

University of Connecticut
College of Agriculture, Health and Natural Resources
Department of Animal Science
By-Laws
January 12, 2018

The Department of Animal Science (hereafter referred to as “the Department”) in the College of Agriculture, Health and Natural Resources (CAHNR) operates on the principle of shared governance between the administration and the faculty. These By-laws define the substance of that governance structure and related procedures. These By-laws are subordinate to By-laws of the University of Connecticut, The University Policies and applicable sections of the AAUP Collective Bargaining Agreement and CAHNR. Additional policies and procedures for the operation of the Department, developed at the discretion of the Department Head in consultation with the Faculty, are included in a separate Policies and Procedures Document.

The Department staff and faculty are governed by the By-Laws of the University of Connecticut. The Department Head of the Department serves as the chief executive officer for the Department and is responsible to the Dean of CAHNR and the Provost and Executive Vice President for Academic Affairs for the work and proper administration of the Department. The Department Head may appoint various associates with specific responsibilities to assist in the administration of the Department. To make a change in the By-Laws a simple majority of at least a quorum is needed.

I. Faculty Membership

Membership in the Department Faculty shall be those individuals who hold faculty rank either tenured or non-tenured as defined in Article XIV of the By-Laws of the University of Connecticut and Article 1 of the AAUP Collective Bargaining Agreement. Such titles may include Assistant, Associate, and Full Professor; Lecturer; Instructor; Assistant, Associate and Senior Cooperative Extension Educator; along with appropriate modifiers, Research and In-Residence. Voting members shall hold more than half-time appointments.

II. Committees and Councils: Structure and Function

Permanent standing committees and councils of the Department shall be the following:

1. Department Promotion, Tenure and Reappointment Advisory Committee
2. Department Merit Advisory Committee
3. Curricula and Courses Committee
4. Graduate Committee
5. Scholarship Committee
6. College Committees

The Department Head or Faculty may establish additional ad-hoc or standing committees as needed. The Department Head serves as ex-officio member of all committees. Each committee or council shall have published duties and responsibilities, which may be amended as long as it does not conflict with Departmental, College or University by-laws and is approved by the Department Head and the Faculty. The normal committee year shall be August 23 to August 22 unless indicated otherwise in the established committee or council guidelines. Term of membership for all committees and councils shall be three years (unless otherwise indicated in its by-laws). Members should rotate into the committee so as not to have all members starting or ending in the same year. Each committee will meet at least once per year.

Each committee or council shall submit a copy of the meeting minutes to the Department Head following each meeting. All meeting minutes will be electronically accessible to all faculty and staff. At the request of the Department Head, faculty or Dean, the committee shall report on activities or bring issues forward for faculty consideration at a meeting of the full faculty. Business for all of the councils and committees shall be conducted according to Robert's Rules of Order unless stated otherwise in the guidelines established for the council or committee.

1. Department's Advisory Committee on Promotion, Tenure and Reappointment

Duties and responsibilities

The purpose of the Department's Advisory Committee for Promotion, Tenure and Reappointment (PTR) Committee is to advise the Department Head on issues related to promotion, tenure and reappointment, to act as a liaison between faculty in the Department and the Department Head on matters related to promotion, tenure and reappointment, and to provide written recommendations to the Department Head on promotion, tenure or reappointment of candidates that submit their PTR package.

Membership

The Department PTR Committee shall be comprised of three tenured faculty members, but not the Department Head. Each member shall be elected by majority vote of all tenure-track faculty members in the Department, except the Department Head and other administrators that maintain appointments in the Department (i.e., one more than half of the faculty eligible to vote; not a simple majority of those voting). Each member shall be elected for a three-year term, with one new member being elected annually. The chair shall be the member serving in the last year of their three-year term. An alternate is identified each year (typically the individual that receives the second most votes in a given year) in case a committee member cannot participate during the scheduled time. A special election will be held to complete the term of a committee member that cannot complete their term (e.g., leaves the Department, becomes Department Head).

Guidelines for operation

The Department PTR Committee shall meet annually in the fall, based on University guidelines and posted due dates, to review PTR packets of all junior faculty (including instructors) and those seeking promotion to full professor. Recommendations of the Department PTR Committee shall be given to the Department Head in writing, after which University guidelines shall apply. Service on the committee begins on August 23rd, unless a specific faculty member is applying for tenure or promotion in which case the committee will convene in the previous May to June to identify and recommend individuals to the Department Head for external letters for the candidate.

2. Department's Merit Advisory Committee

Duties and responsibilities

The purpose of the Department's Merit Advisory Committee is to advise the Department Head on issues related merit, to act as a liaison between faculty in the Department and the Department Head on matters related to Merit, and to provide written recommendations to the Department Head on Merit of faculty, based on annual reports submitted to the Department each year.

Membership

The Department Merit Advisory Committee shall be comprised of three tenured faculty members, but not the Department Head. Each member shall be elected by majority vote of all tenure-track faculty members in the Department, except the Department Head and other administrators that maintain appointments in the Department (i.e., one more than half of the faculty eligible to vote; not a simple majority of those voting). Each member shall be elected for a three-year term, with one new member being elected annually. The chair shall be the member serving in the last year of their three-year term. An alternate is identified each year (typically the individual that receives the second most votes in a given year) in case a committee member cannot participate during the scheduled time. A special election will be held to complete the term of a committee member that cannot complete their term (e.g., leaves the Department, becomes Department Head).

The members of this committee are the same members of the PTR Advisory Committee.

Guidelines for operation

The Department Merit Committee shall meet annually in the spring, based on University guidelines and posted due dates, to review annual report packets of all faculty. Recommendations of the Department Merit Committee shall be given to the Department Head in writing, after which University guidelines shall apply. Service on the committee begins on August 23rd with recommendations due based on University schedule for merit recommendations.

3. Curricula and Courses Committee

Duties and responsibilities

The Curricula and Courses (C&C) Committee reviews and establishes undergraduate and graduate program objectives, curricula, and requirements. The C&C Committee prepares rules and guidelines within the jurisdiction of the Department on curricula and course submissions from the faculty within the Department at the undergraduate level, reviews all curricula and course submissions for appropriateness of meeting the overall educational mission of the Department and College, reviews all experimental course offerings, and reviews all course submissions for completeness. The Committee will provide a report at Departmental Faculty Meeting as needed.

Membership

The C&C Committee shall consist of the Chair, appointed by the Department Head for a three-year term. Two to three additional faculty members shall also be appointed to a three-year term. Each member can be re-appointed for an additional 3-year term. In consultation with the Committee Chair, the Department Head may appoint members at any time and for shorter terms as may be required to fill vacancies. The chair or their designee also serves on the CAHNR C & C Committee as the Department of Animal Science representative.

Guidelines for operation

The C&C Committee will meet monthly or as necessary on the call of the chairperson during the academic year. The authority for final approval for Committee items will rest with the C & C Committee. The Committee will report to the full faculty for final votes on C & C matters. Minutes of the meetings shall be maintained by the Chairperson or their designee. All appointed members shall be voting members of the C&C Committee. In all cases a simple majority rules.

4. Graduate Committee

The Graduate Committee reviews and establishes graduate program objectives and requirements for M.S. plan A, M.S. plan B, and Ph. D. degrees, as well as review/acceptance of all applications to the Animal Science graduate program. The Graduate Committee prepares rules and guidelines and courses within the jurisdiction of the Department for appropriateness of meeting the overall educational mission of the Department and College. The Graduate Committee will meet each August to work with the Department Head and administrative team to recommend students for teaching assignments for the following academic year. The Committee will provide a report at Departmental Faculty Meeting as needed.

Membership

The Graduate Committee shall consist of the Chair, appointed by the Department Head for a three-year term. Two to three additional faculty members shall also be appointed to a three-year term. Each member can be re-appointed for an additional 3-year term. In consultation with the Committee Chair, the Department Head may appoint members at any time and for shorter terms as may be required to fill vacancies.

Guidelines for operation

The Graduate Committee will meet monthly or as necessary on the call of the Chair during the academic year. The authority for final approval for Committee items will rest with the Graduate Committee. The Committee will report to the full faculty for final votes on graduate matters, except acceptance/rejection of applicants to the graduate program. Minutes of the meetings shall be maintained by the Chairperson or their designee. All appointed members shall be voting members of the Graduate Committee. In all cases a simple majority rules.

5. Student Scholarship Committee

Duties and responsibilities

It is the responsibility of the Student Scholarship Committee to recommend the awarding of scholarships to students based on criteria established for each scholarship in the Department. One member of the Committee will represent the Department on CAHNR Scholarship Committee.

Membership

The committee consists of the Department Head and two to three additional faculty members appointed to a three-year term by the Department Head. The Department Head or their designee serves as the Chair. The Department Head may appoint members at any time and for shorter terms as may be required to fill vacancies.

Guidelines for operation

The Scholarship Committee shall meet on the call of the Chair to make recommendations for Department-level scholarships and to forward recommendations for College-level scholarships to the CAHNR Committee. Awardee names shall be forwarded to the CAHNR Development Office, and the Office of Academic Programs for processing (to include disbursement, and notification of student and donor). Processing of department-level scholarships shall be according to the procedures in effect at the time. Minutes of the meeting shall be maintained by the chairperson of the Scholarship Committee. Based on the wishes of the donor, specific scholarships may be awarded using different procedures (e.g., Arethusa, Cowan, Hale; see policy and procedures).

6. College Committees

CAHNR maintains its own standing committees and councils according to their by-laws. The Department Head, in consultation with the faculty, will identify Departmental representatives to these committees. The Departmental representative to the Dean's PTR Committee shall be elected by the faculty for a two-year term. The nominees for this election will be the last two faculty members to rotate off of the Department PTR Committee. Faculty with the rank of Full Professor will be given priority in serving (in accordance with policies of the CAHNR PTR Committee).

Original By-Laws passed January 12, 2018