



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. DEPARTMENT LEADERSHIP

A. 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.

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 (February). 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. Peer Review and Tenured Faculty Review Process responsibilities as assigned.
- e. Serve on the nominating committee for department chair and faculty senator.
- f. Review the department handbook for additions and corrections.
- g. Maintain the Department website.

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. Campus, Central, and Quad Counties administrative units elect in odd years. Eastern, Northern, Western, and Southern administrative units elect in even years.

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.

IV. 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 and authority to recommend promotion to Professor to the Committee of Professors.
- 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
All department members with the rank of professor.
2. Duties
 - a. Recommend policies and procedures for promotion to professor.
 - b. Makes recommendations concerning promotion to professor.
 - c. Annually elect a chair.

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.
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.

V. 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 Tenure Faculty Advisory Committee.
2. Department members with tenure may serve on the Tenure Faculty Advisory Committee.
3. Department members serve a three-year term on the Tenure Faculty Advisory Committee effective July 1.
4. Procedure for elections to Tenure Faculty 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.

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