



# DEPARTMENT OF YOUTH DEVELOPMENT HANDBOOK

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## **I. THE DISCIPLINE OF YOUTH DEVELOPMENT**

Youth development draws from a multi-disciplinary research and knowledge base that includes communications, educational program design, youth development, youth program management and volunteerism.

The diversified research and knowledge base provides a foundation to support development of educational prevention programs that address the needs of youth from various racial, ethnic, ability and economic groups. Youth-centered educational programs are implemented by department members in direct contact with youth and by adult and youth volunteers trained to work with youth.

## **II. MEMBERSHIP**

The membership of the Department of Youth Development shall be UW-Extension faculty who profess expertise in the interdisciplinary research and knowledge base of youth development.

## **III. MEETINGS**

A. All department meetings shall be conducted as follows:

1. In accordance with the Wisconsin Open Meeting Law, (State Statute 19.84) ([www.legis.state.wi.us/statutes/Stat00.19.pdf](http://www.legis.state.wi.us/statutes/Stat00.19.pdf)) all department meetings shall provide meeting notices which will apprise interested persons and news media who have filed written request for such notice. Meeting notices must be filed with the Dean's office before the meeting date.
2. A quorum for meetings of the department shall consist of a majority of the members.
3. A quorum for meetings of all department committees shall consist of a majority of the committee members.
4. Proceedings shall be governed by Robert's Rules of Order, Newly Revised.

## **IV. AMENDING BYLAWS AND APPENDICES**

A. Bylaws consist of the Department of Youth Development handbook and appendices contents (handbook appendices provide support and additional information only).

1. Amendments to the department bylaws and its appendices may be recommended by a member through a department committee or Vice Chair team. Recommendations will be forwarded for consideration to the appropriate department committee prior to a vote by the full department.
2. All members of the Department of Youth Development will be notified in print or electronic form of pending by-law or appendix changes 30 days preceding the meeting at which amendments are to be voted upon.
3. The chair or designee of any department committee will present proposed amendment(s) at a meeting of the Department for approval.
4. To amend the by-laws or appendices, the proposed amendment(s) must secure two-thirds of the members voting at a meeting where quorum has been met.

5. The process of revision and adoption of department bylaws include review and concurrence by the Chancellor or designee.

## V. DEPARTMENT LEADERSHIP

### A. Elections

1. Elections for open positions typically occur in January or February.
2. In case of a tie vote the Department Chair or his/her designee will inform both nominee's and flip a coin in the presence of at least one other UW-Extension colleague who will assign the nominee's to heads or tails.

### B. Department Chair

#### 1. Eligibility

All department members with tenure are eligible to serve as department chair.

#### 2. Duties

The chair acts as the executive of the department, with duties including but not limited to the following:

- a. Serves as the official channel of communication to other departments, units, and administration.
- b. Calls and presides over meetings of the vice- chairs, department, and the Executive Committee. The chair is required to call meetings at the request of at least 20 percent of the members of the department. **The department shall meet at least twice per year.**
- c. Responsible to oversee all official correspondence of the department, and of all departmental announcements.
- d. Maintains all necessary records of department members.
- e. Reports to the Dean regarding the activities and needs of the department.
- f. Takes action in case of emergency, pending a meeting of the Departmental Executive Committee.
- g. Maintains dialogue between program unit, association and department.
- h. Maintain the Department website.

#### 3. Term of Office

Term is for one year, effective July 1, with no limit to the number of terms that may be served.

#### 4. Voting Procedure

Vice-Chairs serve as the Nominating Committee for department chair. Nominations are sought from department members. Department members express their preference for chair on a confidential, advisory ballot. The results of the advisory ballot are forwarded to the Dean of Cooperative Extension who appoints the department chair.

#### 5. Department Chair Vacancy

Should a vacancy occur, the department vice-chairs shall select a current *tenured* vice-chair to *recommend for the Dean's appointment* to complete the remainder of the term. If no vice-chair is tenured or is willing to serve, the vice-chairs will recommend a tenured faculty member for the Dean's appointment to complete the remainder of the term.

## B. **Vice-Chair**

### 1. **Eligibility**

All department members are eligible to serve as a vice-chair. One vice-chair shall be elected per administrative unit.

### 2. **Duties**

Vice-chair responsibilities shall include but are not limited to the following:

- a. Possess knowledge of department function and policies.
- b. Secure department standing committee membership from all administrative units.
- c. Assist in the orientation of new department members on matters related to the Department of Youth Development and faculty governance.
- d. Serve on the Nominating Committee.
- e. Review the department handbook for additions and corrections.

### 3. **Term of Office**

The term of office shall be two years, effective July 1. There is no limit to the number of terms that may be served. State, Central, and Quad Counties administrative units elect in odd years. Eastern, Northern, Western, and Southern administrative units elect in even years. In the occurrence that the pool of staff from an administrative unit does not allow for filling these roles, the positions will be filled by staff from another unit until there is a sufficient number of staff from the assigned unit.

### 4. **Voting Procedure**

Vice-chairs are elected by a vote of department members within their individual administrative units.

### 5. **Vice-Chair Vacancy**

Should a vacancy occur, the administrative unit shall elect a replacement to complete the remainder of the term.

**C. Department Secretary** - The Department Secretary is appointed by and serves at the discretion of the Department Chair.

## VI. **DEPARTMENT COMMITTEES**

### A. **Executive Committee**

#### 1. **Membership**

All department members with tenure.

#### 2. **Duties**

- a. Determines policies and procedures for the department.
- b. Makes recommendations concerning tenure appointments, emeritus status and dismissals of department members.

#### 3. **Delegation of Duties**

- a. The Executive Committee delegates authority to recommend promotion from Instructor to Assistant Professor to the Department Chair.

- b. The Executive Committee delegates authority to recommend promotion to Associate Professor to the Standards Rank and Promotions Committee.
- c. The Executive Committee delegates authority to recommend policies and procedures for promotion to Professor to the Committee of Professors and authority to recommend promotion to Professor to the Professor Promotions Committee.
- d. The Executive Committee delegates authority to approve procedures for granting Faculty Status to the entire Departmental body.
- e. The Executive Committee delegates authority to approve the department mentoring program to the entire Departmental body.
- f. The Executive Committee may reclaim these responsibilities by a majority vote of its members at an Executive Committee Meeting

4. Meetings

- a. Meetings of the Executive Committee may be called by the Department Chair
- b. The Department Chair must call a meeting of the Executive Committee when requested by 20 percent of the Executive Committee members.

**B. Committee of Professors**

1. Membership consists of all department members with the rank of Professor.

2. Duties

- a. Recommend policies and procedures for promotion to professor to the department.
- b. Annually elects a chair.
- c. Selects seven members of the Committee of Professors to serve on the Professors Promotion Committee (PPC), a sub committee of the Committee of Professors. The PPC makes recommendations concerning promotion to professor. The PPC annually elects a chair from their membership to provide leadership to the PPC.

**C. Standing Committees**

- 1. The Department has Three Standing Committees
  - a. Research and Publications (see Appendix F)
  - b. Standards, Rank and Promotion (see Appendix G)
  - c. Tenure Faculty Review (see Appendix J)
- 2. Membership
  - a. Any department member may serve on Research and Publications
  - b. Department members serving on Standards, Rank and Promotions and Tenure Faculty Review Committee must be tenured.
  - c. Procedure for administrative unit elections to standing committees is stated in Appendix L. (See changes on Appendix L)
- 3. Term
  - a. The term shall be three years effective July 1.
- 4. Vacancies
  - a. Should a vacancy occur, the administrative unit shall elect a replacement to complete the remainder of the term.

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

1. Ad hoc committees may be appointed by the department chair at any time.
2. Any department member may serve.

### **VII. DEPARTMENT REPRESENTATION**

#### **A. Faculty Senate**

1. The Department has three Faculty Senators.
2. Any Department member may serve as Faculty Senator.
3. Senators serve a three-year term effective July 1.
4. Procedure for administrative unit elections to Faculty Senate is stated in Appendix L.
5. The role of Faculty Senate in Faculty Governance is found in Appendix C.

#### **B. University Committee**

1. The Department has one representative on University Committee.
2. Any Department member may serve on University Committee.
3. Department members serve a three-year term on University Committee effective July 1.
4. Procedure for administrative unit elections to University Committee is stated in Appendix L.

#### **C. Systemwide Extension Council**

1. The Department has one representative on Systemwide Extension Council.
2. Any Department member in a senate role at time of election may serve on Systemwide Extension Council.
3. Department members serve a three-year term on Systemwide Extension Council effective July 1.
4. Procedure for administrative unit elections to Systemwide Extension Council is stated in Appendix L.

#### **D. Faculty Tenure Advisory Committee**

1. The Department has two at large representatives on the Faculty Tenure Advisory Committee.
2. Department members with tenure may serve on the Faculty Tenure Advisory Committee.
3. Department members serve a three-year term on the Faculty Tenure Advisory Committee effective July 1.
4. Procedure for elections to Faculty Tenure Advisory Committee is stated in Appendix L.

#### **E. Professional Development Advisory Committee**

1. The Department has one at large representative on the Professional Development Advisory Committee.
2. Any Department member may serve on the Professional Development Advisory Committee.
3. Department members serve a three-year term on the Professional Development Advisory Committee effective July 1.
4. Procedure for administrative unit elections to the Professional Development Advisory Committee is stated in Appendix L.