

**University of Connecticut**  
**College of Agriculture, Health and Natural Resources**  
**By-Laws**  
**May 4, 2018**

The College of Agriculture, Health and Natural Resources (hereafter referred to as “the College”) 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, University Policies and applicable sections of the AAUP Collective Bargaining Agreement. Additional policies and procedures for the operation of the College, developed at the discretion of the Dean in consultation with the Executive Council and Faculty Council, are included in a separate Policies and Procedures Document.

The College staff and faculty are governed by the By-Laws of the University of Connecticut. The Dean of the College serves as the chief executive officer for the College and is responsible to the Provost and Executive Vice President for Academic Affairs for the work and proper administration of the College. The Dean may appoint various Associate Deans and Directors with specific responsibilities to assist in the administration of the College. Each department shall have a Department Head charged to serve as the department executive officer.

### **I. Faculty Membership**

Membership in the College 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 (along with appropriate modifiers such as Clinical, Extension, Research, and In-Residence): Assistant, Associate, and Full Professor; Lecturer; Instructor; Assistant, Associate, Cooperative Extension Educator and Senior Cooperative Extension Educator. Voting members shall hold half-time (as defined by funding) or greater appointments. By October 1 of each year, each College department shall submit a list of voting faculty members to the Dean’s Office and the Chair of the Faculty Advisory Council. Only voting members shall be eligible to serve in elected offices of the Faculty Advisory Council.

### **II. Committees and Councils: Structure and Function**

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

1. Executive Council
2. Faculty Advisory Council
3. Curricula and Courses Committee
4. Diversity Committee
5. Excellence Committee
6. International Programs Committee
7. Student Scholarship Committee
8. Dean’s Promotion, Tenure and Reappointment Advisory Committee

## 9. Extension and Outreach Advisory Committee

## 10. Research Advisory Committee

The Dean or Faculty may establish additional ad-hoc or standing committees as needed. The Provost and Executive Vice President for Academic Affairs and the Dean serve as ex officio members of all committees. Each committee or council shall have published duties and responsibilities, which may be amended as long as they do not conflict with the College or University by-laws and are approved by of the Dean and College Faculty. The normal committee year shall be October 1 to September 30 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 their 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 have a chair elected by the committee (unless otherwise indicated in its by-laws). The name of the chair should be reported to the chair of the Faculty Advisory Council by November 1<sup>st</sup>. Committee & Council members and chairs may be re-appointed or re-elected, if desired. Each committee will meet at least once per year. If no chair has yet been appointed by November 1st, an ex-officio member of the committee will call the meeting.

Each committee or council shall submit a copy of the meeting minutes to the Dean following each meeting and submit an annual report highlighting committee activities and actions to the Dean's Office within 30 days of the end of the committee year. All meeting minutes and annual reports will be electronically accessible to all faculty and staff. At the request of the Dean, Faculty Chair or the committee chair, the committee shall report on activities or bring forward issues 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. Executive Council**

#### Duties and responsibilities

The Executive Council is the primary administrative and policy setting body for the Dean. The Executive Council is advisory to the Dean on a range of issues as determined by the Dean and ensures open communication on administrative matters facing the College.

#### Membership

The Executive Council is composed of the Dean, Associate Deans, Department Heads, Chair of the Faculty Advisory Council and members of the College staff as determined by the Dean on an annual basis.

#### Guidelines for operation

The Executive Council will meet every two weeks during the academic year or as called by the Dean. The agenda for the meeting shall be distributed prior to the meeting with a copy provided to the Provost. Meeting minutes will be posted electronically on the College intranet site and at the committee website, accessible by approved login (cahnrexcl.uconn.edu).

### **2. Faculty Advisory Council**

#### Duties and responsibilities

The Faculty Advisory Council serves as the primary governance committee and representative body of the College Faculty, coordinates the work of the standing committees, advises the Dean on issues related to the Faculty, and holds regularly scheduled or specially called faculty meetings as defined in the by-laws.

#### Membership

Faculty Advisory Council members shall be elected by the eligible voting members of their department as defined by their respective departmental policies for one three-year term. The Chair of the Faculty Advisory Council will serve as the Chair of the College Faculty for at least one three-year term. The Faculty Advisory Council shall elect a Chair and a Vice-chair at the end of each term at the beginning of the fall semester; Chair and Vice-chair may be re-elected for additional terms. The Vice-chair will serve as the Secretary of the Faculty Advisory Council. Faculty Advisory Council members shall not be limited to one term and can be re-elected by their department. Ex officio members of the Faculty Advisory Council shall consist of the Dean and Associate Deans.

#### Guidelines for operation

The Faculty Advisory Council shall hold regular meetings as determined by the Chair or at the request of the Dean. Recommendations of the Faculty Advisory Council shall be forwarded to the Dean or College Faculty for consideration and action. All members shall have voting privileges except the ex officio members. A quorum of 50% of the members must be present and vote for any committee action. Meeting minutes will be maintained by the Secretary of the Faculty Council and submitted to the Dean following each meeting.

### **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 College on curricula and course submissions from the departments within the College at the undergraduate level, reviews all curricula and course submissions for appropriateness of meeting the overall educational mission of the College, reviews all experimental course offerings, and reviews all course submissions for completeness. The College C&C will be notified of any graduate C&C issues that are submitted to the Graduate School by Departments and/or graduate faculty.

#### Membership

The C&C Committee shall consist of the Chair, appointed by the Dean for a five-year term, and one member from each academic department and interdisciplinary program in the College appointed to a three-year term. Each member can be re-appointed for additional three-year terms. The Associate Dean for Academic Programs will serve as an ex officio member. Each department shall appoint an alternate member to attend meetings in the absence of the primary member. The Dean may appoint members at any time and for shorter terms as may be required to fill vacancies.

#### 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. Items will not be brought before the Faculty Council or full faculty except in cases where the issue is considered controversial and one or more committee members request review by the College faculty. C&C Committee business items will be posted electronically one week prior to the meeting. C&C Committee decisions will be posted electronically within one week of the meeting date. Minutes of the meetings shall be maintained by the Chairperson or designee, and posted to the College Intranet site. All appointed members shall be voting members of the C&C Committee. In all cases a simple majority rules; in the event a tie vote, the Chair will vote.

#### **4. Diversity Committee**

##### Duties and responsibilities

The purpose of the Committee for Diversity is to advise the Dean on issues related to diversity in the College, developing a mission statement and diversity plan for the College, providing recommendations for the development and implementation of long-range plans for encouraging and supporting diversity within the College, serving as a liaison for the College with the Office of Institutional Equity and other University groups concerned with affirmative action issues, and performing other activities relevant to diversity.

##### Membership

The Committee for Diversity shall consist of a maximum of 15 members representing each academic department, Storrs and field faculty of the Department of Extension, Ratcliffe Hicks, classified staff, UCPEA staff, graduate students, and undergraduate students. Departments will recommend names of potential members to the Dean. Committee members will serve three-year terms. The Chairperson will be elected by the membership each year and may be re-elected to additional terms.

##### Guidelines for operation

The Committee for Diversity will meet at least once each semester. Additional meetings may be called by the Chairperson. All members of the committee will be voting members.

#### **5. Excellence Committee**

##### Duties and responsibilities

The purpose of the Committee for Excellence is to promote excellence in teaching, research, extension, and public service in the College by recognizing faculty accomplishments, developing and recommending special events, conferences and seminars to enhance faculty development, recognizing external supporters of the College, and recommending to the Dean ways in which the excellence within the College can be publicized to citizens of Connecticut and beyond. The Committee for Excellence should coordinate with other committees wherever common interests are found.

##### Membership

The Committee for Excellence shall consist of one member from each department. One ex officio member will be appointed by the Dean. The Chairperson of the committee shall be elected by the committee at the first meeting each year. Each October the Dean shall appoint new members to fill vacancies for three-year terms.

#### Guidelines for operation

The Committee for Excellence shall meet on the call of the Chairperson. All members of the committee shall be voting members except the ex officio member. Recommendations of the committee shall be forwarded to the Dean for appropriate action.

### **6. International Programs Committee**

#### Duties and responsibilities

The purpose of the International Programs Committee is to advise the Dean on issues related to international affairs of the College, to serve as a liaison between the College and the Office of Global Affairs, and to provide leadership and promote internationalization of the teaching, research and extension activities in the College.

#### Membership

The membership will be composed of one representative from each department. Departments shall recommend candidates for the International Programs Committee to the Dean. The Dean or designee shall serve as an ex officio member of the International Programs Committee. The Chairperson of the International Programs Committee shall be appointed by the Dean. International Programs Committee members shall serve a three-year term.

#### Duties and responsibilities

The International Programs Committee shall meet on the call of the Chairperson. All members of the committee shall be voting members except the ex officio member. Recommendations of the International Programs Committee shall be forwarded to the Dean for appropriate action. Minutes of the International Programs Committee shall be maintained by the committee Chairperson or designee.

### **7. 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 College or School.

#### Membership

The committee consists of the representatives from each of the academic departments and program directors or their designees, the Associate Dean for Academic Programs and an Assistant to the Associate Dean. The Associate Dean for Academic Programs will serve as Chair of the committee.

#### Guidelines for operation

The Student Scholarship Committee shall meet on the call of the Chairperson. All members of the committee shall have voting privileges. The Chairperson shall vote only in cases of a tie vote. Recommendations of the Student Scholarship Committee for College-level scholarships 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 Student Scholarship Committee or designee.

## **8. Dean's Advisory Committee on Promotion, Tenure and Reappointment**

### Duties and responsibilities

The purpose of the Dean's Advisory Committee for Promotion, Tenure, and Reappointment (PTR) is to advise the Dean on issues related to promotion, tenure, and reappointment, to act as a liaison between faculty in the College and the Dean on matters related to promotion, tenure, and reappointment, and to provide recommendations to the Dean on promotion, tenure, or reappointment of candidates submitted by the department heads each year.

### Membership

The College PTR Committee shall comprise one tenured faculty member (Full Professor or equivalent rank) from each department in the College. Each department may consider special circumstances which could result in tenured faculty of Associate Professor or equivalent rank being elected to the committee. Each member shall be elected by majority vote of all faculty members of AAUP in their respective department. Each member shall be elected for a two-year term.

### Guidelines for operation

The College PTR Committee shall meet at the call of the Dean. The committee Chair shall be elected by the members of the committee at their first meeting each year for a one-year term. Recommendations of the College PTR Committee shall be given to the Dean after which University guidelines shall apply. College PTR Committee recommendations shall be filed in the Office of the Dean in writing.

## **9. Extension and Outreach Advisory Committee**

### Duties and Responsibilities

The Extension and Outreach Advisory Committee may:

- Assist in fostering a CAHNR culture of excellence in conducting collaborative, integrated extension outreach;
- Assist in developing a system of recognition and reward for distinguished extension outreach;
- Assist in strategic planning for extension outreach education for the college, departments, and/or where appropriate and best served;
- Assist in mentoring new faculty and program staff to help connect them with others in conducting extension outreach as appropriate to their position;
- Encourage collaboration among CAHNR faculty and programmatic staff for extension outreach, grant development and implementation, research design and implementation, service learning, and presentation of accomplishments and outcomes (e.g., a diversified

- portfolio of scholarship, including peer-reviewed publications, presentations at professional forums, etc.);
- Help promote and foster increased and more effective collaboration with Department of Extension county and Storrs based faculty and programmatic staff with faculty, researchers, and staff in the other CAHNR departments;
  - Encourage and facilitate collaboration between other college committees, (e.g., Research Advisory Committee);
  - Bring to CAHNR people prominent in extension outreach methods and collaborations to learn new and improved methods and programmatic trends;
  - Encourage and facilitate student engagement (including graduate student research) in extension outreach activities and service learning; and
  - Encourage and facilitate CAHNR research into extension outreach programs for implementation at the user level.

### Membership

The Extension and Outreach Advisory Committee shall consist of one member (e.g., voting members as specified in the CAHNR By-laws) from each department. One ex officio member will be appointed by the Dean, and it is suggested that this person be the Associate Dean for Extension and Outreach. The Chairperson of the committee shall be elected by the committee members at the first committee meeting each academic year. Each October, the Dean shall appoint new members to fill vacancies for three-year terms.

### Guidelines for operations

The Extension and Outreach Advisory Committee shall hold regular meetings (a minimum of two per academic semester) as determined by the Chair or at the request of the Dean. Recommendations of the Committee shall be forwarded to the Dean of the College, Associate Dean for Extension and Outreach, and the College Faculty Council for consideration. All members shall have voting privileges except the ex officio members. A quorum of 50% of the members must be present for any vote on committee action. Meeting minutes will be maintained by an elected Secretary of the Extension and Outreach Advisory Committee and submitted to the Dean and Associate Dean for Extension and Outreach following each meeting.

## **10. Research Advisory Council**

The Research Advisory Council (RAC) will facilitate and foster interdisciplinary research within the college, with special emphasis on junior faculty mentoring. The goal of the RAC is to advance research culture within the college and to increase the breadth of extramural awards using effective interdisciplinary teams.

The Research Advisory Council may:

- Establish guidelines for the CAHNR Associate Dean of Research's office regarding resource allocation to faculty in support of advancing the college's research culture. These funds will primarily be used to support faculty pursuing large, multi-PI and/or multi-institutional grants in which UConn will be the lead institution;
- Evaluate and rank submissions from groups of PIs requesting CAHNR support;
- Establish guidelines for faculty mentoring including pairing of senior faculty with new faculty, grant review/editing, strategic partnering within and outside the university, establishing corporate partnerships, grant preparation checklists and timelines, etc.;

- Establish guidelines for language to be included in research faculty offer letters including: importance of working in interdisciplinary teams, participating in faculty mentoring efforts, reserving start-up funds for grant-writing workshops, moratoriums on teaching while establishing a research lab/program, etc.;
- Establish recommendations for faculty participation on federal grant review panels, focus groups and multi-state projects; and
- Provide advice to the Dean regarding special emphasis areas where strategic hires could dramatically improve CAHNR's grant competitiveness.

#### Membership

The Research Advisory Council shall consist of one member from each department. The department heads will appoint their department representatives. Appointed members should be familiar with all research programs in the department and have a successful track record of garnering extramural grant awards. One ex officio member will be appointed by the Dean, and it is suggested that this person be the Associate Dean for Research. The Chairperson of the committee shall be elected by the committee members at the first committee meeting each academic year and may be re-elected. Members will serve three-year terms. The committee will convene 2-3 times per semester and will hold special meetings when complex or pressing matters are identified. Members will be expected to have a thorough knowledge of the research expertise of faculty members within their home department, and will bring forward grant opportunities involving multi-disciplinary teams.

### **III. Faculty Leadership and Governance Structure**

The Chair of the Faculty Advisory Council will serve as Chair of the College Faculty and preside at all faculty meetings. The Vice Chair will serve as the Secretary of the College Faculty and preside in the absence of the Chair. The Vice Chair shall serve as the Chair for the remainder of the term if the Chair is unable to serve. The term of office for the Chair and Vice Chair shall be three years.

### **IV. Faculty Meetings**

College faculty meetings will be held no less than twice annually or at the call of the Chair of the College Faculty Council, Dean, Provost or President. Special called meetings of the college faculty can be held at the request of at least 25% of the voting faculty.

An agenda for the College Faculty meeting shall be posted at least seven days prior to the meeting.

For voting purposes, a quorum shall consist of 40% of the eligible voting faculty. If a quorum is not present, a vote may be held via electronic means.

The faculty meeting shall be called to order by the Chair of the Faculty Council. In his or her absence, the meeting shall be called to order by the Vice Chair. The Vice Chair shall serve as the recording secretary for the meeting.

The normal order of business shall be the call to order, approval of the minutes from the previous meeting, report of the Dean and/or Associate Deans, report of the faculty council, report of the standing committees, reports from special committees, special actions as determined by the Faculty Council, old business, new business, and announcements.

Business will be conducted according to Robert's Rules of Order. A member of the faculty may be designated as the faculty parliamentarian.



Minutes for all meetings will be posted electronically for viewing by all faculty and staff. As called for in the University By-laws, copies of the minutes will be provided to the President's Office, the Provost and Executive Vice President for Academic Affairs, the Dean, the Registrar's Office, and the University Archives.

## **V. Procedures to change the Bylaws**

Amendments to these By-laws can be made only upon a vote of the faculty with a quorum voting. Dates of any approved amendments to these By-laws shall be noted in this document.

## **VI. Bylaws for operation of the Ratcliffe Hicks School of Agriculture**

The Director of the Ratcliffe Hicks School of Agriculture shall be the Dean of the College of Agriculture and Natural Resources. Management of the School may be assigned to the Associate Dean for Academic Programs at the discretion of the Dean.

Faculty members of the School shall be the members of the faculty in the Departments of Animal Science and Plant Science and Landscape Architecture and Department Heads and faculty members of other departments who deliver supporting coursework to the School.

No standing committees exist in the School. Ad-hoc committees may be formed by the Director or designee. Meetings of the School faculty shall be called by the Director no less than twice annually. Such meetings shall include course and curriculum changes, approval of student transfers from the School to the four-year program, approval of candidates who have completed the two-year associates degree and other items as needed. For voting purposes, a quorum shall consist of 25% of the voting faculty. If a quorum is not present, voting may take place via electronic means.

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Original By-Laws passed May 7, 2010

Amended, May 6, 2011

Amended, December 19, 2011 (Research Advisory Committee added)

Amended, May 4, 2012 (Extension & Outreach Advisory Committee added)

Amended, May 8, 2014 (College name change from College of Agriculture & Natural Resources to College of Agriculture, Health and Natural Resources)

Amended May 8, 2015 (C&C Committee representation extended to interdisciplinary programs)

Amended December 21, 2015 (committee membership and chairmanship terms & standardization, meeting frequency requirement)

Amended May 4, 2018 (committee membership and terms, meeting requirements, editorial changes, update to Research Advisory Council aims, membership, and terms)