

BYLAWS
DEPARTMENT OF ANIMAL AND FOOD SCIENCES
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
UNIVERSITY OF DELAWARE
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College of Agriculture and Natural Resources
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I. Organization and Procedures

A. Faculty Meetings

During the academic year, faculty meetings will be held as needed but at least once every quarter.

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 the College Bylaws, 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. Adjunct faculty may attend department meetings but do not have voting privileges.

D. Chairperson

The Department Chairperson shall chair the department faculty meetings. The Chair's appointee, who normally will be the assistant chairperson, shall preside in the absence of the Chairperson or when the Chairperson takes the floor.

E. Faculty 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. Minutes will be distributed to all full-time faculty and the Dean of the College. An appointee of the chair will be in attendance for the purpose of recording minutes.

F. Conduct of Business

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

II. General Provisions of Committees

A. The standing committees will be:

1. Promotion and Tenure
2. Courses and Curriculum Committee
3. Graduate Advisory 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 elected annually.

D. Procedures

1. A majority of committee members must be present for major action; with the exception of the Committee on Promotion and Tenure, all meetings will be open, 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 action regarding policy statements should be included in committee minutes which shall be distributed to each committee member and Department Chairperson and filed in an accessible departmental file; committee minutes shall constitute appropriate summaries to be kept in department files.

4. Standing committees meeting times shall be posted in advance.

E. Ad hoc Committees

1. 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.

III. Department Committees

A. Committee on Promotion and Tenure

1. Composition
 - a. Five faculty members, majority of which are tenured.
2. Functions
 - a. To review and make recommendations to the chair and college committee on Promotion and Tenure concerning promotion and tenure of department faculty.
 - b. To review and make recommendations to the chair concerning peer reviews which may be used for contract renewal decisions.
 - c. To provide input and make recommendations to the chair concerning initiation and/or renewal of visiting faculty, temporary, adjunct or joint faculty appointments.
 - d. To make recommendations to the department faculty regarding operational aspects of criteria and policies for instruments and/or procedures used in evaluation of faculty.
 - e. To assist in dossier development and presentation.

B. Courses and Curriculum Committee

1. Composition
 - a. Five faculty members to include the elected representative to the college 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.

C. Graduate Advisory Committee

1. Composition

- a. The committee will consist of seven full time faculty in the Department of Animal and Food Sciences. All faculty members are eligible to serve on the committee. Committee members will be appointed by the department chairperson. An attempt will be made to have representation from all research disciplines in the department.

2. Functions

- a. To review applications of prospective graduate students and make recommendations regarding admission to the department chairperson.
- b. To review the curricula of the various discipline concentrations of the graduate program.
- c. 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.

IV. Amendments

- A. The Bylaws may be amended at any regular faculty meeting of the department faculty 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.