

BYLAWS OF THE FACULTY OF THE HERBERT COLLEGE OF AGRICULTURE, UT AGRESEARCH, AND UT EXTENSION

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PREAMBLE

0.1^{1,2} The mission of the Herbert College of Agriculture, AgResearch and UT Extension is to provide Real. Life. Solutions. through teaching, discovery, and service. The Senior Vice President/Vice Chancellor for the University of Tennessee Institute of Agriculture (UTIA) serves as the Chief Academic Officer for UTIA.

ARTICLE I: PURPOSE

1.1. The purpose of the bylaws of the Herbert College of Agriculture (Herbert College), UT AgResearch, and UT Extension is to promote the orderly conduct of business of the three units. These bylaws supplement University of Tennessee Board of Trustees Policy and the University of Tennessee *Faculty Handbook*. If they conflict with University policies, University policies prevail.

1.2. Unless otherwise noted, the terms “College” or “College-level” are used for the sake of brevity to refer to all three units (Herbert College of Agriculture, UT AgResearch, UT Extension). If a specific section refers to only the faculty in one of the three units or to one of the units, it is stated.

ARTICLE II: MEMBERSHIP

Section 1. Faculty

2.1.1. Membership for the purposes of these bylaws is inclusive of all tenured, tenure-track, and non-tenure-track faculty (see Chapters 3 and 4 of the UT Faculty Handbook) in the Herbert College of Agriculture, AgResearch, and/or UT Extension. This definition applies to all mentions of “Faculty” in these bylaws, unless otherwise stated.

2.1.2. Emeritus Faculty. At the discretion of the UTIA Senior Vice President/Senior Vice Chancellor and upon the recommendation of the department head and deans, faculty members who are professors at the time of retirement may be awarded the rank of emeritus or emerita. In special cases of long and meritorious service, persons who have retired with the rank of associate professor or assistant professor may also be awarded the rank of emerita or emeritus.

2.1.2.1 The departmental faculty votes on the award of the title “Emeritus.”

2.1.2.2 The department head transmits a letter of recommendation, which includes the results of the faculty vote, to the dean(s).

2.1.2.3 The dean(s) make a recommendation and transmit it along with the department head’s recommendation to the UTIA Senior Vice President/Senior Vice Chancellor.

2.1.2.4 The UTIA Senior Vice President/Senior Vice Chancellor makes the final decision upon review of the recommendations of the dean(s), department head, and faculty. S/he then notifies the department head and dean(s) of the final action.

2.1.3 Faculty Appointments. Faculty appointments³ shall be conducted as described in the Faculty Handbook with the following modifications/clarifications: Appointments of non-tenure-track faculty shall be approved by the department, the appropriate dean for such an appointment, and the UTIA Senior Vice President/Senior Vice Chancellor. Following such approval, the department can take personnel action to make the appointment.

2.1.4 Faculty, as defined in 2.1.1, have the right to vote in College-level elections, to vote at College-level faculty meetings, and to serve on elected and appointed College-level committees. Voting in departmental faculty meetings is deferred to departmental bylaws.

2.1.5 A faculty member may be elected to an academic, research, or Extension governance body as a representative of any unit in which the person holds regular faculty status, in accordance with University of Tennessee bylaws.

¹ Footnotes are noted by numbers; endnotes are noted by lowercase letters.

² Paragraph numbering: In the numbering sequence, the first number signifies the Article, the second number signifies the Section, the third number is the paragraph and the fourth number is the subparagraph.

³ Regular appointment is defined in HR Policy 0105, *Employment Status*. “Faculty” is a recognized EEO classification that excludes those considered Executive and Administrative according to Title VI guidelines.

2.1.6 Procedures and criteria for appointment to the faculties of the Herbert College, AgResearch, and/or Extension are generally described in the University of Tennessee *Faculty Handbook* and Appendices A and B of these bylaws. Search committees for tenure-track faculty positions shall follow procedures described in each department's bylaws. Appointments and promotions of non-tenure-track faculty shall follow the University of Tennessee *Faculty Handbook* as specified for appointment to specific ranks contained in Appendix B. In UTIA, notification of appointment for non-tenure-track positions shall be made by letter from the Office of the Senior Vice President/Senior Vice Chancellor when in agreement with the appropriate Dean. The Senior Vice President/Senior Vice Chancellor serves as the Chief Academic Officer (CAO) for purposes of lecturer appointments and promotions. Departmental bylaws shall determine the eligibility of tenured and non-tenured faculty to vote on promotion of non-tenure-track appointments. Adjunct faculty positions once approved by departments go directly to the Senior Vice President/Senior Vice Chancellor for final approval.

Section 2. Deans

The University of Tennessee Institute of Agriculture has four deans (three being in the College and subject to these bylaws).

2.2.1 The Dean of the Herbert College of Agriculture is responsible to the Senior Vice President/Senior Vice Chancellor for the Institute of Agriculture and provides leadership for academic programs. The Dean works with the Office of the Provost, the Office of the Vice Chancellor for Student Life, and the Office of the Vice Chancellor for Finance and Administration on matters related to academic programs and student affairs. The UTIA Senior Vice President/Senior Vice Chancellor will work with the Dean of the College and the Senior Vice Chancellor and/or designate (e.g., Provost or Office of the Senior Vice Chancellor for Finance and Administration) on the College budget.

2.2.2 The Dean of AgResearch provides leadership for the research program and is responsible to the Senior Vice President/Senior Vice Chancellor for the Institute of Agriculture.

2.2.3 The Dean of UT Extension provides leadership for the outreach and non-credit educational programs in UTIA and is responsible to the Senior Vice President/Senior Vice Chancellor for the Institute of Agriculture.

2.2.4 The Dean of the College of Veterinary Medicine provides leadership for the teaching, research, and service programs within the College of Veterinary Medicine and is responsible to the Senior Vice President/Senior Vice Chancellor for the Institute of Agriculture and the College of Veterinary Medicine Faculty Bylaws.

2.2.5 Searches for Deans guidelines as established by the Office of Equity and Diversity and the *Faculty Handbook* (Chapter 1, Section 1.4.1) will be followed. In addition to those guidelines, the Senior Vice President/Senior Vice Chancellor selects the chair of the search committee from outside the unit (that being Herbert College, AgResearch, or Extension) and appoints members of the committee from persons nominated by deans; associate/assistant deans; department heads; and tenured, tenure-track, and non-tenure-track faculty members of the departments.

2.2.5.1 A majority of the search committee is composed of tenured faculty members of the unit, chosen to represent a balance among the academic areas of the unit.

2.2.5.2 Members may include representation from tenure-track faculty, non-tenure-track faculty, and other UT faculty and administrators external to the Herbert College/AgResearch/Extension; students; exempt and non-exempt staff; county Extension personnel; outside stakeholders; alumni; and other key individuals deemed appropriate by the Senior Vice President/Senior Vice Chancellor for the Institute of Agriculture.

2.2.5.3 University requirements for diversity within a search committee for upper-level searches shall be followed.

Section 3. Department Head Searches

Searches for Department Head guidelines as established by the Office of Equity and Diversity and the *Faculty Handbook* (Chapter 1, Section 1.4.1) will be followed. In addition to those guidelines, The Senior Vice President/Senior Vice Chancellor or designee selects the chair of the search committee from outside the department and appoints members of the committee from persons nominated by deans; associate/assistant deans; department heads; and tenured, tenure-track, and non-tenure-track faculty members of the departments.

2.3.1 University requirements for diversity within a search committee for upper-level searches (department head and above) shall be followed.

2.3.2 A majority of the search committee is composed of tenured faculty members of the unit, chosen to represent a balance among the academic areas of the unit.

2.3.3 Members may include representation from tenure-track faculty, non-tenure-track faculty, other UT faculty and administrators external to the Herbert College/AgResearch/Extension, students, exempt and non-exempt staff, county Extension personnel, outside stakeholders, alumni, and other key individuals deemed appropriate by the Senior Vice President/Senior Vice Chancellor for the Institute of Agriculture.

2.3.4 University requirements for diversity within a search committee for upper-level searches (department head and above) shall be followed.

ARTICLE III: FACULTY MEETINGS

Section 1. Frequency and Authorization

3.1. Meetings may be called by the dean(s) or designate or by petition to the dean(s) of 20 or more faculty. The dean(s) or designate prepares and distributes an agenda at least one week before the scheduled meeting. The dean(s) or designate presides at all meetings.

Section 2. Quorum and Rules

3.2. A quorum for voting consists of 25 percent of the tenured and tenured-track faculty representative of all departments. Meetings will be conducted according to *Roberts Rules of Order*. The dean(s) or designate may appoint a parliamentarian at his/her discretion.

Section 3. Voting

3.3. All faculty as defined in 2.1.1, participating in the meeting, are eligible to vote. Voting is normally by voice vote. However, any faculty member in attendance may ask for a show of hands or a blind, paper ballot or other methods including electronic voting. Electronic voting may be conducted only by those individuals present at the meeting, and voting must be conducted at the same time as the rest of the votes.

Section 4. Reporting

3.4. Minutes are recorded by a member of the Office of the Dean staff, and provided as draft minutes to all faculty within five business days of the meeting.

ARTICLE IV: COMMITTEES

Section 1. Bylaws Committee

4.1.1. Purpose. This committee reviews and makes appropriate recommendations regarding the bylaws. Its charges are:

4.1.1.1 To review the Constitution and Bylaws of The University of Tennessee and College in response to changes in The University of Tennessee policies and to requests from the faculty.

4.1.1.2 To propose revisions to the bylaws for action by the faculty.

4.1.2. Membership. Membership consists of one tenured representative from each of the nine departments: Agricultural Leadership, Education and Communications; Agricultural and Resource Economics; Animal Science; Biosystems Engineering and Soil Science; Entomology and Plant Pathology; Family and Consumer Sciences; Food Science; Forestry, Wildlife and Fisheries; and Plant Sciences; and an ex officio administrative facilitator appointed by the Senior Vice President/Senior Vice Chancellor. Each department's representative is selected by a vote of that department's tenured faculty members.

4.1.3. Representatives serve three-year terms. Terms are staggered; three new representatives are selected each year

4.1.4. A member of the committee is elected by the committee to serve for one year as chair. Chairs serve in that capacity during the second year of their three-year term on the committee.

4.1.5. Faculty member who is a department head, assistant dean, associate dean, or dean is not eligible to serve on this committee, except as an ex officio non-voting administrative facilitator.

4.1.6. Procedures. Changes to these bylaws requires approval of the tenured/tenure-track faculty as described in section 2.3.2. Proposals to amend the bylaws may be submitted to the bylaws committee by any tenured or tenure-track faculty including administrators with a tenured/tenure-track appointment. Proposals are to be vetted by the committee prior to submitting to the faculty for approval.

Section 2. Tenure and Promotion Committee

4.2.1. Purpose. This committee performs the following functions pertaining to tenure and promotion for tenure-track faculty. Non-tenure-track faculty promotions follow procedures in Sec. 2.1.7, the UT Faculty Handbook, and the Promotion of Non-Tenure Track Teaching Faculty document from the Provost's office:

4.2.1.1 Review recommendations for tenure and promotion submitted by department heads;

4.2.1.2 Make recommendations for tenure and promotion to the deans of the Herbert College of Agriculture, UT AgResearch and UT Extension, including evaluations of each recommendation and of department compliance with existing policies.

(NOTE: See Appendix A for a flow of the tenure and promotion process.)

4.2.2. Membership. Every effort will be made by Administration to ensure this committee is composed of one representative from each of the nine departments as defined in Article IV, Sect. 4.1.2.

4.2.2.1 To ensure the committee has individuals who are familiar with the responsibilities of those engaged in teaching, research, and Extension, the Senior Vice President/Senior Vice Chancellor will inform the department heads of the types of faculty appointments needed to maintain balance. Based on the appointment needed, each department will select their representative in accordance with departmental bylaws.

4.2.2.2 Representatives serve three-year terms. Terms are staggered; three new representatives are selected each year (two every third year).

4.2.2.3 A member of the committee is selected by the deans to serve for one year as chair. Chairs serve in that capacity during the second year of their three-year term on the committee.

4.2.2.4 A vice chair is selected by the deans to serve in the capacity of chair when the chair cannot or should not (see Section 4.2.4. Procedures) serve. The vice chair and chair cannot be from the same department.

4.2.2.5 A faculty member who is a department head, assistant dean, associate dean, or dean is not eligible to serve on this committee.

4.2.2.6 The committee membership, vice chair, and chair should be in place no later than November 1 of each year.

4.2.3. Procedures. This committee meets at least once per year in January, once applicant files are available and prior to the report due date, which is published each year by the Senior Vice President/Senior Vice Chancellor.

4.2.3.1 The Senior Vice President/Senior Vice Chancellor, dean(s), or designate(s) will familiarize the committee with current pertinent University and Institute policies regarding tenure and promotion procedures.

4.2.3.2 The chair assigns primary and secondary reviewers to each candidate's dossier. The primary reviewer presents the candidate and the secondary reviewer adds other comments.

4.2.3.3 The faculty member serving on the review committee will recuse him/herself from the deliberations of a colleague from his/her department by leaving the room during the discussion and not participating in the vote on that faculty member. The departmental representative will remain available to answer specific questions. Committee members with a potential conflict of interest (e.g., spouse, business associate) will also recuse themselves from the discussion and the vote.

4.2.3.4 Following the committee discussion of each applicant, a written blind vote is conducted for the applicant. The ballot must include space for written comments on strengths and weaknesses along with space for recording the vote: yes or no.

4.2.3.5 Should a candidate under consideration for tenure and/or promotion be from the same department as the chair of this committee, the vice chair conducts this portion of the committee deliberations.

4.2.3.6 The committee chair drafts a report of the discussion of each candidate. The report for each candidate must summarize the vote and include strengths and weaknesses. In the circumstance where the committee chair must recuse him/herself from a particular candidate's review, the report on the discussion of that candidate will be prepared by the committee vice chair. In the case that both the chair and vice chair recuse themselves, the committee will decide on a person to draft the report. The report is reviewed by the entire committee prior to submission.

4.2.3.7 The committee report, and any dissenting reports, is(are) shared with the appropriate dean(s), department head(s), and candidate(s), and added to the dossier. If the candidate disagrees with the assessment, s/he may provide a statement, which will be added to the dossier (see Appendix A: Tenure and Promotion Flowchart).

4.2.4. Responsibilities of Department Heads and Deans. The dean(s) will inform the Tenure and Promotion Committee and relevant department heads of their recommendation(s) to the Senior Vice President/Senior Vice Chancellor and provide an explanation, if their recommendations differ from that of the Tenure and Promotion Committee and relevant department heads.

4.2.4.1 The dean(s) shall make available to the candidate(s) their recommendation. If the candidate disagrees with the assessment, he/she may provide a statement, within the allowed timeframe, which will be added to the dossier (see Appendix A: Tenure and Promotion Flowchart).

4.2.4.2 Each recommendation to the next level is considered advisory. To improve the decision-making process and to help all understand the decision, feedback from department heads and deans to their respective advisory committees is expected.

Section 3. Graduate Academic Council (GAC)

4.3.1. Purpose. The Herbert College of Agriculture Graduate Academic Council (GAC) is responsible for the review of all course and curriculum proposals presented by graduate-level academic programs and to ensure that policies, procedures, and other items related to graduate education of the Graduate School and College are followed and addressed.

4.3.2. Membership. The committee consists of one faculty member from each recognized graduate academic unit in the College (Agricultural and Resource Economics; Agricultural Leadership, Education and Communication; Animal Science; Biosystems Engineering; Entomology and Plant Pathology; Environmental and Soil Sciences; Food Science; Forestry; Plant Sciences; and Wildlife and Fisheries Science), the Herbert College of Agriculture representative to the University of Tennessee Graduate Council, the Herbert College of Agriculture dean or designate, and any other persons the dean believes are appropriate to the functioning of the committee, including graduate students. Faculty members may hold appointments with the Herbert College of Agriculture, UT AgResearch, and/or UT Extension.

4.3.3. Selection of Members and Chair. The Herbert College of Agriculture dean or designate selects members in consultation with department heads. Selected persons have the right to refuse appointment. The chair is selected by the dean or designate in consultation with the nominee's department head and the members of the GAC. The chair shall serve a three-year term.

4.3.4. Term of Appointment. Members of the GAC are appointed to three-year terms, and reappointment is possible. If a member leaves the committee before completing the three-year term, the dean or designate appoints a replacement from the same department, in consultation with the department head.

4.3.5. Herbert College of Agriculture Representative to the UT Graduate Council. The Herbert College of Agriculture GAC elects the representative to the UT Graduate Council. This person does not need to be a member of the Herbert College of Agriculture GAC, but if not a member, becomes one following election. The term of office for the College representative shall be three years, beginning August 1 to coincide with the UT Council's term of appointment. This person may also represent his/her department in Herbert College of Agriculture GAC meetings. The representative to the UT Graduate Council remains a member of the Herbert College of Agriculture GAC for the duration of the appointment. The Herbert College of Agriculture GAC Council selects the UT Graduate Council Proxy Member for a three-year term,

with appointment beginning August 1. The proxy will continue to represent his/her department at the Herbert College of Agriculture GAC meetings. The proxy participates in the UT Graduate Council meetings on occasions when the elected representative is unavailable.

4.3.6. Meetings and Agenda. The Herbert College of Agriculture GAC meets at least once each fall and spring semester to review curriculum proposals and address other matters related to graduate education. The chair organizes and schedules the meeting, to allow participation by the greatest number of members. A draft agenda should be distributed at least two business days prior to the beginning of the meeting along with any relevant documents for review/discussion. Any member of the committee, the Deans, Associate/Assistant Deans, or Senior Vice President/Senior Vice Chancellor may request items for the agenda. The chair may call for additional agenda items prior to or following review/approval of the minutes from the prior meeting(s).

4.3.7. Quorum, Attendance, and Proxies. A quorum is those members present at a meeting that represent a majority of the academic departments. The representative(s) from each department making course and curriculum proposals must attend the meeting to answer questions, or ensure that a proxy with knowledge of the changes is present to answer questions. Any proxy must be formally identified as such by the official representative; in the absence of a confirmation by the official representative, the department head may provide notice of the proxy to the committee chair. All members are expected to attend each meeting.

4.3.8. Procedure for Course and Curriculum Changes. The meeting is conducted according to *Roberts Rules of Order* except where otherwise noted. All members have a vote. Course and curriculum proposals from each department are handled separately. During discussion of the proposals the departmental representative may withdraw any part of the proposal from consideration. After complete exposition and discussion of the proposals, the chair entertains a motion to accept the proposals, after which there will be a voice vote for approval. In the case of close votes, a show of hands or a written vote will be requested. The chair then calls for the next department's proposals.

4.3.9. Reporting. The chair prepares the minutes of the meeting, which constitutes the report of the committee. This report includes a list of members present, designated proxies, other invited parties, and notice of those who could not attend but sent commentary. If the agenda consisted of more than course and curriculum discussion, the agenda is incorporated or appended. Each department is listed with a general statement of actions requested, those who moved and seconded to accept the actions, whether the vote was affirmative or negative, and in the case of non-unanimous votes, the number of ayes and the number of nays. Other business discussed in the meeting is summarized sufficiently by the chair to provide members an accurate and anonymous rendition of discussion points and opinions expressed. A proof copy of the report is provided electronically to all members within one week following the meeting for review. The draft minutes are reviewed for approval, with or without corrections as needed, at the following meeting. Approved minutes are provided to the Herbert College and maintained by the Office of the Dean.

Section 4. Undergraduate Academic Council (UGAC)

4.4.1. Purpose. The Herbert College of Agriculture Undergraduate Academic Council (UGAC) is responsible for the review of all course and curriculum proposals presented by undergraduate-level academic programs and to ensure that policies, procedures, and other items related to undergraduate education at the University of Tennessee, Knoxville, are followed and addressed.

4.4.2. Membership. The committee consists of one faculty member from each recognized academic program in the College (Agricultural and Resource Economics; Agricultural Leadership, Education and Communication; Animal Science; Biosystems Engineering; Construction Science and Agricultural Systems; Entomology and Plant Pathology; Environmental and Soil Science; Food Science; Forestry; Plant Sciences; and Wildlife and Fisheries Science), the College representative to the University of Tennessee Undergraduate Council, the dean or designate of the Herbert College of Agriculture, and any other persons the dean believes are appropriate to the functioning of the committee. Faculty members may hold appointments with the Herbert College of Agriculture, UT AgResearch, and/or UT Extension.

4.4.3. Selection of Members and Chair. The Herbert College of Agriculture dean or designate selects members in consultation with department heads. Selected persons have the right to refuse appointment. The chair is selected by the dean or designate in consultation with the department heads and the members of the UGAC. The chair shall serve a three-year term.

4.4.4. Term of Appointment. Members of UGAC are appointed to three-year terms, and reappointment is possible. If a member leaves the committee before completing the three-year term, the dean or designate appoints a replacement from the same department, in consultation with the department head.

4.4.5. Herbert College of Agriculture Representative to the UT Undergraduate Council. The Herbert College of Agriculture Undergraduate Academic Council elects the representative(s) to the UT Undergraduate Council. This/These person(s) need be a member of the Herbert College of Agriculture UGAC, but if not a member, will become one following

election. The representative shall serve three years beginning August 1 to coincide with the UT Undergraduate Council's term of appointment. This/These persons may also represent his/her department in the College UGAC meetings. The representative(s) to the UT Undergraduate Council remain(s) a member of the College UGAC for the duration of the appointment. The College's UGAC Council elects the UT Undergraduate Council Proxy Member(s) for a three-year term, with appointment beginning August 1. The proxy(ies) will continue to represent his(her) department(s) at College UGAC meetings. The proxy(ies) participate(s) in the UT Undergraduate Council meetings on occasions when the elected representative(s) is/are unavailable.

4.4.6. Meetings and Agenda. The Herbert College of Agriculture UGAC meets at least once each fall and spring semester to review curriculum proposals and address other matters related to undergraduate student academics. The chair organizes and schedules the meeting to allow participation by the greatest number of members. In most instances the agenda will be short and may be posted at the beginning of the meeting. If detailed or complicated discussions are anticipated, the chair distributes an agenda and any additional relevant materials before the meeting so that members can consider them beforehand.

4.4.7. Quorum, Attendance, and Proxies. A quorum is those members present at a meeting that represent a majority of the departments. The representative(s) from each department making course and curriculum proposals must attend the meeting to answer questions, or ensure that a proxy with knowledge of the changes is present to answer questions. Any proxy must be formally identified as such by the official representative; in the absence of a confirmation by the official representative, the department head may provide notice to the committee chair. All members are expected to attend each meeting.

4.4.8. Procedure for Course and Curriculum Changes. The meeting is conducted according to Roberts Rules of Order except where otherwise noted. All members have a vote. Course and curriculum proposals from each department are handled separately. During discussion of the proposals the departmental representative may withdraw any part of the proposal from consideration. After complete exposition and discussion of the proposals, the chair entertains a motion to accept the proposals, after which there will be a voice vote for approval. In the case of close votes, a show of hands or a written vote will be requested. The chair then calls for the next department's proposals.

4.4.1. Reporting. The chair, or Dean's Office staff member, prepares the minutes of the meeting, which constitutes the report of the committee. This report includes a list of members present, designated proxies, other invited parties, and notice of those who could not attend but sent commentary. If the agenda consisted of more than course and curriculum discussion, the agenda is incorporated or appended. Each department is listed with a general statement of actions requested, those who moved and seconded to accept the actions, whether the vote was affirmative or negative, and in the case of non-unanimous votes, the number of ayes and the number of nays. Other business discussed in the meeting is summarized sufficiently by the chair to provide members an accurate and anonymous rendition of discussion points and opinions expressed. A proof copy of the report is provided electronically to all members within one week following the meeting for review. The draft minutes are reviewed for approval, with or without corrections as needed, at the following meeting. Approved minutes are provided to the Herbert College and maintained by the Office of the Dean.

Section 5. Herbert College of Agriculture Scholarship Committee

4.5.1. Purpose. The committee reviews scholarship applications and makes awards to undergraduate and graduate students. The committee coordinates with departmental scholarship committees.

4.5.2. Membership. The committee consists of eight faculty members representing each academic department who are selected by the Herbert College of Agriculture dean or designate (in consultation with the department heads) and the Herbert College of Agriculture Recruitment Coordinator.

4.5.3. Chair. The committee chair is selected by the Herbert College of Agriculture dean or designate (in consultation with the department heads) and serves a three-year renewable term. At the Dean's discretion, the chair roles may be fulfilled by having two co-chairs. The chair(s) coordinate(s) closely with the University of Tennessee Office of Financial Aid and Scholarships, the Office of the Dean, the UTIA Advancement Office, and academic departments.

4.5.4. Meetings. The committee meets as needed throughout the academic year. Meeting dates and times are determined by the chair(s) in consultation with members of the committee.

Section 6. Herbert College of Agriculture Honors Program Advisory Committee (HPAC)

4.6.1. Purpose. The committee is responsible for oversight of the Herbert College of Agriculture Honors Program. This oversight includes invitations to students to participate, review of proposals for potential funding, and review of seminars and written reports presented by participants.

4.6.2. Composition. The committee consists of one faculty member from each undergraduate academic department in the College (Agricultural and Resource Economics; Agricultural Leadership, Education and Communication; Animal Science; Biosystems Engineering and Soil Science; Entomology and Plant Pathology; Food Science; Forestry, Wildlife and Fisheries; and Plant Sciences), the assistant/associate dean for academic programs and others appointed by the dean or designate. Faculty members may hold appointments with any of the College units.

4.6.3. Selection of Members and Chair. The assistant/associate dean for academic programs selects members in consultation with the dean and the department heads. Selected persons have the right to refuse appointment. The assistant/associate dean for academic programs is the chair.

4.6.4. Term of Appointment. The HPAC meets at least once each fall and spring semester to review any items that come before the committee. The chair organizes and schedules meetings allowing participation by the greatest number of members. Agendas should be provided to the committee at least two days in advance of the meeting. Any member can request agenda items.

4.6.5. Quorum, Attendance, and Proxies. A quorum is a majority of committee members. Regular attendance is expected. Proxies may attend and participate in discussion. Only committee members may vote.

4.6.6. Reporting. The chair prepares the minutes of the meeting, which constitutes the report of the committee. This report includes a list of members present, designated proxies, other invited parties and notice of members who could not attend. A proof copy of the report is sent by email to all members within one week following the meeting for comments and corrections. After a reasonable period of time for feedback, the chair corrects the report and sends the final copy by email to all members and the Office of the Dean. Any corrections exceeding simple grammatical or similar-level items shall await approval by the committee at their following meeting.

Section 7: UTIA Space Committee

4.7.1 Purpose. The UTIA Space Committee oversees and allocates UTIA Knoxville Campus space for academic, research, Extension and administrative purposes with the exception of space dedicated to the College of Veterinary Medicine. The Space Committee also maintains an inventory of available space.

4.7.2 Composition and Selection of Members and Chair and Their Terms of Appointment. The committee consists of a chair (non-voting member), three assistant/associate deans, a department head, two tenured faculty members, and a unit leader. The selection of the committee and their appointments are as follows:

- Three assistant/associate deans. One each from UT AgResearch, Herbert College of Agriculture, and UT Extension. These are standing appointments and shall not be substituted on an ad hoc basis among associate or assistant deans within a unit.
- A Department Head appointed by the UTIA Senior Vice President/Senior Vice Chancellor. This person serves a two-year term on the committee, and then serves a two-year term as chair of the committee, and
- Two tenured full professors who are nominated by their Department Heads and appointed for a two-year term by the UTIA Senior Vice President/Senior Vice Chancellor.
- One unit leader (Director or Vice Chancellor) from UTIA service units appointed for a two-year term by the UTIA Senior Vice President/Senior Vice Chancellor.
- The Assistant Director of UTIA General Services is a standing, non-voting, *ex-officio* member of the space committee and will conduct the meetings in the absence of the chair.
- Appointments of Department Head, one faculty member, and the service unit leader will occur at the beginning of odd numbered academic years and the second faculty member will be appointed at the beginning of even numbered academic years.
- The Department Head and two faculty members must be from different departments.

4.7.3 Committee Responsibilities and Operations. Committee responsibilities and operations will be guided by the UTIA Space Committee Procedures publication located at https://ag.tennessee.edu/Documents/UTIA%20Policies/UTIA_Space_Committee_Procedures_0502017.pdf.

Section 8. UTIA Diversity Council

4.8.1 Purpose and Responsibilities:

The Council will be responsible for strategizing, implementing, and assessing the effectiveness of diversity, equity, and inclusion initiatives throughout the Institute by doing the following:

1. Facilitating discussions and dialogue among UTIA students, employees, and stakeholders to gain input on and set priorities for plans and actions to advance diversity, equity, and inclusion in the Institute;
2. Using the broad input obtained to develop a strategic plan focused on diversity and equity that will underpin and support individual strategic plans developed by all the units within UTIA;
3. Providing information and education to students and employees about how to support diversity, equity and inclusion and be effective agents against all forms and expressions of harmful bias and hate;
4. Measuring and assessing impacts and outcomes that result from implementation of the strategic plan and actions of the Council;
5. Promoting within the Institute the core set of values embraced by the University including Diversity, Equity, and Inclusion, Mattering and Belonging, Collaboration, Integrity, and Leadership.
6. Serving as a resource for members of the UTIA family who reach out for assistance or advice regarding injustice resulting from bias or hate due to race, color, religion or creed, nationality, sex, sexual orientation, gender identity, age, physical or mental disability, veteran status, genetic information, or citizenship.
7. Maintaining a UTIA Diversity, Equity, and Inclusion webpage with resources, calendar events, training, and contacts for members.

The Council shall provide quarterly reports of activities and progress on achieving success metrics. Each quarter, its leadership will meet with the UTIA Executive Committee to deliver the report and present plans for the next quarter. An annual report will be developed to describe the status of the Institute's diversity, equity, and inclusionary efforts and progress made by all the units that compose it toward desired metrics. This information will be shared with all UTIA unit and departmental leadership as well as posted on the UTIA Diversity, Equity, and Inclusion webpage.

4.8.2. Council Composition

The Council will be chaired by the UTIA Director of Diversity, Equity and Inclusion. Two co-leaders will be selected annually, with renewal subject to approval, by the UTIA Executive Committee with input from the UTIA Faculty Senate Caucus, the UTIA Advisory Council, and the UTIA Employee Relations Committee. Appointments shall begin each August. The co-leaders will be responsible for producing minutes of meetings, collaborating with UTIA Marketing and Communication to develop and keep current the webpage of the Council, and other duties that support the effective functioning of the Council.

The council will consist of 23 members. The personnel makeup of the Diversity Council will include:

- Eleven members, one from each of the Herbert College of Agriculture and College of Veterinary Medicine academic departments (Agricultural Leadership, Education and Communications; Agricultural and Resource Economics; Animal Science; Biosystems Engineering and Soil Science; Food Science; Forestry, Wildlife and Fisheries; Entomology and Plant Pathology; Plant Sciences; Biomedical and Diagnostic Sciences; Large Animal Clinical Sciences; Small Animal Clinical Sciences)
- One member each from 4-H and Family and Consumer Sciences;
- One member of the UTIA Executive Committee;
- Chair of the Smith International Center;

- An undergraduate student from the Herbert College of Agriculture selected by the Herbert College Dean;
- A graduate student from UTIA selected by the AgResearch Dean;
- A veterinary student from the College of Veterinary Medicine selected by the Dean;
- Three Extension off-campus representatives, one from each region of the state, selected by the UT Extension Dean;
- One off-campus representative from AgResearch and Education Centers, selected by the AgResearch Dean; and
- One staff member from a department selected by the department heads.

Each unit will develop procedures for selecting their Council representative, and three-year terms will be established with approximately one-third of the Council rotating each year. Representatives may serve no more than two consecutive terms. Initial appointments of the Council members will be set as two-, three- and four-year terms to facilitate stability and continuity in the formative years of the Council. As each member's term expires the new terms will each be for three years. Appointments to the Council begin July 1, coincident with the beginning of the academic year. Members are expected to attend and participate in meetings to the extent allowed by their schedules.

4.8.3 Procedures

Committee operations shall follow Robert's Rules of Order. Meetings shall be considered open meetings. Meeting times, location, and agenda shall be posted on the UTIA website or through other analogous public posting sites, and sent by email to committee members, at least 24 hours prior to the meeting. Closed sessions must be posted publicly at least 48 hours prior to the closed session. Closed sessions may only proceed with approval of the committee; otherwise, the closed sessions or portion of the meeting shall remain open. Monthly committee meetings will be held unless no action items are received; then at the discretion of the chair and the co-leaders, the meeting can be canceled. The Vice Chair will be responsible for ensuring that minutes are appropriately recorded. Minutes shall be sent to the committee within one week of a meeting, and reviewed for approval, with revision as necessary, at the subsequent meeting. The Co-chairs will be responsible for maintaining minutes and agendas on the UTIA Space Committee website. Such information shall be openly accessible.

Quorum consists of a simple majority. Voting may be conducted by members present during discussion. Proxies may sit in for absent members for the purpose of reporting back to their unit. If a proxy is to attend, notification shall be given to the committee. Proxies may only vote on proposals for which they have been present for the entire discussion, including those that may encompass more than one meeting.

ARTICLE V: FACULTY SENATE

Section 1. Composition

5.1.1. Herbert College of Agriculture-AgResearch Caucus. The voting representatives of the Faculty Senate from the Herbert College of Agriculture-AgResearch are divided into two classes: (A) elected faculty members and (B) alternates. The elected faculty members and alternates must hold recognized academic rank in order to be eligible. Members of the Herbert College of Agriculture-AgResearch Caucus will include elected senators and alternates currently serving within the UT Knoxville Faculty Senate and elected from departments representing Herbert College of Agriculture-AgResearch.

5.1.2. Joint College Caucus. Faculty senators representing Herbert College of Agriculture-AgResearch are elected from those faculty with Herbert College of Agriculture and/or AgResearch appointments; faculty senators representing UT Extension are elected from those faculty with UT Extension appointments. These senators meet as the Joint College Caucus. Those faculty who are eligible to vote and serve on Faculty Senate "1) hold full-time or continuing part-time appointment with the rank, or equivalent rank, of lecturer or assistant professor or higher, and 2) perform the academic duties totaling at least half-time teaching, research, service or departmental administration." (See Article II, Section 1.B. of the Faculty Senate Bylaws posted at <https://senate.utk.edu/governing-documents>).

Joint College Caucus Officers. Each spring, after the election of new senators, the faculty senators and alternates will elect a Joint College Caucus Chair and Secretary from among the regular senators (alternates are ineligible). Senators with a minimum of one-year Faculty Senate experience are eligible to serve as chair. No prior senate experience is required for secretary.

5.1.2.1.1. The chair sets the agenda and convenes monthly meetings of the caucus.

5.1.2.1.2. The secretary is responsible for taking minutes and providing them to the Herbert College of Agriculture Office of the Dean for distribution to all Herbert College of Agriculture/AgResearch/Extension faculty represented by the caucus.

Section 2. Election of Senators

5.2.1. Initiation of the Election Process. Election of Faculty Senators representing the Herbert College of Agriculture, UT AgResearch, and UT Extension, follows the guidelines stated in the UT Knoxville Faculty Senate Bylaws. Each January, the clerical secretary of the Faculty Senate notifies the Senate President of the number of positions to be filled in the forthcoming election from each college or division."

5.2.2. Nominations. The Joint College Caucus is the nominations committee. The caucus chair calls for and receives nominations from faculty in their respective departments. Faculty in each academic department with Herbert College of Agriculture-AgResearch appointments are eligible to fill seats designated to represent Herbert College of Agriculture-AgResearch (Agricultural and Resource Economics; Agricultural Leadership, Education and Communications; Animal Science; Biosystems Engineering and Soil Science; Entomology and Plant Pathology; Food Science; Forestry, Wildlife and Fisheries; and Plant Sciences). Faculty in each academic and UT Extension department with UT Extension appointments are eligible to fill seats designated to represent UT Extension (Agricultural and Resource Economics; Agricultural Leadership, Education and Communications; Animal Science; Biosystems Engineering and Soil Science; Entomology and Plant Pathology; Family and Consumer Sciences; Food Science; Forestry, Wildlife and Fisheries; and Plant Sciences).

5.2.2.1. Nominations are due by February 15. The nominations committee meets to select from the nominees the appropriate number of candidates to stand for each open senate seat; at least two candidates are listed on the ballot for each open senate seat.

5.2.3. Elections. All elections are conducted by secret ballot. The nominations committee serves as the tellers committee. Ballots are counted and the caucus chair notifies the Senate President, the Senate Secretary, the Joint College Caucus, all faculty, department heads, and administrators of the outcome no later than Spring Break.

5.2.3.1. Duly elected senators are those receiving the greatest number of votes. Alternates are those who received the second greatest number of votes.

Section 3. Vacancies and Proxies

5.3.1 Vacancies.

5.3.1.1. In case of any Herbert College of Agriculture-AgResearch vacancy in the Faculty Senate through death, resignation, promotion (of a member to a position which makes the person eligible to be an administrative member of Faculty Senate), or where a representative ceases to be a member of the faculty electing him/her or is absent on leave for more than one semester or is ineligible for other causes, the faculty of Herbert College of Agriculture-AgResearch selects a successor to fill the unexpired term.

5.3.1.2. In case of any UT Extension vacancy in the Faculty Senate through death, resignation, promotion (of a member to a position which makes the person eligible to be an administrative member), or where a representative ceases to be a member of the faculty electing him/her or is absent on leave for more than one semester or is ineligible for other causes, the faculty of UT Extension selects a successor to fill the unexpired term.

5.3.2. Proxies. A proxy may be appointed by the Senate president during a one-semester leave, when a conflict prevents a Senator from attending for an entire semester, or for called meetings during a summer term. The proxy has all the privileges and power of the absentee member.

Section 4. Joint College Caucus

5.4.1. The Joint College Caucus consists of all Senators and Alternates. The convening caucus chair is elected by the Joint College Caucus during May. The caucus is responsible for timely communications with faculty in all departments and will be provided with LISTSERVs by the office of the Senate President. The caucus calls meetings of the faculty as needed. The caucus is provided administrative and secretarial assistance by the Office of the Dean that is the responsible unit of

the Joint College Caucus chair. The caucus is responsible for making nominations to the Senate after an appropriate call for nominations. The caucus is expected to provide nominees, when requested, to the Senate President for Senate and other committees.

Section 5. Term of Appointment

5.5.1. The term of office for senators starts August 1. After completion of a full three-year term, or any partial term of more than one year, an elected member is eligible for a second three-year term. A senator, who served two consecutive terms, becomes eligible after being off the Faculty Senate for three full years. Alternates serve a term of one year with the option to serve for an additional year or be nominated for a senate position during the election process.

Section 6. Meetings, Quorum, Voting and Agenda

5.6.1. Procedures concerning meeting times, quorum, voting, and agenda protocol for UT Knoxville Faculty Senate are in the UT Knoxville Faculty Senate Bylaws. Meeting times and frequency of the Joint College Caucus are left to the discretion of the current caucus and determined at the beginning of each semester.

ARTICLE VI: APPROVAL OF AND AMENDMENTS TO BYLAWS

6.1. Approval. Bylaws will become effective upon a majority vote of faculty attending the meeting at which they are proposed.

6.2. Amendment. Faculty members have the authority to make, amend, and rescind the bylaws by a blind, ballot vote. Amendments require a two-thirds majority of those members present at the faculty meeting, provided the amendment was submitted in writing or by electronic transmission to all faculty members at least two weeks prior to the meeting.

6.2.1. Revision of Unit and Program Names. The Office of the Senior Vice President/Senior Vice Chancellor or designate is authorized to make changes only to reflect approved name changes of academic departments, and undergraduate and graduate programs.

6.2.2 Renumbering of Bylaw Paragraphs. The Office of the Senior Vice President/Senior Vice Chancellor or designate is authorized to renumber paragraphs of the bylaws after revision of the bylaws.

First draft written by a Faculty committee composed of:

Dr. Ernest Bernard, Entomology and Plant Pathology chair
Dr. Robert Augé, Plant Sciences
Dr. David Golden, Food Science and Technology
Dr. Charles R. Hall, Agricultural Economics
Dr. F. Neal Schrick, Animal Science
Dr. Richard J. Strange, Forestry, Wildlife and Fisheries
Dr. Mark Radosevich, Biosystems Engineering and Soil Science
Dr. Al Womac, past President, UTIA Advisory Council

Approved by the faculty on July 11, 2005

Amendments approved by the faculty on September 6, 2007; October 16, 2007; March 10, 2008

Major overhaul of the bylaws occurred in 2020; committee members Burton C. English, John Stier, Adam Taylor, and Ann Berry, Nov. 2020. Approved April 2021.

ENDNOTES:

^a Background information: In 2001, a committee of faculty representing both UT Knoxville and UTIA was appointed by Chancellor Loren Crabtree and Vice President Jack Britt to create one handbook from the UT Knoxville and the UTIA handbooks for Knoxville-based faculty and for the few faculty in UTIA that are located across the state.

The new handbook applies to faculty. These bylaws were written to address items in the handbook that refer to college bylaws and a few other matters such as how several standing committees operate since that is not written down anywhere. In the handbook, Chapter 3 describes tenure and tenure-track (formerly known as probationary) faculty. Chapter 4 describes non-tenure-track faculty appointments. See <http://chancellor.tennessee.edu/facultyhandbook> for the new handbook. Chapter 7 is not the revised chapter as it has not yet been finalized or approved. At Chapter 7 there is an explanation and link to the UTIA handbook section regarding outside compensated services.¹⁰

Professional staff are not covered by the handbook and therefore, not covered by these bylaws. They may be included in departmental bylaws. Neither these bylaws nor the handbook prohibit that. Realize that professional staff would include individuals in Marketing and Communications; ITS; the Offices of the Deans for Herbert College of Agriculture, AgResearch, and UT Extension; Extension assistants/associates and various research technical staff. Also, professional staff may be categorized by HR as exempt staff or non-exempt staff.

These bylaws are written to address how faculty are engaged in the "processes of academic life"—research, teaching, outreach, and service to the "College." To make a unit in UTIA that resembles other colleges based in Knoxville, Herbert College of Agriculture, UT AgResearch, and UT Extension tenure, tenure-track, and non-tenure track faculty are considered one unit. The College of Veterinary Medicine is considered another unit because within their departments they too have the three missions of research, teaching, and outreach as well as the responsibility to participate in the governance of their "College."

Therefore, the document states that when all three units are included, the word College is used. When something applies only to one unit or the faculty of one unit, the unit name is used. For example, with regards to graduate education issues, all three units are involved since faculty with a rank of assistant professor or above, regardless of appointment, may serve on and mentor graduate students. Therefore, all faculty should have a voice in graduate education procedures, policy and curriculum in each department and in the "College." Matters related to recruitment and undergraduate curricula are under the direction of the Herbert College of Agriculture. However, the voices of those based in AgResearch and UT Extension are welcomed and should be part of the discussions in the departments. After all, the UT Extension faculty are directly involved with the industries of the state and can provide insights to curricular matters that are valuable to the overall program.

The discussion regarding the UT Extension Caucus and the Herbert College of Agriculture-AgResearch Caucus is required because Faculty Senate recognizes these as two groups. Since UT Extension only has one senator, that senator meets with the Herbert College of Agriculture-AgResearch senators as a joint caucus, as opposed to being a member of a caucus of one.

¹⁰NOTE: This information (URL and Chapter 7) was valid in 2007 when these bylaws were first written. Chapter 7 is approved and the handbook is now located on the Office of the Provost website <http://provost.utk.edu/facultyhandbook/>.

SUMMARY OF REVISIONS, FILE VERSION, AND DATES PROPOSED/APPROVED

File Version: Bylaws revised-FY07v7.doc

Proposed March 2007, reviewed by VP & Deans, June 2007

SECTION	SUMMARY
Approved 09/06/07 II, 2.1.3	Emeritus faculty appointment: added and subsequent subsections renumbered
Approved 09/06/07 II, 2, 3, & 4	Deans: separation of CASNR & TAES dean positions; revision of associate/assistant deans descriptions; dean search committees
Partially approved 09/06/07 IV, 4.2.2.1	Membership of the Tenure and Promotion Committee: clarification of committee membership and chair and creation of vice chair; proposed 4.2.2.1.2 (balance statement), 4.2.2.1.3 (three at-large members selected by deans) not approved
Partially approved 09/06/07 IV, 4.2.3	Procedures of Tenure and Promotion Committee: clarification of procedures for review of nominations and role of department representative and vice-chair; proposed 4.2.3.3 (dept. rep. absent from room during discussion) and 4.2.3.6 (writing of committee report) not approved
Approved 09/06/07 IV, 4.3.3, 4.3.5	Graduate Academic Council: clarification of term of chair, role of CASNR rep to UT Graduate Council
Approved 09/06/07 IV, 4.4.3, 4.4.5	Undergraduate Academic Council: clarification of term of chair, role of CASNR rep to UT Undergraduate Council
Approved 09/06/07 V, 5.1.2.1	Election of Joint College Caucus Officers added to outline selection mechanism
Approved 09/06/07 Appendix A	Tenure and Promotion Review Flowchart: Addition
Approved 09/06/07 Appendix B	CASNR/TAES/UT Extension Criteria for Appointment to Faculty Rank: Addition
Approved 09/06/07 Endnotes	Summary of Revisions, File Version, and Dates Proposed and Approved: Addition

File Version: Bylaws-revisions approved-10162007.doc

Proposed Sept 20 2007, reviewed by VP & Deans, Oct 9, 2007

SECTION	SUMMARY
Approved 10/16/07 II, 2.1.6	Inclusion of the Manual for Faculty Evaluation and Appendices A & B
Approved 10/16/07 III, 3.3	Voting at faculty meetings
Approved 10/16/07 IV, 4.2.2.1.1, 4.2.2.1.2	Ensuring balance in the Tenure and Promotion Committee membership; deletion of 4.2.2.1.2
Approved 10/16/07 IV, 4.2.3.3, 4.2.3.4, 4.2.3.5	Recusal of departmental representative and absence from discussion; written ballot to include opportunity for committee members to provide comments on strengths and weaknesses of the candidate; removal of phrase "and writes the necessary report."
Approved 10/16/07 IV, 4.2.3.6	New paragraph 4.2.3.6 writing of the committee report by the chair or vice chair and renumbering of old 4.2.3.6 to 4.2.3.7
Approved 10/16/07 VI, 6.2.3	Addition of section 6.2.3 Renumbering of Bylaw Paragraphs, which allows the Office of the Vice President to renumber paragraphs upon revising to minimize bylaw revisions required.

File Version: Bylaws-revisions approved-03102008.doc*Approved by voice vote of the faculty present, March 10, 2008*

SECTION	SUMMARY
Approved 03/10/08 II, 2.1.4	Adjunct faculty
Approved 03/10/08 Appendix C	Appendix C. Length of the Probationary Period

File Version: Bylaws-revisions approved 112008.doc*Approved by voice vote of the faculty present, November 13, 2008*

SECTION	SUMMARY
Approved 11/13/008 IV, 4.1.2, 4.2.1.4	Addition of UTIA Advisory Council representative and ex officio administrative facilitator to the Bylaws Committee

File Version: Bylaws-revisions-v2.072010.doc*Editorial only, no vote needed*

SECTION	SUMMARY
Various locations	Added Table of Contents and revised formatting; revised page numbers referencing the Manual for Faculty Evaluation in Appendix A to the 2009 edition; revised CASNR Honors Research and Creative Achievements Program Advisory Committee to CASNR Honors Program Advisory Committee; revised Tennessee Agricultural Experiment Station (TAES) to AgResearch; revised Department of Agricultural Economics to Agricultural and Resource Economics; revised Agricultural and Extension Education to Agricultural Leadership, Education and Communication; revised Vice President to Chancellor after Board of Trustees approval on June 25, 2010.
August 28, 2019	COA formed a committee to revise By Laws consisting of Burton C. English (Chair), Ann Berry, and Adam Taylor with John Stier as administrative liaison. The charge was to update the UTIA bylaws with changes that have occurred since 2008.
November 2019	Editorial changes were made to the document including changing Vice President or Chancellor to The Senior Vice President/Vice Chancellor for the University of Tennessee Institute of Agriculture (UTIA) and recognizing the role of this individual as the Chief Academic Officer for UTIA. Changed name of college to Herbert College of Agriculture. Discussed potential changes needed to bring the bylaws up to date.
Spring 2020	Committee action: Adopted the changes above and decided the editorial changes required no vote. Limit other changes to areas that have changed since 2008. These changes would require a vote. (see Section 6.2.1)
Spring to August 2020	Major Changes requiring approval include: <ol style="list-style-type: none"> 1. Added preamble to reflect current mission 2. Clarified procedures for faculty appointments Article II Section 1.3 3. Deleted honorary faculty sections Article II section 1.2 4. Deleted Adjunct faculty Article II section 1.4 5. Added procedures for hiring Non-tenure track faculty (Article II section 1.6) 6. Modified section on Deans adding in Dean of AgResearch and Dean of Extension roles (Article II section 2) 7. Deleted Article II Section 3 focused on Associate deans and Assistant Deans 8. Added a section on Department Head Searches (Article II Section 3) 9. Further defined quorum (Article III Section 2)

Spring to August 2020
(continued)

10. Modified Article III Section 3 on voting to include electronic voting.
11. Modified tenure and promotion committee purpose (Article IV section 2)
12. Modified Article IV section 3.6 to address proxy attendance,
13. Article IV section 3.8 was amended substituting the word electronically for email and approval of the minutes was amended.
14. Article IV section 4.2 Deleted two appointed student representatives from the CASNR Student Council as the council does not exist.
15. Article IV section 4.6 Added "to review curriculum proposals and address other matters related to undergraduate student academics" and deleted before the deadline for submission of course and curriculum change materials to the Office of the Dean.
16. Article IV section 7.2 allowed for up to 7 faculty members to be members of the Herbert Scholarship Committee.
17. Changes made to the term of appointment, timing of agenda, quorum and reporting sections of Article IV section 8.
18. Added two standing committees - Space Committee Article IV. Section 9 and Diversity Council Article IV. Section 10.
19. Article V section 1 changed bona fide to a recognized
20. Cleaned up the Endnotes changing TAES to AgResearch
21. Added a clarifying endnote.
22. Last page change probationary period from seven to six per Faculty Handbook page 25
23. Last page change dossier preparation from six to five
24. Proposed September 2020, reviewed by Senior Vice President and Senior Vice Chancellor and Deans, December 2020, approved by the Faculty April 2020

APPENDIX A: FLOW OF TENURE AND PROMOTION REVIEW

Based on Faculty Handbook (FH) the process for tenure and review includes the following steps:

1.	Faculty member prepares dossier
2.	<p>Department Review Committee/Subcommittee</p> <ul style="list-style-type: none"> Following Departmental Bylaws, makes recommendation and sends to Department Head and Candidate. Recommendation must be made available to the candidate so that he/she may prepare a dissenting statement. This recommendation, the vote, and any dissenting statements become part of the dossier.
3.	<p>Department Head review</p> <ul style="list-style-type: none"> Department head review letter addresses the candidate's employment history and responsibilities, as they relate to the departmental and collegiate criteria for the rank; provides an independent recommendation.
4.	<p>Head's recommendation sent to Candidate, Department Review Committee, and UTIA Promotion and Tenure Committee</p> <ul style="list-style-type: none"> Recommendation of the head must be made available to the candidate and to the departmental review committee so that they may (if they wish) prepare a dissenting statement. This recommendation, the vote, and any dissenting statements become part of the dossier.
5.	<p>Promotion and Tenure Committee</p> <ul style="list-style-type: none"> Provide summary of discussion, to include minority and majority positions. Prepare written recommendation and record of the vote for the dean(s). UTIA P&T Committee's recommendation sent to Dean, Department Head, and Candidate.
6.	<p>Dean's review</p> <ul style="list-style-type: none"> The Dean that has majority support for the candidate prepares a letter providing an independent recommendation based on his/her review and evaluation of the materials in the dossier. Dean's recommendation sent to Senior Vice Chancellor of Agriculture UTIA P&T Review Committee, Department Head, and Candidate. Recommendation of the dean is made available to the candidate and department head, who transmits the recommendation to the departmental review committee, so that each may (if they wish) prepare a dissenting statement. This recommendation and any dissenting statements become part of the dossier.
7.	<p>Senior Vice Chancellor's review</p> <ul style="list-style-type: none"> The Senior Vice Chancellor shall review each dossier and prepare a letter providing an independent recommendation based on the review and evaluation of the materials in the dossier. The recommendation is forwarded to the President who forwards a recommendation to the UT Board of Trustees. The Senior Vice Chancellor's recommendation sent to the President, Dean, Department Head, and Candidate. Recommendation of the Senior Vice Chancellor is made available to the dean (who transmits the recommendation to the UTIA Promotion and Tenure Committee), candidate, and department head (who transmits the recommendation to the departmental review committee), so that each may (if they wish) prepare a dissenting statement. This recommendation and any dissenting statements become part of the dossier.

APPENDIX B: HERBERT COLLEGE/UT AGRESEARCH/UT EXTENSION CRITERIA FOR APPOINTMENT TO FACULTY RANK

(Expansion of Section 3.2 of the Faculty Handbook)

"In addition to the expectations listed for each rank below, the university requires the head to determine and attest that each person appointed to the faculty is competent in written and spoken English."

Professors, consistent with their assigned responsibilities, are expected to

1. hold the doctorate or other terminal degree of the discipline, or present equivalent training and experience appropriate to the particular appointment
2. be accomplished teachers, productive researchers and/or Extension educators
3. have achieved and continue to maintain a nationally and internationally recognized record in disciplinary research/scholarship/creative activity
4. have achieved and continue to maintain a record of significant institutional, disciplinary, and/or professional service
5. serve as mentors to junior colleagues
6. have normally served as an associate professor for at least five years
7. have shown beyond doubt that they work well with colleagues, staff, students, and clientele in performing their university responsibilities

Associate professors, consistent with their assigned responsibilities, are expected to

1. hold the doctorate or other terminal degree of the discipline, or to present equivalent training and experience as appropriate to the particular appointment
2. be good teachers, productive researchers and/or Extension educators
3. have achieved and continue to maintain a nationally recognized record in disciplinary research/scholarship/creative activity
4. have achieved and continue to maintain a record of institutional, disciplinary, and/or professional service;
5. have normally served as an assistant professor for at least five years
6. have demonstrated that they work well with colleagues, staff, students, and clientele in performing their university responsibilities

Assistant professors, consistent with their assigned responsibilities, are expected to

1. hold the doctorate or other terminal degree of the discipline, or to present equivalent training and experience as appropriate to the particular appointment
2. show promise as teachers, researchers and/or Extension educators
3. show promise of developing a program in disciplinary research/scholarship/creative activity that is gaining external, national recognition
4. have a developing record of institutional, disciplinary, and/or professional service
5. show evidence that they work well with colleagues, staff, students, and clientele in performing their university responsibilities

In all of these ranks, concerned and effective advising and responsible service to the university are understood to be part of the normal task of a university faculty member."

APPENDIX C: LENGTH OF THE PROBATIONARY PERIOD

(Amplification of 3.11.3.1 of the Faculty Handbook)

In calculating the probationary period for faculty having 12-month appointments, the following explanation may be useful. Tenure-track faculty will receive an appointment letter that indicates

- an appointment date,
- the length of the probationary period, and
- a tenure decision date.

The appointment date is the date that the faculty members report to their duty station and begin work.

The length of the probationary period is limited to a maximum of six years beginning July 1 of the year of appointment. The letter may include a statement indicating that the individual may be considered for tenure earlier based on prior experience.

The tenure decision date represents the academic year in which the faculty member must be informed of the tenure decision, such that a denial of tenure allows for 12 months' notice of non-renewal of employment.

Faculty tenure dates are calculated by adding five years to June 30 of the year of appointment. For example, the decision date for someone appointed on August 1, 2003, would be June 30, 2009. The decision date for someone appointed March 1, 2004, would be June 30, 2010. Preparation and review of the faculty member's dossier actually begins in the fall preceding the June 30 decision date.