

**BYLAWS**  
**DEPARTMENT OF FOOD AND RESOURCE ECONOMICS**  
**COLLEGE OF AGRICULTURAL AND NATURAL RESOURCES**  
**UNIVERSITY OF DELAWARE**

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## BYLAWS

Department of Food and Resource Economics  
College of Agricultural and Natural Resources  
University of Delaware

### I. Organization and Procedures

#### A. Department Membership

The Department of Food and Resource Economics is comprised of the following members.

##### 1. Tenure Track Faculty

Tenure Track Faculty include all regular, full-time faculty on tenure track on either 11 or 9-month appointments, including Tenure Track Extension Faculty.

##### 2. Tenure Track Faculty on Joint Appointments

Tenure Track Faculty on Joint Appointments are Tenure Track Faculty from other Departments at the University of Delaware who have been recognized and admitted as faculty in the Department of Food and Resource Economics.

a. Criteria for Joint Appointments. The following are the criteria for Joint Appointments in the Department of Food and Resource Economics:

- (1) The candidate must be a Tenure Track Faculty in a related field.
- (2) The candidate is expected to contribute to the department in a meaningful way to the research, teaching, or service functions of the programs in the department. Meaningful contributions include such things as offering a seminar, serving as a guest lecturer, providing internship advisement, teaching a course, participating in a research project, or graduate/thesis committee service.
- (3) The candidate must be sponsored by a Faculty member to become an Joint Appointment Faculty.

b. Process for Admittance to Joint Appointment Faculty

- (1) Submission of a statement of sponsorship by a Department Faculty member
- (2) Submission of a statement of application by the candidate;
- (3) Submission of a CV by the candidate;
- (4) An invitation for a department seminar or lecture in a class where department members have an opportunity to meet with the candidate
- (5) A vote by the department Tenure Track Faculty (requiring a simple majority to pass).

c. Four Year Review

- (1) Each Joint Appointment Faculty member will be subject to a four-year review to determine continuance in this status.
- (2) The review will be initiated by the Department Chair and voted upon at a Department meeting.
- (3) The key criteria for re-appointment to Joint Appointment Faculty status is whether the Joint Appointment Faculty member has and will continue to contribute in a meaningful way to the programs, research, or teaching of the department.

**3. Instructional Faculty**

Instructional Faculty have responsibilities for scheduled University course instruction and related student advisement as well as for instructional support activities, as designated in the Faculty Handbook.

**4. Clinical Faculty**

Clinical Faculty have major responsibilities in clinical supervision and instruction (including for example, clinical nursing supervision, student teaching, internships, field placements, and practicums) and/or professional practice supervision (including for example, HRIM and business practices) with the balance of workload involving regularly scheduled instructional and advisement responsibilities as well as related professional and scholarly contributions, as designated in the Faculty Handbook.

**5. Public Service Faculty**

Public Service Faculty have major responsibilities for college (or departmental/school) based public service programs (including applied research, technical assistance, and community and professional development training and education) with on-going responsibilities for regularly scheduled undergraduate and/or graduate instruction and advisement, and with the balance of workload involving clinical and professional practice supervision, and related professional and scholarly contributions, as designated in the Faculty Handbook.

**6. Professionals**

Professionals include all other full-time Extension, research or teaching related positions not covered under the University of Delaware's Faculty Handbook.

**7. Adjunct Faculty** Adjunct Faculty are individuals outside the department who are granted special status because of their academic achievements and contributions to the department and its programs.

a. Criteria for Adjunct Status. The following are the criteria for Adjunct Faculty in the Department of Food and Resource Economics:

- (1) The candidate for Adjunct status should have at least a MA/MS degree, and preferably a terminal degree in their field (Ph.D., Ed.D., MBA, law degree).

- (2) The candidate is expected to contribute to the department in a meaningful way to the research, teaching, or service functions of the programs in the department. Meaningful contributions include such things as offering a seminar, serving as a guest lecturer, providing internship advisement, teaching a course, participating in a research project, or graduate/thesis committee service.
  - (3) The candidate must be sponsored by a Faculty member to become an Adjunct Faculty member.
- b. Process for Admittance to Adjunct Faculty Status
- (1) Submission of a statement of sponsorship by a department Faculty member
  - (2) Submission of a statement of application by the candidate;
  - (3) Submission of a CV by the candidate;
  - (4) An invitation for a department seminar or lecture in a class where department members have an opportunity to meet with the candidate
  - (5) A vote by the department Faculty (requiring a simple majority to pass).
- c. Two Year Review
- (1) Each Adjunct Faculty member will be subject to a two-year review to determine continuance in this status.
  - (2) The review will be initiated by the Department Chair and voted upon at a Department meeting.
  - (3) The key criteria for re-appointment to Adjunct Faculty status is whether the Adjunct Faculty member has and will continue to contribute in a meaningful way to the programs, research, or teaching of the department.

## **B. Department Meetings**

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

### **1. 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. The agenda can be modified during the meeting by a majority vote of those attending the meeting.

### **2. Quorum**

Fifty percent, plus one 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. Adjunct faculty may attend department meetings but do not have voting privileges.

### 3. Voting Privileges

All full-time faculty and permanent professionals will have voting privileges on department business according to the topic area and the relevance to the type of position. Voting will be based on the following criteria.

- a. Promotion and Tenure Decisions Tenure Track Faculty in accordance with FREC P&T Document
- b. Tenure Track Faculty Hires Tenure Track
- c. Workload Issues Tenure Track Faculty and Non-Tenure Track Faculty (Clinical Faculty, Public Service Faculty, Instructional Faculty) covered under the Workload Document
- d. Curriculum Decisions Tenure Track Faculty, Joint Appointment Faculty, and Non-Tenure Track Faculty (Clinical Faculty, Public Service Faculty, and Instructional Faculty) involved in the teaching programs
- e. All Other Department Issues All Full-Time Faculty and Permanent Professionals

### 4. Voting Procedures

- a. Simple Majority Passage. All passage of department business will be by simple majority unless otherwise noted in this document
- b. Request for Paper Ballots. Voting will be show of hands or voice. However, any voting member may request a paper ballot for a particular vote, at which time the Chair will provide ballots before proceeding.
- c. Timing of Voting.
  - (1) Whenever possible, departmental votes should coincide with a department or committee meeting.
  - (2) Department members who cannot make the department meeting because of a legitimate excuse may request a paper ballot to participate in the vote. Arrangements for this vote must be made with the Chair prior to the meeting.
  - (3) There may be times when a vote is required before a department meeting can be reasonably scheduled. In these cases, a vote by paper ballot can be made provided that:
    - A reasonable and fair procedure is used to allow for discussion and input from voting members
    - A reasonable and fair procedure is used to administer the vote so as to maximize participation and protect confidentiality

- Reasonable care was taken to give advanced notice of the vote
- Voting members have reasonable time to register their vote

### **5. Chairperson's Role at Department Meetings**

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

### **6. Department Meeting Minutes**

Under the direction of the Chair, a record of each department meeting shall be prepared and distributed to each department member within an appropriate review time prior to the next faculty meeting. A permanent record of corrected department meeting minutes shall be filed in a readily accessible file in the department office. Minutes will be distributed to all members including adjunct and joint, part-time members. An appointee of the chair will be in attendance for the purpose of recording minutes.

### **7. Conduct of Business**

The typical order of business of a department meeting shall be as follows:

- Approval of agenda
- Approval of minutes
- Committee reports
- Old business
- New business
- Announcements

## **II. General Provisions of Committees**

**A. General Functions of Department Committees.** The functions of the Department Committees are:

- 1. Carry out assigned duties**
- 2. Investigate committee subject matter**
- 3. Advise and recommend regarding designated areas**
- 4 Report recommendations and findings to the department**

### **B. Committee Membership**

- 1. Eligibility.** Each voting member of the department shall be eligible for membership on appropriate standing committees with the power to vote.
- 2. Designation of Committee Members.** 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 all tenured faculty in the department.

3. **Role of the Department Chairperson.** The department chairperson is an ex-officio, non-voting member of all committees. The Chairperson is not a member of the on Committee on Promotion and Tenure.
4. **Student Involvement.** Any committee can solicit undergraduate or graduate input into committee decisions. Upon request of the committee, the chairperson may appoint an undergraduate or graduate student to a committee as a nonvoting member.

### **C. Committee Conduct of Business**

1. **Quorum.** A majority of committee members must be present for major action.
2. **Open Meetings.** With the exception of the Committee on Promotion and Tenure, all FREC committee meetings will be open to all voting members of the department.
3. **Meeting Notice.** Standing committees meeting times shall be posted in at least one day in advance.
3. **Voting Privileges.** All committee members, including the committee Chairperson, shall have voting privileges on matters before the committee.
4. **Minutes.** Committee actions shall be summarized in minutes which shall be distributed to each committee member and the Department Chairperson and filed in an accessible departmental file.

### **D. Standing Committees**

The standing committees of the Department of Food and Resource Economics will be:

#### **1. Committee on Promotion and Tenure**

- a. Composition. All tenured faculty in the department.
- b. Functions. The Committee on Promotion and Tenure is expected to carry out the duties as specified in the FREC Promotion and Tenure Policy Document.
- c. Selection of Chairperson. The committee members will elect a chairperson as per the FREC Promotion and Tenure Policy Document.

#### **2. Undergraduate Courses and Curriculum Committee**

- a. Composition. At least three department members involved in undergraduate teaching, appointed by the Chairperson, including the elected representative to the College of Agriculture committee. The chairperson may appoint one full-time undergraduate student in good academic standing in one of the department's undergraduate majors as a nonvoting member.



- b. Functions.
- (1) To initiate, review and make recommendations regarding instructional program improvements as deemed appropriate.
  - (2) To initiate action on policy issues related to undergraduate instruction.
  - (3) To respond to curriculum issues generated exterior to the department.
  - (4) To review and evaluate curriculum and course proposals and revisions.
  - (5) To assist the Chair in matters regarding undergraduate awards.
- c. Selection of Chairperson. The chairperson will appoint a chair from the committee members.

### **3. Agricultural Economics (AREC) Program Committee**

- a. Composition. All members of the department who contribute to the Agricultural Economics Program through teaching, research and service, including contributions to the M.S. degree in AREC and the undergraduate majors of FABM, FBMT, REC, and NRM.
- b. Functions.
- (1) Manage the graduate program in AREC through a Graduate Sub-committee. The Graduate Sub-Committee of AREC shall be at least three members of the AREC Program Committee, appointed by the chairperson.
    - Review applications of prospective graduate students and make recommendations regarding admission to the department chairperson.
    - Assist the chairperson in the assignment of departmental assistantship, fellowships, and other awards.
    - Nominate graduate students for fellowships and awards.
    - Review, revise, and make recommendations, if necessary, on existing departmental policies and procedures regarding the administration of graduate programs.
    - Review the curricula of the various discipline concentrations of the graduate program.
  - (2) Advise the chair in matters pertaining to the AREC program, including research, policy, seminars, publications and reports, and joint and adjunct faculty recommendations.
- c. Selection of Chairperson. The chairperson will appoint a chair from the committee members.

#### **4. Agricultural and Technology Education Program Committee**

- a. Composition. All members of the department who contribute to Agricultural and Technology Education Program through teaching, research and service, including contributions to the M.A. degree of ATED.
- b. Functions.
  - (1) Manage the graduate program in ATED through a Graduate Sub-committee. The Graduate Sub-Committee of ATED shall be at least three members of the ATED Program Committee, appointed by the chairperson.
    - Review applications of prospective graduate students and make recommendations regarding admission to the department chairperson.
    - Assist the chairperson in the assignment of departmental assistantship, fellowships, and other awards.
    - Nominate graduate students for fellowships and awards.
    - Review, revise, and make recommendations, if necessary, on existing departmental policies and procedures regarding the administration of graduate programs.
    - Review the curricula of the various discipline concentrations of the graduate program.
  - (2) Advise the chair in matters pertaining to the ATED program, including research, policy, seminars, publications and reports, and joint and adjunct faculty recommendations.
- c. Selection of Chairperson. The chairperson will appoint a chair from the committee members.

#### **5. Operations Research Program Committee**

- a. Composition. All members of the department who contribute to Operations Research Program through teaching, research and service, including contributions to the M.S. and Ph.D. degrees in OR and the undergraduate minor in OR.
- b. Functions.
  - (1) Manage the graduate program in OR through a Graduate Sub-committee. The Graduate Sub-Committee of OR shall be at least three members of the OR Program Committee, appointed by the chairperson.
    - Review applications of prospective graduate students and make recommendations regarding admission to the department chairperson.
    - Assist the chairperson in the assignment of departmental assistantship, fellowships, and other awards.

- Nominate graduate students for fellowships and awards.
  - Review, revise, and make recommendations, if necessary, on existing departmental policies and procedures regarding the administration of graduate programs.
  - Review the curricula of the various discipline concentrations of the graduate program.
- (2) Advise the chair in matters pertaining to the OR Program, including research, policy, seminars, publications and reports, and joint and adjunct faculty recommendations.
- c. Selection of Chairperson. The chairperson will appoint a chair from the committee members.

## **6. Statistics Program Committee**

- a. Composition. All members of the department who contribute to the Statistics Program through teaching, research and service, including contributions to the M.S. degree in STAT and the undergraduate minor in STAT.
- b. Functions.
- (1) Manage the graduate program in STAT through a Graduate Sub-committee. The Graduate Sub-Committee of STAT shall be at least three members of the STAT Program Committee, appointed by the chairperson.
- Review applications of prospective graduate students and make recommendations regarding admission to the department chairperson.
  - Assist the chairperson in the assignment of departmental assistantship, fellowships, and other awards.
  - Nominate graduate students for fellowships and awards.
  - Review, revise, and make recommendations, if necessary, on existing departmental policies and procedures regarding the administration of graduate programs.
  - Review the curricula of the various discipline concentrations of the graduate program.
- (2) Advise the chair in matters pertaining to the STAT program, including research, policy, seminars, publications and reports, StatLab, and joint and adjunct faculty recommendations.
- c. Selection of Chairperson. The chairperson will appoint a chair from the committee members.

#### **D. Ad Hoc Committees**

Ad hoc committees may be formed by the department and the chairperson for a specific purpose as needed. These committees shall be dissolved upon acceptance of a final report or recommendation by the committee to the department.

### **III. Amendments**

#### **A. Procedure to Amend Bylaws**

The Bylaws may be amended at any regular department meeting of the department by a two-thirds vote of the total voting department members.

#### **B. Notification of Vote to Amend Bylaws**

Changes to the Bylaws must be included on the Department Meeting Agenda and must have been submitted in writing or electronically to all members of the department one week prior to the meeting.