

**CONSTITUTION & BYLAWS
OF THE FACULTY OF THE
COLLEGE OF AGRICULTURE AND LIFE SCIENCES (CALS)
OF THE
UNIVERSITY OF VERMONT & STATE AGRICULTURAL COLLEGE**

A. Membership:

The faculty of the College of Agriculture and Life Sciences shall consist of:

1. the Dean and Associate Deans
2. the Director and Associate Director of the Vermont Agricultural Experiment Station;
3. all Tenured and Tenure-Track faculty, all Lecturers and Senior Lecturers, all Research faculty, and all Extension faculty appointed by the Dean of the College of Agriculture and Life Sciences.
4. all part-time Lecturers appointed through Departments in the College of Agriculture and Life Sciences
5. faculty appointed in other units at the University of Vermont may be given membership in the faculty of CALS by affirmative vote of the CALS faculty

B. **Dean's Council:** the Dean's Council shall include the Dean, Associate Deans and Assistant Deans. The presiding officer shall be the Dean.

C. **CALS Leadership Team:** the CALS Leadership Team will consist of the Chair of each Academic Department in CALS and the members of the Dean's Council. Chairs, Associate Deans and Assistant Deans serve at the pleasure of the Dean.

D. **Directors of Academic Programs:** are appointed at the discretion of the Dean for one year terms, which may be renewed.

E. **CALS Board of Advisors:** The Dean of the College of Agriculture and Life Sciences will be advised by a Board, the members of which will be appointed by the President of the University for a term of three years, which may be renewed. Members of the Advisory Board may include alumni, current students, State leaders, Community leaders, and benefactors of the University.

F. **College Meetings:** The Dean shall call a meeting of the College faculty at least once each academic semester. Additional meetings may be called by the Dean for faculty to review and vote upon specific recommendations of CALS Committees.

G. **Standing Committees** of CALS include the:

1. Curriculum Committee
2. Faculty Standards Committee
3. Studies Committee
4. Academic Awards Committee
5. Research Committee
6. Vermont Experiment Station Advisory Committee

H. **Ad hoc Committees** to address specific issues may be convened by the Dean and last a finite period defined by the Dean.

I. **CALS Representatives to University-wide Committees:** CALS members shall vote to elect College Representatives, who will serve three year terms, to the Graduate College and the following committees of the Faculty Senate:

1. Curricular Affairs (two representatives)
2. Financial and Physical Planning
3. Research, Scholarship and Graduate Education
4. Student Affairs
5. Professional Standards
6. Educational and Research Technologies

J. **Nominations:** for representatives to Standing, Ad Hoc, and University-wide Committees shall be solicited annually by the Associate Dean for Academic Programs. The Associate Dean will then assemble a ballot of self-nominated, peer-nominated, and administrator-nominated people. This slate of candidates for vacancies on committees shall be distributed at least one calendar week prior to vote of the College faculty.

K. **Voting Procedures:**

- ***Electronic Ballot:*** Representatives to committees shall be elected by a simple majority of the College membership casting ballots. The vote will be conducted by secret ballot, to be conducted by email or website voting of the CALS faculty. A minimum of 20% of the College membership must participate in the balloting for a vote to be considered valid.
- ***Affirmation at College Meetings:*** Adoption of College resolutions or committee recommendations will be voted on at meetings of the CALS faculty as called by the Dean of the College. Consideration of these resolutions and recommendations will follow the procedures for considering motions in Robert's Rules of Order. Resolutions and committee recommendations may be presented to the College membership for vote by electronic ballot only if so moved and approved by the majority of members present for the College meeting at which they are presented.

L. **Composition of Standing Committees:**

Each Standing Committee of the College shall consist of six members of the College, ideally one to represent each Academic Department of CALS. Students may be appointed as voting or non-voting members of the Standing Committees at the discretion of the Dean. Members

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of the Leadership team may serve on Standing Committees as representatives of their home departments or as *ex-officio* members. No member of the College Leadership Team may serve in any capacity on the Faculty Standards Committee, the Faculty Senate Professional Standards Committee, or the Studies Committee. All standing committees have the latitude to call College faculty, staff, students or administrators to attend committee meetings for the purpose of providing information for consideration by committee members.

- M. **Term of Service on Standing Committees:** Elected members of standing committees will serve staggered terms of three years in duration. Any member of the College is eligible for re-election to a Standing Committee for subsequent terms. Meetings of the Standing Committees are to be held during the academic year as defined in the Collective Bargaining Agreement, unless specifically called by the Dean.
- N. **Extended Absences:** If a member of a standing committee must be absent for an extended period, the chair of the department represented by the member may appoint a temporary replacement for a period of up to one year. If a member is to be absent from a standing committee for a period of more than one year, the Associate Dean of Academic Programs will make a call for nominations to replace the member on the standing committee.
- O. **Chairpersons:** The members of each standing committee will elect a Chairperson at the first meeting of the Committee during the academic year.
- P. **Committee Reports:** The Chairperson of each Standing Committee shall prepare a written summary of the Committee's actions to the Dean, at least once per academic year. Additional reports may be provided at the discretion of the Committee Chair, or as requested by the Dean. Recommendations of the CALS Faculty Standards Committee, the Studies Committee, the Academic Awards Committee, the Research Committee, and the VT-AES Advisory Committee, will be presented confidentially directly to the Dean, or members of the Dean's Council, as designated by the Dean. Resolutions or recommendations of the other Standing Committees, or Ad hoc Committees, will be presented at meetings of the College membership for subsequent vote to adopt or reject the resolution.

Q. **Procedure for Future changes to the By-laws:** Any proposed change to the CALS Bylaws must be made in writing for consideration by the CALS faculty. The changes will be discussed at a CALS faculty meeting to be called by the Dean. A resolution to change the CALS Bylaws must be approved by a two-thirds majority of the faculty participating in the vote. The vote will be conducted by secret ballot, to be conducted by email or website voting of the CALS faculty. A minimum of 20% of the College membership must participate in the balloting for a vote to be considered valid.

R. **Responsibilities of the Standing Committees:** the charge of each of the Standing Committees is as follows:

1. **Curriculum Committee:** This committee shall:

- Review and evaluate all proposed changes to the curriculum of specific academic programs, including additions or deletions of courses, name changes of courses, academic programs or academic departments, modifications of courses including changes in number of credit hours, cross-listing of courses, or change in course level or program designators.
- Review and evaluate all proposed changes to requirements of individual degree programs, and the general degree requirements of the College
- Maintain clear guidelines for the mechanisms to propose changes to courses, programs or degree requirements. These guidelines should be reviewed and evaluated on an annual basis, or as requested by the Dean.
- Be empowered to solicit additional clarifying information from sponsoring units or academic departments, as necessary to evaluate proposals for curriculum change.
- Advise the Dean and appropriate Department Chairpersons of the Curriculum Committee's evaluation of proposals for curriculum change.
- Provide both a written and oral summary of the Curriculum Committee's recommendations at meetings of college members
- Address other appropriate curricular matters as requested by the Dean.

2. **CALS Faculty Standards Committee (FSC):** This committee is entrusted with the solemn responsibility to evaluate the performance of their peers in instruction, scholarship and service, in relation to the established CALS RPT Guidelines and any Collective Bargaining Agreement between United Academics and UVM, and provide a confidential, written recommendation to the Dean, on matters concerning:

- Tenure decisions (green sheet promotion review)
- Evaluation of progress towards tenure at the 2-year and 4-year mark (green sheet reappointment reviews)
- Four-year reappointment (blue-sheet reappointment reviews)
- Requests for promotion in rank (green sheet promotional review)
- Requests for sabbatical leave
- Allegations of professional misconduct or incompetence
- Other matters relating to faculty conduct, as requested by the Dean

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Conflict of Interest: A member of the FSC must not be present during any discussion regarding that member, or a relation/partner of that committee member. A member of the FSC must not be present during any discussion that will result in a direct personal, professional or financial impact on the committee member

Recusals: A member of the FSC can only cast one vote regarding the disposition of an RPT recommendation; this vote can either be at the department-level review or FSC review, but not both. FSC members are encouraged to participate in review and discussion of matters concerning Departmental colleagues, however, the CALS Leadership Team recommends that conflicted FSC members cast their vote at the level of Department review and abstain from the FSC vote.

3. Studies Committee: This committee is charged with:

- Reviewing and evaluating the academic performance of all students experiencing difficulty progressing towards their degree, and prescribing criteria for dismissal, readmission, or terms for continuation towards matriculation. The committee will make confidential recommendations to the Associate Dean of Academic Programs.
- Providing periodic review of the criteria used to evaluate students at risk
- Evaluating the effectiveness of academic advising within the College, and serving as a communication link between the College faculty and administration regarding academic advising activities
- Providing periodic review of the College's record in admission and retention of students, and making recommendations to the Dean for improvement.
- Making recommendations to the Dean concerning potential enhancement to the student experience in CALS

4. Academic Awards Committee: This committee is charged with:

- Review research proposals and attend the defenses by CALS undergraduate students wishing to conduct Distinguished Research.
- Review supporting documents and select a student to receive the Alexander Kende Academic Merit Award.
- Review supporting documents and select a student to receive the Lawrence K. Forcier Outstanding Senior Award.
- Review supporting documents and select a CALS staff person to receive the Excellence in Staff Support Award.
- Review supporting documents and select a CALS faculty member to receive the Joseph E Carrigan Award for Excellence in Teaching and Undergraduate Education.
- Nominations of faculty to the Dean for University-wide honors

5. Research Committee: This committee is charged with:

- dossier review and award recommendation of faculty nominated for the H.W. Vogelmann Award for Excellence in Research and Scholarship
- organization of professional seminars to be presented by recipients of the Vogelmann award

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6. Vermont Agricultural Experiment Station Advisory Committee: This committee is charged with

- review of proposals for Competitive Hatch Project funding and providing a written evaluation of each proposal to assist the PI in future applications
- recommendations to the Associate Director of the VT-AES regarding funding priority and funding level for individual of Hatch Project proposals
- reviewing and revising the format of competitive Hatch proposals and the criteria for reviewing them
- recommendations to the Associate Director of the VT-AES regarding policies and priorities for allocation of Experiment Station funds for infrastructure, graduate student funding, the competitive Hatch project pool, and other efforts to promote research directed at State and regional priorities
- providing ad hoc advice on Experiment Station policies, as requested by the Associate Director of the VT-AES