

BYLAWS

DEPARTMENT OF BIORESOURCES ENGINEERING

COLLEGE OF AGRICULTURE and NATURAL RESOURCES

UNIVERSITY OF DELAWARE

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College of Agriculture and Natural Resources  
University of Delaware

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**BYLAWS**  
Department of Bioresources Engineering

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 those with a secondary faculty appointment in the department. Adjunct faculty may attend department meetings but do not have voting privileges. Voting privileges may be extended to others associated with the department by 2/3 vote of the faculty, as listed above.

B. Meeting Schedule

Department meetings will be held as needed but at least once every month during the academic year

C. Agenda

The proposed agenda for the department meeting shall be prepared by the Chairperson and distributed at least 3 days prior to the meeting.

D. Quorum

Fifty percent, plus one, of the department membership, shall constitute a quorum. The department 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.

E. Chairperson

The Department Chairperson shall chair the department meetings. The Chair's appointee shall preside in the absence of the Chairperson or when the Chairperson takes the floor.

F. 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.

G. 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
2. Courses and Curriculum Committee
3. Safety and Facilities

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.

C. General Procedures

1. A majority of committee members must be present to conduct committee business. With the exception of the Committee on Promotion and Tenure, all meetings will be open.
2. All committee members, including the committee Chairperson, shall have voting privileges.
3. Committee action 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. Committee meeting times shall be posted in advance.

D. Special committees

1. Special or ad hoc committees may be appointed by the department chairperson, or by vote of the department membership. These committees shall be automatically dissolved upon completion of their charge. The departmental representative on a college-level committee will chair the department's ad hoc committee dealing with respective responsibilities at the department level.

### III. Department Committees

#### A. Committee on Promotion and Tenure

1. See separate “Policies and Procedures for Promotion and Tenure.” Membership, committee procedures, dossier expectations and other details are included in the “Policies” document.
2. The committee will develop aspects of criteria, policies and procedures used in faculty evaluation. (Department faculty approval required for implementation.)
3. The committee will review on an annual basis with the chairperson the criteria, policies and procedures used for the faculty evaluations.
4. The committee will serve as the peer review committee. The peer review process will follow the procedures in the University’s Faculty Handbook.
5. The committee will make recommendations to the chairperson concerning the appointment, renewal, and termination of adjunct, joint, supplemental, temporary, and visiting faculty.
6. The committee should assist candidates for promotion with dossier development.

#### B. Courses and Curriculum Committee

##### 1. Membership

Membership for the courses and curriculum committee will be a committee of the whole, i.e., the department membership as described above under Membership.

##### 2. Functions

- a. To initiate, review and make changes regarding instructional program improvements.
- 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. Safety and Facilities

1. Membership

The department may have its own safety and facilities committee of three or more members, or the department may participate in a multi-department safety committee. Membership will be appointed by the Department Chair and should include anyone who is currently serving on the University Safety and Facilities committee.

2. Function

Safety committee duties are described in University policies and procedures.

IV. Amendments

- A. The Bylaws may be amended at any regular faculty meeting of the department by a two-thirds vote of the voting membership, provided the change has been submitted in writing to all members of the department two weeks prior to the meeting.