

BYLAWS OF
THE DEPARTMENT OF AGRICULTURE

PREAMBLE

The Department of Agriculture is one of several departments or academic units functioning within the structure of the College of Applied Science and Technology (hereafter referred to as CAST) at Illinois State University.

The Bylaws of the Department of Agriculture are designed to state general policy only. The standing departmental committees are granted considerable autonomy and flexibility in designing and implementing policy.

Student involvement in deliberations and action are implemented in accordance with the CAST Bylaws.

ARTICLE 1. EXTERNAL GOVERNANCE AND THE COLLEGE COMMUNITY

SECTION 1. EXTERNAL GOVERNANCE

The organization and actions of the Department of Agriculture are subject to review and approval of the CAST Council.

SECTION 2. DEPARTMENT COMMUNITY MEMBERSHIP

The Department community shall include those faculty and administrative employees, students, Civil Services, and other employees as defined in the Constitution of Illinois State University, and who are attached, by the conditions of contract or declared majors, to the Department of Agriculture. The academic Department community shall include students and faculty. The Department shall maintain accessible personnel files adequate to provide at any time an accurate listing of persons in the categories of students, faculty, administrative employees, Civil Service staff and other employees as defined in the University Constitution.

ARTICLE II. STUDENTS

SECTION 1. STUDENT RIGHTS, RESPONSIBILITIES, AND CITIZENSHIP

The Department of Agriculture shall observe and maintain provisions pertaining to students as stated in the Illinois State University Constitution.

SECTION 2. ADDITIONAL POLICIES

Any additional policies concerning these matters enacted by the Department shall be in accordance with the CAST Bylaws.

SECTION 3. STUDENT PARTICIPATION

Students shall have the opportunity to participate through elected or appointed representatives in the formation of policy.

ARTICLE III. FACULTY AND PROFESSIONAL STAFF

SECTION 1. RIGHTS, RESPONSIBILITIES, AND APPOINTMENT PROCEDURES

The Department of Agriculture recognizes and adheres to the provisions as stated in the Illinois State University Constitution.

SECTION 2. ACTIVITIES AND AFFAIRS

A. Departmental Meetings

The Department Chairperson shall convene departmental meetings during the academic year with at least two each semester. The Chairperson or a designate shall preside. A special meeting shall be convened at the request of 25% of the Agriculture faculty.

- B. Each faculty member whose appointment is more than one-half time in the Department of Agriculture shall be eligible to vote in all departmental elections except DFSC, for which additional criteria are stated in URC guidelines.

SECTION 3. ADDITIONAL POLICIES

Any additional policies concerning these matters enacted by the Department shall be in accordance with the CAST Bylaws.

ARTICLE IV. ADMINISTRATION AND ACADEMIC ORGANIZATION

SECTION 1.

A. Responsibilities of the Department Chairperson

The Department of Agriculture Chairperson is the chief academic and administrative officer of the Department, and the principal intermediary between the Department and the CAST. The Department Chairperson is accountable to the Dean of CAST for every aspect of the conduct and development of the Department of Agriculture over which she/he has authority. The Department Chairperson shall serve at the pleasure of the President and shall be accountable to the President and the Dean of CAST for the following:

1. Administer the Department in accordance with the Department and CAST Bylaws.
2. Provide for effective communication between the Department and University administration in general and the CAST Dean in particular.
3. Recruit, select, assign, and as appropriate, recommend the promotion of faculty, Civil Service, and student staff as necessary to effectively carry out departmental programs. Selected of these responsibilities are to be carried out in conjunction with the DFSC.

4. Provide for the formulation and annual review of an academic plan for the Department, which charts the direction of future academic plans and programs. The establishment of new academic programs and the disestablishment of existing programs shall follow procedures established by the Academic Senate.
5. Provide for the preparation and direction of expenditures of departmental budgets.
6. Recommend space for instructional activities and faculty offices, recommend building modifications and/or new structures, provide for the monitoring of the maintenance of facilities, and inform the proper University office when improvement is desired.
7. Provide for continuous program identification, development, implementation, and evaluation in accordance with the Academic Master Plan for the University and the CAST.
8. Provide for maximum articulation between the Department and the various publics, i.e., students, community college personnel, employers of graduates, news media, etc.
9. Prepare and coordinate schedule of classes.
10. Perform any assigned duties and functions requested, and as specified, by the governing agencies and administrative officers of the University.

B. Selection of the Department Chairperson

A new Department Chairperson shall be selected in accordance with the procedures and policies accepted and/or approved by the CAST Council.

SECTION 2. ADMINISTRATIVE AND CIVIL SERVICE EMPLOYEES

The rights and responsibilities of members of the administrative and Civil Service employees shall be identical to those provided in Article IV, Section 3, A and B, of the University Constitution.

SECTION 3. DEPARTMENT ACADEMIC ORGANIZATION

A. Academic Organization and Self –Governance

The Department Chairperson, in consultation with the CAST Dean and Provost, is responsible for developing and maintaining a viable academic organizational structure for the purpose of improving instruction, and promotion of research and public service. The Department of Agriculture, in accordance with the University Constitution, Academic Senate Bylaws, CAST Bylaws, and Department Bylaws shall be entitled to exercise a degree of self-governance, which does not infringe upon other academic units.

B. Department Bylaws

Department Bylaws or procedures will become effective after they are approved by a majority of the departmental faculty members eligible to vote in the election and subsequently approved by the CAST Council.

ARTICLE V. GOVERNANCE

SECTION 1. GOVERNANCE STRUCTURE

The Department committee structure shall serve in an advisory capacity as the mechanism through which the faculty and students of the Department of Agriculture shall participate in determining departmental policy subject to the University Constitution, the Bylaws of the University Academic Senate, and the Bylaws of the OPLT.' The standing committees shall include: (a) Departmental Faculty Status Committee; (b) Scholarship Committee; (c) Curriculum Committee; (d) the Committee of the Whole; and (e) the Student Advisory Committee. In addition to these standing committees, ad hoc committees may be appointed whenever the need arises.

SECTION 2. STANDING COMMITTEE MEMBERSHIPS

The departmental standing committees shall consist of the following:

Department Faculty Status: three elected members of the faculty and the Chairperson of the Department.

Scholarship Committee: three elected members of the faculty, and the Chairperson of the Department.

Curriculum Committee: three elected members of the faculty, two elected students, and the Chairperson of the Department.

Committee of the Whole: all full-time members of the Department.

Student Advisory Committee: six students appointed by the Chairperson with approval of the Committee of the Whole.

Full-time faculty members who have a major assignment (at least 51%) as instructor, assistant professor, associate professor, or professor in the Department of Agriculture, and who have been a full-time faculty member at Illinois State University for at least one semester preceding the election, shall be eligible for election to a standing committee unless they are on leave at the time of election, or have been granted a leave of at least half-time for three months or more the following academic year, exclusive of summer sessions, or are on disability leave under the University Retirement System. Additional requirements for the DFS Committee are that elected members must hold tenure or a probationary tenure appointment, they be elected for two-year staggered terms and the majority of the members be tenured.

Elected faculty members to the departmental standing committees shall serve for as many as three years. No elected faculty member may serve for more than two terms. A person who has served on a standing committee, however, may again be eligible for that committee after one year. Vacancies for elected positions must be filled using the election process.

Full-time students who are recorded on the latest official printout as declared majors in the Department, and are not on academic or social probation, shall be eligible for election to the appropriate departmental standing committees. Each shall serve for one year and be eligible for one re-election. In case of vacancy, the candidate with the next highest number of votes shall be seated to fill the unexpired terms.

The annual elections shall be held within three weeks after the Beginning of the Fall semester to provide for the election of standing committee members to fill unexpired terms in accordance with the process described above.

SECTION 3. ELECTIONS

A. Eligibility to Vote

All faculty members with an assignment in the Department of Agriculture shall be eligible to vote in all elections in accordance with the Bylaws of the Academic Senate and the Bylaws of CAST. All students who have a declared major within the Department may participate in the election of student members to the Departmental Curriculum Committee.

SECTION 4. STANDING COMMITTEE OFFICERS

- A. The Chairperson of the Department shall appoint a Chairperson for each of the standing committees.
- B. The Chairperson of the Department shall chair the Department Faculty Status Committee, and the Committee of the Whole.

SECTION 5. RESPONSIBILITIES AND ACTIVITIES

- A. Because all matters affecting the Department are of concern to its faculty and students, the standing committees shall determine the procedures for faculty and student participation in the establishment of all basic policies of the Department as enumerated in these Bylaws.
- B. All committee activities shall be conducted in accordance with the University Constitution, its Bylaws, and the Bylaws of CAST.
- C. The DFS Committee shall be responsible for collecting information regarding: appointments, dismissals, contracts, merit ratings, salaries, promotion, and tenure as described in the Appointment, Salary, Promotion and Tenure policies of Illinois State University.
- D. The Departmental Scholarship Committee shall.
 - 1. Serve in advisory capacity to the Department Chairperson in matters related to the awarding of scholarships.
 - 2. Solicit and administer new scholarship funds.

E. The Departmental Curriculum Committee is authorized to:

1. Maintain an overview and coordinate Department curriculum within guidelines established by the Academic Senate and the University Curriculum Committee.
2. Study, evaluate, approve or not approve all proposals including new courses, new sequences, or new programs or modifications of standing courses, sequences, or programs within the Department of Agriculture.
3. Participate in curriculum policy, program planning, and curriculum problems, which cut across departmental lines throughout the University.
4. Help identify areas where new programs should be formed and initiate consideration of such areas.
5. Encourage continuous evaluation and improvement of existing programs.
6. Keep faculty members of the Department of Agriculture informed of Department Curriculum Committee action.
7. May participate in the establishment of any basic policies of Department not otherwise enumerated in these Bylaws.
8. Annually assist Department Chairperson in the development of a revised five- year academic plan for the Department.

F. The Departmental Committee of the Whole is charged with the responsibility to:

1. Establish election procedures and conduct committee elections in accordance with these Bylaws.
2. Determine policy and conduct activities internal and external of the Department to facilitate departmental goals and objectives.

G. No provision of this section shall be construed to preclude administrative officers from creating administrative committees and boards, assigning to them such duties and powers, as they desire, and appointing members to serve on them.

H. In the event of disagreement between the Department Chairperson and a majority of elected members of a standing committee, the standing committee shall have an opportunity, through a spokesman, to explain its views to the Dean of CAST.

ARTICLE VI. AMENDMENTS AND IMPLEMENTATION

SECTION 1. AMENDMENTS

Amendments to this document may be initiated by a petition signed by five percent of the students currently enrolled in the Department or 20 percent of the faculty of the Department. Proposed amendments shall be submitted at a regular meeting of the Committee of the Whole following distribution of the minutes. If the Committee shall approve the amendment by a two-thirds vote of its members, the amendment shall be transmitted to the Department Chairperson.

Approved by Department March 31, 1975

Amended September 10, 1975

Edited January 13, 1976

Edited October, 1976

Appendix approved October 7, 2011

APPENDIX

Department of Agriculture Tenure Track Search and Appointment Policies

Tenure track faculty searches shall be conducted in compliance with department, college, and university policies. A search committee shall be established when approval for a faculty search has been issued by the Dean of the College.

Composition of the search committee

Search committees are considered Ad Hoc committees of the department and are appointed by the Chairperson of the Department after consultation with the faculty. Search committees should normally be comprised of at least three faculty members who hold at least 50% appointments in the department. When possible at least one member of the search committee should be a faculty member within the discipline of the search. Normally the search committee will include one member representing A/P and civil service staff, one member representing the Alumni, one student member (either graduate or undergraduate) and one member, external to the University, representing an industry related to the discipline of the search. The Department Chairperson shall apply due consideration to diversity issues such as rank, discipline, gender, and ethnicity when appointing the members of the search committee. The Department Chairperson may serve on the search committee with the approval of the Dean of the College. The Department Chairperson will select the Chairperson of the search committee. A primary contact person who is not a member of the search committee shall be identified. The primary contact person is responsible for all direct correspondence with applicants. Upon completion of the faculty search, the committee shall be disbanded.

Roles and Responsibilities of the search committee

All members of the search committee must receive training from the University in appropriate search processes and impermissible search activities and questions.

The search committee is responsible for:

- developing the position announcement(s) including required and preferred qualifications and identifying required application materials
- advertising and promoting the position including recruiting qualified applicants
- maintaining confidentiality
- planning the interview schedule and process
- reviewing/preparing interview questions
- screening applications to identify those who should become candidates¹
- conducting reference checks when appropriate
- conducting phone and/or on campus interviews
- reviewing input from other faculty and appropriate individuals
- assessing candidates to make a formal recommendation to the Chairperson

Roles and Responsibilities of the DFSC

The DFSC is responsible for

- Meeting with all candidates during the on campus interview.
- Providing a recommendation to the chairperson regarding tenure and rank.

General Guidelines.

All tenured and tenure-track faculty members shall be given an opportunity to review candidates' credentials. All tenured faculty members shall be given an opportunity to respond to the proposed appointment on the Recommendation for Academic Appointment Form.

The Chairperson and Dean will recommend salary and rank. The Provost must approve appointments, salary, and rank for all newly hired faculty members.

A letter of intent shall issue from the Department upon final approval setting forth all of the essential terms of employment for the prospective faculty member and providing the candidate with information regarding department, college, and university policies. The letter of intent shall- be approved by the Dean and the Provost. Employment will not begin until an appointment contract is issued by the University.

Search Policy approved by the Department of Agriculture, October 7, 2011

¹ A candidate is a person included in the final list of the applicants considered for the position. Generally a candidate is an applicant invited to campus to interview for the position.