

April 2002
Revised April 2003
Revised April 2004
Revised March 2006

BYLAWS

DEPARTMENT OF AGRICULTURE/AGRIBUSINESS

1.01 Department: Defined

The academic Department of Agriculture/Agribusiness is comprised of UW-Extension faculty and academic staff who profess expertise in the disciplinary area of Agriculture/Agribusiness and are responsible for teaching and disseminating information.

1.02 Department Membership:

The members of this department shall be UW-Extension faculty and academic staff (see Faculty Document 42 and Addendum Item I and II) who profess expertise in the disciplinary area of agriculture/agribusiness and who hold appointments of one-half time or more, in the University of Wisconsin, Cooperative Extension Service. The members in this department include county, multi-county and statewide employees who program through a variety of functional units in UW-Extension. All persons holding membership in this department shall have the right to vote or participate otherwise in department functions as prescribed in these bylaws.

1.03 Department Functions:

- (1) The immediate governance of the department is vested in its department membership, which has jurisdiction over all academic interests of the department. The members of this department shall be responsible for program development, teaching, evaluation, applied research, and problem solving.
- (2) It is the responsibility of the department to:
 - (a) Recommend the rank of faculty appointed to the department.
 - (b) Recommend the promotion of faculty members.
 - (c) Conduct Tenured Faculty Review.
 - (d) Grant Faculty Status to Academic Staff (see "Granting Departmental Faculty Status to Academic Staff, Department of Agriculture/Agribusiness", Appendix G.)
 - (e) Provide mentor support or assistance to every probationary faculty member in the department. (See "Roles and Responsibilities of Mentoring Teams, Department of Agriculture/Agribusiness" Appendix A.)

1.04 Department Meetings:

- (1) Department and committee meetings shall be held in accordance with the Wisconsin Open Meeting Law.
- (2) The department shall meet at least once a year. The meeting will be called on an annual basis before April 1st at a statewide activity if possible. The date will be established by the Administrative Committee.

- (3) A special meeting shall be called at the request of at least 20 percent of the members of the department.
- (4) In an open session, voting may be conducted by voice vote, show-of-hands vote, or signed and dated ballots. The minutes must show the division of the vote but not the vote of the individual members, unless one member requests that a roll call vote be taken.
- (5) In a closed session, voting may be conducted in the same manner as in open session. The action is reported at the conclusion of the closed session.
- (6) A quorum for meetings of the department shall consist of 25% of the members of the department.
- (7) A quorum for meetings of The Executive Committee shall consist of a majority of the committee members.
- (8) A quorum for meetings of the Administrative Committee shall consist of a majority of the Administrative Committee members, excluding the Department Chair.
- (9) A quorum for meetings of standing committees shall consist of a majority of the committee members, excluding the Department Chair.
- (10) Matters shall be decided by a majority of the members present and voting, unless otherwise noted in these bylaws.
- (11) Meetings shall be governed by Robert's Rules of Order, Newly Revised.

1.05 Department Executive Committee Membership:

- (1) The Executive Committee shall consist of members who are Professors and Associate Professors with tenure.
- (2) Members of the Executive Committee who are on leave may participate in its decisions insofar as participation is feasible in the judgment of the Executive Committee.

1.06 Department Executive Committee Functions:

- (1) The department Executive Committee has authority to make recommendations concerning appointments and promotions of the faculty in this department.
- (2) The committee delegates authority to recommend appointment in the department at either instructor or assistant professor to the Department Chair. These recommendations are transmitted from the Chair to the Dean.
- (3) The Executive Committee delegates authority to recommend promotion to Assistant Professor to District Mentoring Teams and the Department Chair. These recommendations are transmitted through the Chair to the Dean.

- (4) The Executive Committee delegates authority to recommend promotion to Associate Professor with tenure to the Standards, Rank and Promotion Committee. The committee shall annually review all probationary faculty who are eligible (see “Criteria for Rank Designations and Changes in Rank, Department of Agriculture/Agribusiness,” Appendix B) and who apply for promotion to Associate Professor with tenure and make recommendations (see “Criteria for Rank Designations and Changes in Rank, Department of Agriculture/Agribusiness,” Appendix B). These recommendations are transmitted through the Chair to the Dean.
- (5) The Executive Committee delegates authority to recommend promotion to Professor to the Committee of Professors. These recommendations are transmitted through the Chair to the Dean.
- (6) The Executive Committee delegates authority to approve the department mentor program to the district vice chairs.

1.07 Department Chair Election:

- (1) All members of this department, as defined in Sec. 1.02, may express a preference for Chair by February 15 of each year to the Committee on Nominations. The committee will prepare a slate of those eligible faculty members, and after obtaining permission from nominated faculty members, conduct the election at the annual meeting or by any other appropriate balloting process. Election results shall be transmitted by the Department Chair to the Dean by March 1 per UW-Extension Article 3. The department may, by annual vote, authorize the Committee on Nominations to count the votes before the ballot is transmitted. A voting member of the department who is on leave is eligible to participate in this balloting but not by proxy.
- (2) Only Professors and Associate Professors with tenure in the department are eligible to serve as chair.
- (3) After considering the advisory ballot and following consultation with the Chancellor, the Dean appoints a Chair.
- (4) The term of office of the Department Chair shall be for one year, effective July 1. There is no limit to the number of terms that may be served.

1.08 Department Chair Duties:

The Chair shall act as the executive of the department with duties including, but not limited to, the following:

- (1) In matters affecting the department as a whole, the Chair serves as the official channel of communication to the Dean, the Chancellor and other University departments and officials.
- (2) Calls meetings of the department members The Executive Committee and the Administrative Committee and presides over the meetings. Move to Department Meetings Section 1.04 (3).

- (3) Has charge of all official correspondence of the department; sends copies of department minutes, election results, committee membership and other appropriate documents to all department members; and sends copies of Administrative Committee and Executive Committee minutes to all Administrative Committee members and other department members.
- (4) Determines that all necessary records of programming, teaching, research, and other official materials of the department are properly kept and accessible to the proper authorities and to the University archives under any restriction of use that may be appropriate or desirable.
- (5) Reports to the Dean regarding the activities and needs of the department.
- (6) Subject to recommendations by the District Vice-Chairs, fills vacancies in all standing or ad hoc committees.
- (7) Appoints a Secretary.
- (8) Serves as ex officio member of all department committees, except for the Committee on Nominations.
- (9) Notifies candidates who are eligible for rank change and/or tenure.
- (10) Takes action in case of emergency, pending a meeting of the department Executive Committee.
- (11) Makes recommendations for appointments and promotions in the department consistent with delegated authority (see “Criteria for Rank Designations and Changes in Rank, Department of Agriculture/Agribusiness,” Appendix B.)

1.09 Department Secretary Selection and Duties:

- (1) The department Secretary shall be an annual appointment made by the Department Chair by July 1.
- (2) The Secretary shall be selected from those department members serving on the Administrative Committee.
- (3) Records minutes at all department Executive Committee and Administrative Committee meetings.
- (4) Forwards a copy of minutes to the Department Chair within two weeks following the meeting.
- (5) Keeps a record of all department, Executive Committee and Administrative Committee meetings, and of reports of all committees.

1.10 Changing Bylaws - Amendments:

Amendments to the Department of Agriculture/Agribusiness bylaws can be recommended by a department member to their district vice-chair. The District Vice-Chair will present the proposed change at a meeting of the department Administrative Committee. Bylaw changes recommended by the Vice-Chairs and Department Chair will be brought to the membership for discussion. Suggested changes to the bylaws shall be made available to the membership for review prior to the meeting.

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

2.01 Department Committees:

- (1) Standing committees are permanent committees authorized by these bylaws and report to the Department Chair and/or Administrative Committee and/or department members. Standing committees shall consist of representation of all Extension administrative districts when possible.
- (2) Ad hoc committees are committees appointed by, and reporting to, the Department Chair and/or the Administrative Committee and/or department membership for a specific purpose and for a limited period of time as charged.

2.02 Department Committee Membership and Terms:

- (1) All department members are eligible for membership on department standing and ad hoc committees except as noted.
- (2) Unless otherwise specified, committee members shall begin their duties on July 1 following their election. The initial meeting shall be called prior to October 1 by the previous year's chair or a designated member of the Administrative Committee. Each committee, at its first meeting, will elect its own Chair and Secretary.

2.03 Department Committee Elections and Appointments

- (1) The committee on nominations, after soliciting nominations, shall prepare a slate of nominees for each position available for each of the standing committees except where specified otherwise. The election shall be conducted at the annual meeting or by some other acceptable process. Election to standing committees shall be completed by April 1.
- (2) Election of committee members for each of the standing committees in the department is for a period of three years unless specified otherwise. A rotation system has been established to provide for the replacement of one-third of the committee members each year. Members may succeed themselves unless specified otherwise.
- (3) Standing committees vacancies shall be filled by the Department Chair subject to recommendations by the district Vice-Chair after having consulted with district members except where specified otherwise. Members appointed to fill such vacancies shall serve the remainder of the term.

2.04 Department Committee Reports & Records:

- (1) Standing committees shall make written reports to the Department Chair or another Committee and department membership annually or at any time and in such form as requested.
- (2) Ad Hoc committees shall report to the Department Chair, the authorizing committee, or department members.
- (3) A copy of all committee reports shall be filed with the Department Secretary and with the Department Chair.
- (4) All committee records and reports are official university records, and they may not be destroyed or discarded without the consent of the University archivist. The Department Chair shall transfer all material to the University archives under any restriction of use that may be appropriate or desirable.

2.05 Committee of Professors

- (1) Membership of this committee is made up of seven elected faculty members who are tenured and hold the rank of Professor.
- (2) Committee membership shall be elected at large. The Committee membership is for a period of three years. A rotation system has been established to provide for the replacement of one-third of the committee members each year. Members may succeed themselves unless specified otherwise.
- (3) The Committee will meet annually before March 1 each year to review requests for promotion in the department for members seeking the rank of professor. The committee will follow the "Criteria for Promotion to Professor, Department of Agriculture/Agribusiness" Appendix F.
- (4) The committee shall submit a letter to the Department Chair and include the vote result if the recommendation is positive, the letter shall also include the reasons for approval. The recommendation is transmitted through the chair to the Dean.
- (5) The committee, upon request of the Department Chair, shall review documentation and make recommendations for transfer into the department at the rank of Professor and for Professor at time of hire considerations.

2.06 Standing Committees Identified

The following standing committees are authorized by the department:

- (1) Committee on Nominations
- (2) Standards, Rank and Promotion
- (3) Scholarship
- (4) Tenured Faculty Review
- (5) Administrative Committee

2.07 Committee on Nominations

- (1) The Committee on Nominations shall consist of six members.
- (2) The committee shall select nominees for all elective positions, presenting eligible candidates for each position to be filled. After all nominations are received, the committee shall prepare a ballot to be distributed to all voting members of the department. Results of such elections shall be given to the Department Chair.
- (3) Nomination procedure
 - (a) When a district is unable to find a nominee for a committee or representative post from the district a nominee may be sought in adjoining districts to represent that district.
 - (b) When a district is unable to find a nominee and that nominee will represent a paired district (Tenured Faculty Review or Faculty Senate for example) the other district of the paired districts (Western/Northern, Central/Southern, Northeast/Southeast) shall be contacted for a nominee. When a nominee cannot be found in the second of the paired districts then a nominee at large shall be sought.

2.08 Standards, Rank and Promotion:

- (1) The Standards, Rank and Promotion Committee shall consist of nine tenured faculty members, one from each of the administrative districts where possible and the balance elected as positions at large. For the faculty member at-large positions, the Committee on Nominations shall annually obtain eligible nominees.
- (2) Responsibilities
 - (a) The Standards, Rank and Promotion Committee, with the assistance of the Department Chair, shall identify eligible faculty for promotion, rank change, and/or tenure, with the exception of those eligible for Professor (see "Criteria for Rank Designation and Changes in Rank, Department of Agriculture/Agribusiness," Appendix B.)
 - (b) Individual committee members shall encourage and/or counsel individuals who are eligible for promotion, rank change, or tenure.
 - (c) On behalf of the Department, the committee shall review materials submitted for promotion to Associate Professor with tenure. The committee is authorized to either recommend the faculty member for promotion or deny the request. The committee shall submit a letter to the Department Chair and include the vote result. If the recommendation is positive, the letter shall also include the reasons for approval.
 - (d) The committee shall use criteria for evaluating promotional material as set forth in the UWEX Articles of Faculty Governance Appendix 1 "Criteria for Faculty Appointment and Promotion in UW-Extension" plus "Tenure Portfolio Guidelines, Department of Agriculture/Agribusiness," Appendix C or "Guidelines for Granting Rank for Promotion including Tenure or Tenure Rank,

Department of Agriculture/Agribusiness," Appendix D.

- (e) The committee, upon request of the Department Chair, shall review documentation and make recommendations for transfer into the department at the rank of Associate Professor with tenure and for tenure at time of hire considerations.
- (f) Promotional materials of candidates recommended for tenure shall be submitted to the Dean by the Department Chair. After the Department Chair has submitted the promotional materials of candidates recommend for tenure, the promotional materials will follow the established procedures of University of Wisconsin - Extension.
- (g) The promotional materials of candidates not approved in any steps of the process shall be returned with the following exceptions: one copy will be retained by Department Chair if candidate does not pass at the department level. If the faculty member does not resubmit materials for promotion, this copy will be sent to the Dean's office. If the faculty member does not pass the Dean or Chancellor level, one copy will be retained by the Dean.
- (h) Reconsideration
 - (1) The faculty member can request in writing reconsideration on the grounds that the procedures followed were improper or that factors relevant to the decision were not properly considered. The process for reconsideration of a department tenure decision is described in Chapter 3, UWEX Faculty Appointments, 3.12.

2.09 Scholarship

- (1) The Scholarship Committee shall consist of six members.
- (2) Responsibilities
 - (a) This committee shall facilitate opportunities for department members to showcase scholarly activity to peers. This committee will conduct evaluations of said programs in a manner consistent with requirements for promotional materials.
 - (b) This committee shall review educational materials such as software, visual presentations, fact sheets, and bulletins as requested by department members.
 - (c) The committee may develop specific criteria and procedures for each category of publication.
 - (d) Department members who submit papers to the Scholarship Committee shall be notified by the Committee Chair prior to the meeting at which the paper will be considered.

(3) Ownership, Use and Control of Department Papers

- (a) The department will be guided by UW System General Administrative Policy Paper #27 and UWEX Unclassified Staff Personnel Guidelines #5 (Copies of these documents can be obtained from the Secretary of the Faculty.)
- (b) Department members who produce publications and educational materials as a part of their regular work responsibilities cannot copyright material in their name. Those department members who decide their work should be copyrighted can do so under the name of "The Board of Regents - University of Wisconsin System." All rights reserved.

2.10 Tenured Faculty Review

(1) Membership

- (a) The Tenured Faculty Review Committee shall consist of four (4) tenured faculty members from the department and the Department Chair or the Chair's designee.
- (b) Members will be elected from each of the 3 Faculty Senate Districts, and one member will be nominated and elected at-large. A rotation system shall be established to provide the replacement of at least one committee member each year.
- (c) Should a faculty member serving on this committee leave the department or Senate district, the department chair shall appoint an eligible faculty member to serve the remainder of the term.

- (2) This committee, in carrying out its responsibilities, will be guided by UPG #12, UW Extension Employee Handbook, plus "Tenured Faculty Review Policy, Department of Agriculture/Agribusiness," Appendix E which covers election procedures, responsibilities, criteria, process, professional development, remediation responsibility, and appeals process.

2.11 Administrative Committee

- (1) This committee shall consist of District Vice-Chairs and the Department Chair. There is no limit to the number of terms that a District Vice-Chair can serve.
- (2) Department Secretary shall be chosen from the committee members.
- (3) The department Administrative Committee has jurisdiction over all matters of general faculty and acts on behalf of the department members between department meetings. Activities acted on by this committee will be reported to the entire department membership. The committee members' responsibilities include but are not limited to, the following:
 - (a) Serve as liaison between the Department Chair and the department membership.
 - (b) Conduct business meetings of their district.
 - (c) Approve and administer the department mentor program for probationary faculty in their district (see "Roles and Responsibilities of Mentoring Teams, Department of Agriculture/Agribusiness," Appendix A)

- (d) With the district Mentoring Teams, conduct three-year review of probationary faculty. At the three-year reviews, review promotional documents for Assistant Professor - probationary and make recommendations to the Department Chair for approval or denial of the promotions.
- (e) With the district Mentoring Team, review promotional documents for Associate Professor with tenure and recommend when the probationary faculty member should submit them to the department Standards, Rank and Promotion Committee.

3.00 Faculty Governance

3.01 Faculty Senator

(1) Membership

- (a) There will be three (3) senators representing the department on the UWEX Faculty Senate. All faculty members in the department are eligible to serve on the Faculty Senate.
- (b) The Committee on Nominations will obtain eligible nominees from each paired senate district Western/Northern, Southern/Central, and Southeast/Northeast. A ballot will be prepared and distributed to all voting department members at the same time as the standing committee representation and the Department Chair advisory ballot is distributed.

(1) Responsibilities

- (a) Each Senator will represent the academic department in the matters of governance as delegated to the UWEX Faculty Senate.
- (b) Senators will report actions/deliberations of the Senate to the Department Chair and all meetings of the department.

(3) Systemwide Extension Council

- (a) One of the three senators will be elected to the Systemwide Extension Council for a 3 year term. All faculty members in the department are eligible to vote on the Systemwide Extension Representative.
- (b) The Committee on Nominations will obtain eligible nominees from each paired senate district. A ballot will be prepared and distributed to all voting department members at the same time as the standing committee representation and the Department Chair advisory ballot is distributed.
- (c) The committee member will report actions/deliberations of the Systemwide Extension Council to the Department Chair and at all meetings of the department.

3.02 University Committee Member

(1) Membership

- (a) There will be one (1) member of the department on the UWEX University Committee serving a three-year term. All department members are eligible to serve on the University Committee.
- (b) The Committee on Nominations will obtain eligible nominees from the department membership. A ballot will be prepared and distributed to all voting department members at the same time standing committee representation and the Department Chair advisor ballot is distributed.

3.03 Faculty Tenure Advisory Committee

(1) Membership

- (a) There will be two (2) members on the department of the Faculty Tenure Advisory Committee, each serving a three-year term. All faculty members from the Executive Committee are eligible to serve on the Faculty Tenure Advisory Committee.
- (b) The Committee on Nominations will obtain eligible nominees from the Executive Committee. A ballot will be prepared and distributed to all voting department members at the same time standing committee representation and the Department Chair advisory ballot is distributed.

(2) Responsibilities

- (a) The committee members will represent the department on the Faculty Tenure Advisory Committee which has the sole function of providing recommendations to the UWEX Dean on promotion of faculty in tenure and rank.

4.00 Status in the Department

4.01 Emeritus Status

Department members granted emeritus status enjoy certain rights and privileges. A retired faculty member may request emeritus status in the department. This request shall be forwarded to the Department Chair and can be approved at any meeting of the department Executive Committee. Following an affirmative vote, the Department Chair will prepare a letter of recommendation, stating that criteria for emeritus status has been met and citing faculty contributions of the candidate. The letter is forwarded for approval through the Dean to the Chancellor of UW-Extension.

4.02 Conversion of Academic Staff

- (1) An academic staff position can be appointed to a tenure track faculty position only when mutually agreed upon by the Dean and the Department.
- (2) Appointments made under this section will follow "Criteria for Rank Designation and changes in Rank, Department of Agriculture/Agribusiness," Appendix B.

5.00 Transfer into the Department

- (1) A faculty member can request transfer into the department from another University of Wisconsin-Extension academic department.
 - (a) A transferring faculty member must meet the criteria for designated faculty rank established by the department (see, "Criteria for Rank Designation and Changes in Rank, Department of Agriculture/Agribusiness," Appendix B).
 - (b) The transferring member must submit a letter of request for transfer and a specific rank to the Department Chair. Accompanying the letter should be a copy of the last vita/portfolio for rank and/or tenure and letter of recommendation from the program leader, district director, and the current Department Chair.
 - (c) The Department Chair, upon receipt of the materials, shall forward copies to the Standards, Rank and Promotion Committees or Committee of Professors and ask for a recommendation. These committees may request further documentation. The Department Chair forwards the recommendations to the Dean.
 - (d) If the Standards, Rank and Promotion Committee or Committee of Professors doesn't recommend transfer into the department, the Department Chair may request review by the full department.

- (2) A faculty member can request transfer into the department from another University of Wisconsin System academic department.
 - (a) A transferring faculty member must meet the criteria for designated faculty rank established by the department (see "Criteria for Rank Designation and Changes in Rank, Department of Agriculture/Agribusiness," Appendix B).
 - (b) The transferring member must submit a letter of request for transfer and a specific rank to the Department Chair. Accompanying the letter should be a copy of the last vita-portfolio rank and/or tenure and letters of recommendation from the program leader, district director, the current Department Chair, and the faculty member's advisor stating the date(s) and institution(s) where the graduate degree(s) was received.
 - (c) The Department Chair, upon receipt of the materials, shall forward copies to the Standards, Rank and Promotion Committee or Committee of Professors and ask for a recommendation. These committees may request further documentation. The Department Chair forwards the recommendation to the Dean.
 - (d) The Dean forwards a recommendation to the Chancellor who has a final approval.
 - (e) If the Standards, Rank and Promotion Committee or Committee of Professors doesn't recommend transfer into the department, the Department Chair may request review by the full department.

Approved by department on April 4, 2002.
Revised By Department Membership April 8, 2003
Revised By Department Membership on April 14, 2004
Revised by Department Membership on March 29, 2006