement and one graduate student. One faculty member will serve as Graduate Studies Coordinator.

2. Functions

- i. To initiate, review and recommend changes to the departmental graduate studies policy statements.
- ii. To review graduate student applications and make recommendations to the Department Chair concerning admission.
- iii. To develop/revise graduate studies brochures and formulate recruitment strategies.

D. Undergraduate Student Recruitment

1. Composition

- i. The committee will consist of faculty who represent each of the major areas in the department and two undergraduate students.

2. Function

- i. To assist in development of recruitment brochures.
- ii. To formulate recruitment strategies.

E. Research

1. Composition

- i. The committee will consist of faculty who are active in research and who represent each of the major areas in the department.

2. Function

- i. To review Hatch and McIntire-Stennis research proposals.
- ii. To suggest strategies to increase research funding.

F. Botanic Gardens

1. Composition:

- i. The Operations Committee will consist of faculty and professional staff involved with teaching landscape horticulture. The committee will also have one student representative.

2. Function:

- i. Provide guidance to the Coordinator to best meet the needs of the UDBG users

- ii. Make decisions regarding academic and general concerns for UDBG space/resource allocation, long-range planning and policy-making

G. Hospitality

1. Composition

- i. The committee will consist of faculty, professional and salaried staff, and graduate students.

2. Functions

- i. To plan and assist with social events in the department.

H. Laboratory Radiation and Safety

1. Composition

- i. The committee will consist of faculty, professionals, administrative staff and graduate students who are active in laboratory research.

2. Functions:

- i. To promote and maintain a safe and healthful environment
- ii. Ensure compliance with applicable regulations
- iii. Perform laboratory inspections and conduct accident investigations

I. Meeting Schedule

Department meetings will be held as needed but at least monthly during the academic year.

IV. Amendments

- A. The Bylaws may be amended at any regular faculty meeting of the department faculty by a two-thirds vote of the 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.