

**CONSTITUTION AND BY-LAWS OF THE FACULTY OF
THE RUBENSTEIN SCHOOL OF ENVIRONMENT AND NATURAL RESOURCES OF
THE UNIVERSITY OF VERMONT**

1. Membership. The Faculty of the School of Environment and Natural Resources consists of the University President and Provost; Dean and Associate Dean of the School; and all Professors, Associate Professors, Assistant Professors (including Research appointments), Instructors, and Lecturers—part-time, full-time, or visiting—including Adjunct ranks. All Members of the Faculty are eligible to attend faculty meetings.
 - .1 Active Membership shall consist of the Dean and Associate Dean of the School; all full-time and permanent part-time (greater than 75% appointment) Professors, Associate Professors, and Assistant Professors (including Research Professors) holding primary appointments in the School.
 - .2 Associate Membership shall consist of the University President and Provost; Instructors, Lecturers, Adjunct, temporary part-time, Research Associates and visiting faculty in the School; University faculty who hold secondary appointments in the School, and classified staff who hold secondary appointments as lecturers in the School.
 - .21 Full-time staff in the School who have secondary faculty appointments may, upon affirmative vote of the Faculty, be granted active membership.
 - .22 Specific individuals holding Instructor, Lecturer, Adjunct, Research Associate or temporary part-time appointments in the School may, upon affirmative vote of the Faculty, be granted active membership.
 - .3 Graduate Faculty Membership: Membership in the Graduate Faculty of the School is restricted to Active faculty members of the School and follows membership in the Graduate Faculty of the University as described in the Constitution of the Graduate College.
2. Voting
 - .1 All active members of the Faculty of the School, as defined under Article 1.1, shall be eligible to vote with the exception noted in 2.4.
 - .2 Only Graduate faculty members shall be eligible to vote on matters that pertain exclusively to graduate activities.
 - .3 A quorum shall consist of 50 percent of the active Faculty who have primary appointments in the School.

- .4 A motion shall be carried by a simple majority except as provided in Article 11.
 - .5 Issues brought to the faculty for a vote require a one week warning prior to the faculty meeting at which they will be discussed / voted upon.
3. Officers. The presiding officers of the Faculty of the School shall be the Dean and, at his/her/their absence or request, the Associate Dean(s).
4. Meetings. There shall be at least four meetings held during the academic year, the first of these to be called not later than October 15th.
5. Elections
- .1 Nominations for all vacancies of elected positions on School and University standing committees shall be distributed to the active membership by the Nominating Committee at least one week prior to the second-to-last (usually April) regular meeting of the academic year. Additional nominations may be made from the floor of that meeting.
 - .2 All elections shall be carried out by secret mail ballot or online survey that is distributed to the active voting membership within one week of the last regular meeting of the academic year.
 - .3 Voting faculty will have one week to submit their vote.
 - .4 The Associate Dean will tabulate and present results to the faculty within one week of the election.
6. Nominating Committee
- .1 Composition. The Nominating Committee shall consist of the Dean or his/her/their appointed representative in consultation with the chairs of School standing committees.
 - .2 Responsibilities
 - .21 Prepare a slate of nominees from the active membership to fill vacancies in all internal (section 7) and UVM committees (see section 10)

7. Elected Committees

.1 General Procedure

- .11 Composition. Unless otherwise specified, committees shall consist of members elected from the active membership, representing at least two academic programs.
- .12 Terms of Service. Unless otherwise specified, the term of elected active members shall be for three years, one position on each committee becoming vacant each year.
- .13 Re-election. Any member is eligible for re-election to a second term unless otherwise specified. No member may serve for more than two consecutive terms.
- .14 Vacancies. If a committee member must be absent for a period of one or more semesters, or if this absence is anticipated before the regular elections, the Dean or their designee will appoint a temporary member from the active membership until the regular member returns or their term expires, whichever is sooner.
- .15 Chairpersons. A chair shall be the longest-serving member of the committee.
- .16 Committee Actions. Committees should ensure that voting actions are recorded in faculty meeting minutes and that important committee decisions are recorded in school archives.

.2 Curriculum Committee

- .21 Composition. The committee will consist of three faculty members, at least one of whom currently teaches or has recently taught in the RSENR Core Curriculum.
- .22 Responsibilities
 - .221 To evaluate and coordinate new courses, curricula, programs and concentrations.
 - .222 To evaluate and coordinate the addition and deletion of all courses in the School's curricula.
 - .223 To evaluate modifications in all courses offered by the School,

including credit-hour value, pre-requisites, cross- listings, and level.

- .224 To advise appropriate program chair and/or faculty member of the committee's evaluation of requested changes prior to presentation to the faculty.
- .225 Work with the Dean or their designee to ensure that learning outcomes are specified for every curriculum.

.23 Procedures

- .231 Any action to be considered by the committee shall be submitted in writing from the appropriate program chair, faculty member, or from the Dean of the School.
- .232 Any action taken by this committee shall be presented to the Faculty of the School for approval.

.3 Honors and Studies Committee

.31 Composition

- .311 The Committee will consist of three members, at least two of whom are Active Members of the RSENR faculty and up to one Associate Member who has been granted Active Member status (Lecturer, etc.) and who regularly teaches undergraduate classes. Collectively the membership should include representatives from at least two academic programs.

.32 Responsibilities

- .321 To evaluate the student's performance at the completion of the program and coordinate with a student's advisor in submitting a grade.
- .322 To review and act upon requests from individual students for waivers or substitutions of school general education requirements and upper level Honors College requirements.
- .323 To evaluate the academic performance of students and determine their academic standing at the conclusion of each semester.
- .324 To review periodically the criteria used to evaluate students and propose revisions for Faculty approval.

.33 Procedures

- .331 Referring to the RSEN Student Handbook for criteria on assessing performance, the committee will recommend an action to the Dean on whether the student should be put “on trial,” or taken off “trial” or merit “dismissal” from the School.
- .332 The committee will hear student appeals to decisions made on academic standing and submit revised recommendations on the aforementioned actions where appropriate.
- .333 To have a substitution request considered, students will submit a formal request to the committee attaching the course syllabus. The committee will directly approve or disapprove the request and inform the student and the RSEN Dean’s Office of the decision.

.4 Graduate Standards Committee

.41 Composition

The Committee shall consist of three active faculty members, all of whom are regular members of the Graduate Faculty. The committee must represent at least two of the graduate programs within the School.

.42 Responsibilities

- .421 At the end of each semester, to critically evaluate and make recommendations to the Dean on the status of all graduate students in the School who either (1) fail to satisfy one of the “check points” described in the “Graduate Student Guide to Policies and Procedures” or (2) fail to receive from their Faculty Advisors a rating of “progressing satisfactorily toward graduation”.
- .422 Review and recommend actions on all courses for graduate credit to ensure that they meet the goals and requirements stipulated by the Graduate Faculty in the Rubenstein School of Environment and Natural Resources.
- .423 Evaluate and recommend actions on all graduate student requests for substitutions of required courses or other mandated experiences to ensure that these substitutions meet

goals and requirements stipulated by the Graduate Faculty for graduate programs in the Rubenstein School of Environment and Natural Resources.

- .424 The GSC may provide advice on other aspects of the graduate programs as requested by the Dean or their designee.

.43 Procedures

- .431 New or revised courses at the 200-level seeking graduate credit approval will be reviewed by the Graduate Standards Committee according to standards and criteria maintained by the GSC and approved by the Graduate Faculty.
- .432 Any new or revised courses at the 300 level will be reviewed by the Graduate Standards Committee according to standards and criteria maintained by the GSC and approved by the Graduate Faculty.
- .433 Recommendations made by the GSC on courses shall be presented to the Curriculum Committee for action

.5 Faculty Standards Committee

- .51 Composition. The following criteria will be used by the Nominating Committee in selection of nominees.

- .511 The Dean shall not be a member of this committee.
- .512 Any faculty member involved in a personnel action shall not participate in that action. A committee member who is being considered for action shall be temporarily replaced by the most recent ex-member of the committee.
- .513 Nominees must have a minimum rank of associate professor.

.52 Responsibilities

- .521 Review proposed amendments to the School Constitution and By-laws and present seconded motions for consideration and approval by the Faculty

- .522 Review the School Reappointment, Promotion, and Tenure Guidelines, as required by the CBA, and present seconded motions for consideration and approval by the Faculty.
 - .523 Evaluate the reappointment, promotion, and tenure recommendations and other personnel matters of the Faculty of the School.
 - .524 Review sabbatical applications and make recommendations to the Dean or their designee as to their acceptability.
 - .525 Advise the Dean on qualifications of candidates nominated for adjunct and secondary faculty appointments and recommend the most appropriate rank.
- .53 Procedures relating to responsibilities in personnel matters.
- .531 Cases for review will normally be referred to this committee by the Dean or their designee.
 - .532 A faculty member may request that this committee review his/her/their qualifications for reappointment, promotion and tenure.
 - .533 All recommendations will be sent to the Dean or their designee.
 - .534 Recommendations from this committee regarding faculty reappointment, promotion or tenure will accompany those of the Dean to the Provost.
 - .535 This committee will not maintain records of any case reviewed beyond the review period.

.6 Inclusivity, Diversity, Equity and Action (IDEA) Committee

- .61 Composition. The committee will consist of three faculty members, three staff members and three student members (one from each: RGSA, SAB and Stewards) who are elected by their respective groups. The composition of the committee should strive to reflect the diverse School we aspire to become.
- .62 Responsibilities. Strengthen the School's focus on diversity, inclusion and equity in order to ensure that all students, staff and faculty are valued, heard, and empowered.

.63 Procedures

- .631 Serve the Rubenstein School community as an advisory, planning, and coordinating body for activities related to responsibilities defined above.
- .632 Coordinate periodic workshops, forums, or “town meetings” where the community can address current issues, professional development, or other topics and communicate outcomes to the administration and the larger Rubenstein School community.
- .633 After faculty annual reviews have been completed, the Associate Dean will compile and present to the Dean and the IDEA committee a set of anonymous bullets that summarize the meaningful progress made by faculty members relative to the School’s mission and vision regarding DEI. These shall not list identifying personal information of faculty members, students or external partners without specific permission:-

.7 Core Curriculum Committee

- .71 Composition. The committee will consist of three faculty members, including at least two whom are currently teaching within the core.

.72 Responsibilities:

- .721 Will set goals for Core courses and oversee the development and modification of curriculum.
- .722 Will prepare and submit all proposed Core curricular changes for faculty approval via the Curriculum Committee.
- .723 Will propose policy, review and act upon student petitions for substitutions and waivers of Core classes.

.73 Procedures:

- .731 Committee will develop criteria for Core substitutions and meet regularly to review substitutions requests.
- .732 Any proposals for course changes shall be submitted to the curriculum committee for approval and forwarding to the full Faculty.

8. Other Committees. The Dean may appoint additional elected, ad hoc, or advisory committees as necessary.
9. Student Advisory Committees. Student representation in the School shall be through advisory committees.
 - .1 Student Advisory Board. Undergraduate students shall be represented through a committee composed of students from all academic programs and classes in the School.
 - .11 Membership. The Student Advisory Board shall have a self-perpetuating membership. Each fall, members carrying over from the previous academic year will invite new people to join, taking care to create a board with representatives of all majors and classes. Suggestions for membership will be sought from faculty members serving as academic advisors, and special efforts will be made to include presiding officers of active student organizations within the School.
 - .12 Officers. Officers shall be elected by the group and shall consist of a Chair, Vice Chair, Treasurer, and Secretary. The officers shall lead the group's discussions with the assistance of the Dean or his/her/their representative.
 - .13 Functions. The Student Advisory Board serves as a liaison between the School's administration and students and provides a formal setting for students to voice their opinions on academic and other School matters.
 - .131 The Student Advisory Board will provide formal student input into faculty actions involving promotion or tenure.
 - .14 Procedures
 - .141 The advisory board will meet with the Dean or Associate Dean(s) at least once a month during the fall and spring semesters.
 - .142 Each elected faculty committee may call upon the Student Advisory Board to provide student representation on a temporary or continuing basis as needed.
 - .143 The Student Advisory Board may invite additional faculty members of the School to participate in their meetings when appropriate.

- .144 When necessary, the School will provide assistance to the Student Advisory Board for surveying opinions of the student body of the School.

.2 Rubenstein Graduate Student Association. Graduate students shall be represented through a committee of students.

- .21 Membership. The Rubenstein Graduate Student Association shall have a self-perpetuating membership with representatives from all graduate programs in the School.

- .22 Officers. The committee shall elect a Chair who will be responsible for arranging meetings and leading the group's discussions.

.23 Functions

- .231 The Rubenstein Graduate Student Association provides a forum where students can voice their opinions about School policies and issues.

- .232 The committee contributes to the School by initiating informal social events.

- .233 One member of the committee represents the School on the University's Graduate Student Advisory Committee.

- .24 Procedures. The advisory board will meet with the Dean or his/her/their representative at least once during both the fall and spring semesters.

10. Elected University Senate Committee Representatives

- .1 The Faculty shall elect representatives from a slate presented by the Nominating Committee (see section 6) for all committees of the University Faculty Senate in accordance with the number prescribed.
- .2 The term of office shall be in accordance with that prescribed by the University Senate.
- .3 The representatives shall report matters under consideration by Senate Committees to the Faculty of the School at Faculty Meetings. Matters which necessitate a policy opinion by the representatives from the School will be discussed and affirmed whenever possible at a Faculty Meeting of the School.

11. Amendments. This Constitution and By-laws may be amended by a two-thirds vote of the Active Faculty.

.1 Procedures. Proposals for change shall be submitted in writing to the Faculty Standards Committee and, if deemed appropriate, presented for discussion at a regularly scheduled Faculty Meeting. Voting will be by written or electronic ballot.

12. Parliamentary Authority. Roberts' Rules of Order Revised Latest Edition shall govern School of Environment and Natural Resources Faculty Meetings, except in those instances in which Roberts' Rules of Order Revised are in conflict with the provisions of these articles.

Approved by SNR Faculty – May, 1993
Amended by SNR Faculty – spring, 1995
Amended by the RSENRFaculty – spring, 2005
Amended by the RSENRFaculty – spring, 2008
Amended by the RSENRFaculty – November 2010
Amended by the RSENRFaculty – April 2011
Amended by the RSENRFaculty – October 2013
Amended by the RSENRFaculty – April 2018
Amended by the RSENRFaculty – December 2020