

**Bylaws of the
College of Agricultural and Life Sciences
University of Idaho**

April 2021



University of Idaho

College of Agricultural
and Life Sciences

Bylaws of the
College of Agricultural and Life Sciences

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Bylaws of the College of Agricultural and Life Sciences

University of Idaho

Article I Name

The name of this constituent faculty of the university is the faculty of the College of Agricultural and Life Sciences, hereinafter designated the "agricultural and life sciences faculty."

Article II Role, Mission, and Authority

Section 1. Role and Mission

The College of Agricultural and Life Sciences is a component of the University of Idaho, the state's land-grant university. It has the mission to generate and facilitate adoption of knowledge and to develop leadership in agriculture, natural/environmental resources, family and consumer development, youth development, and related areas through statewide programs in research, instruction, and extension. The mission includes providing undergraduate and graduate degree programs in the agricultural and life sciences; conducting basic and applied research to support Idaho's and the nation's agricultural, natural and human resources and to improve the quality of life for all citizens; and educating citizens, assisting them to apply the latest scientific technology and develop leadership in their communities, businesses, and families through extension programs.

Section 2. Authority

As provided in the Constitution of the University Faculty - Article I, Section IV, Clause A, the constituent faculty of each college is authorized to establish and to effect its own educational objectives, including matters of student admission and curriculum, and to participate in the selection of its dean, other executive officers, and faculty members, subject only to the general rules and regulations of the faculty of the university, and the authority of the University of Idaho President and the State Board of Regents.

Section 3. College Constituents

These bylaws include provisions related to the College of Agricultural and Life Sciences administrators, faculty, emeriti faculty, staff, and students. Faculty, staff, and students may be appointed to college standing and special committees as listed in Article VII of these bylaws. They may also serve on department or unit committees if authorized by the bylaws of the respective department or unit. The voting members of the College of Agricultural and Life Sciences faculty shall be those who qualify as “university faculty” as defined in the Constitution of the University Faculty - Article II Faculty Classifications.

Article III Membership

Section 1. College Faculty

The agricultural and life sciences faculty consists of the dean, the senior associate dean, the associate deans of the college (Associate Deans are the Directors of Academic Programs, University of Idaho Extension, and the Idaho Agricultural Experiment Station), and members of faculty with administrative, teaching, research, and extension appointments holding rank of instructor or above. All members who qualify under this section have the privilege of participation with vote in meetings of the agricultural and life sciences faculty and, when members thereof, the meetings of the appropriate constituent faculties of departments, schools, extension districts, and other administrative units (U of I Constitution, Article II, Section 1).

Section 2. Emeriti Faculty

Members of the agricultural and life sciences faculty who have retired from the university and have been granted emeritus rank shall continue to have the privilege of participation without vote in meetings of the agricultural and life sciences faculty and the appropriate constituent faculties of the college. Emeriti faculty members may serve on committees (U of I Constitution, Article II, Section 2).

Section 3. Associated Faculties

Members of the affiliate faculty and adjunct faculty (see Faculty-Staff Handbook Section 1520 II-3) have privilege of participation without vote in meetings of the agricultural and life sciences faculty and the appropriate constituent faculties (U of I Constitution, Article II, Section 3).

Section 4. Faculties of Administrative Units

4a. Administrative Units. The college consists of three types of administrative units: academic, integrated, and service.

4a1. Academic Units - The academic units consist of subject matter departments and the Margaret Ritchie School of Family and Consumer Sciences. These units all have responsibilities for conducting teaching, research and extension programs.

4a2. Integrated Units - The integrated units develop subject matter programs across geographic or discipline areas with an emphasis on extension programming and/or research may also include teaching. Integrated units include the research and extension centers, the four extension districts, and 4-H Youth Development.

4a3. Service Units - The service units have no direct teaching, research, or extension role, but service the academic and integrated units. Faculty are generally not assigned to service units unless they are in administrative positions and/or have appointments in either academic or integrated units. Service units include the Academic Programs Office, Office of Advancement, Office of Grants and Project Development, International Programs, Analytical Sciences Laboratory, Administrative Services, Foundation Seed, Statistical Programs, diagnostics laboratory services, and computer services, and other service units as approved by college administrators.

4b. Membership in Administrative Units. Research and extension center faculty are members of their respective academic or integrated units. Extension subject matter specialists are members of their respective subject matter academic units. Area Extension educators are members of the faculty of the respective district, integrated unit, or academic department, as specified in their position description. County Extension faculty within each district are members of the faculty of that respective district. Professional personnel of other state and federal agencies who are attached to a department or research and extension center are ex officio members without vote. The dean and associate deans will be ex officio members without vote of each administrative unit.

4c. General Responsibilities. The faculty of all administrative units within the college have the responsibility and are guaranteed the right to participate in the governance of their respective units. The faculty within each unit may decide to what extent staff may participate in unit meetings, committees, or in debate and voting on unit business.

4d. Specific Responsibilities. The faculty of all administrative units within the college have constitutional authority to participate in decisions with respect to their respective unit's budgets, educational and research objectives (including matters of faculty welfare), and such additional matters as graduate assistantships, scholarships, honors, and awards.

4e. Executive Officers. The official title of the executive officer of each academic unit will be Department Head. The official title of the executive officer of 4-H Youth Development, extension districts, the Margaret Ritchie School of Family and Consumer Sciences, International Programs, Administrative Services, and Advancement will be Director. The title of the executive officer at each of the research and extension centers will be Superintendent.

The responsibilities of the executive officers, within their respective areas, are to interpret university and college policy and objectives, to assure faculty participation in formulating and implementing policy within the framework of the policies and objectives of the college and university, and to provide leadership in the administrative unit.

Academic Unit Executive Officers' general responsibilities include: (1) promoting the interests and welfare of the faculty in teaching, research, and extension; (2) providing for faculty participation in matters of policy and personnel, including recruitment, selection, evaluation, promotion, nomination for tenure, and dismissal or non-reappointment of faculty and staff; (3) assisting higher administration in assignment and in evaluation of the services of each member of their faculty and staff; (4) budgeting; (5) personnel and office management; (6) program development and coordination within University of Idaho Extension; and (7) public relations.

4f. Meetings of Administrative Units. The following general provisions shall govern faculty meetings of these units of the College of Agricultural and Life Sciences.

4f1. Regular Meetings. The faculty of each unit shall designate the time and place of regular meetings. Meetings shall be held at regular intervals. Extension district faculty shall meet at least annually. Faculty who are members of units other than the extension districts, but located off-campus, are expected to participate in district and/or research and extension center meetings when appropriate.

4f2. Special Meetings. Special meetings of each unit may be called at any time by the unit administrator with at least two (2) business-days notice. Such meetings may also be called at the request of the College Dean or University President or their designated representatives. Meetings may be convened by fifty percent (50%) of the membership of the faculty of the respective unit with three (3) business-day written notice to all other members.

4f3. Emergency Meetings. If circumstances require an emergency meeting of the unit faculty, the unit administrator will declare the emergency and call the meeting.

4f4. Quorum. A quorum will consist of at least thirty percent (30%) of the members of the faculty unit.

4f5. Notice of Meetings. In addition to notifying members of the unit faculty, the unit administrator will notify appropriate administrative officers in advance of each meeting.

4f6. Agenda. The unit administrator develops and issues the agenda at least one (1) working day before each regular or special meeting. Any agenda item submitted in writing by any member of the unit faculty shall be included on the agenda.

4f7. Minutes. The secretary shall maintain an accurate record of all meetings of the unit faculty and shall distribute the minutes to all members of the unit faculty not more than ten (10) working days following such meeting.

4g. Appointment and Tenure of Executive Officers

4g1. Appointment. When a vacancy occurs in the position of department head director, or superintendent the selection process for permanent replacement will follow the procedures outlined in the UI Faculty-Staff Handbook Section 1420 E4. The appointment of an acting (or temporary) administrator shall be made consistent with the procedure outlined in the UI Faculty-Staff Handbook Section 1420 E5.

4g2. Tenure. Executive officers do not have tenure in their administrative positions. They qualify for tenure only in the unit in which they hold faculty rank.

4h. Review of Unit Administrators. Consistent with the UI Faculty-Staff Handbook Section 1420 E6 all unit administrators will be reviewed annually based on consideration of their responsibilities as faculty members and as unit administrators as defined by percentage allocations on their annual position description. In addition to the annual review of executive officers, each unit administrator will be reviewed by the unit faculty during every fifth year of service. The review will take place not later than February 1 of the appropriate year. This review will be initiated by the Dean following the procedures outlined in the UI Faculty-Staff Handbook Section 1420 E6 2b. This review procedure does not replace evaluation procedures for tenure and salary consideration.

If the review results in recommended removal of the unit administrator, the Dean is obligated to initiate appropriate remedial action and, if in his/her judgement and that of the president of the university it is desirable, take necessary steps to replace the unit administrator in question. Unit administrators shall be notified by the dean of the result of the review within thirty (30) days after completion of the review.

The Dean may initiate review and removal of a unit administrator at any time, but only after consultation with the faculty of the unit involved. Likewise, the faculty of a particular unit may initiate, by majority vote, such a review.

Article IV Officers

Section 1. Dean

As chief executive of the college, the dean is responsible for overall policy, administration, and supervision of the college budget, and he/she makes all administrative appointments in the college, in consultation with the faculty. The faculty of departments, research and extension centers, districts, schools, and other administrative units will be consulted before appointment of an executive for that unit, and they will have an opportunity to make recommendations regarding such appointments.

The dean is responsible for making recommendations to the University of Idaho Provost, in accordance with approved university procedures, regarding academic appointments, salary, promotion, tenure and other items of general college concern.

The dean may designate an administrator with authority to act in his/her absence. The dean and associate deans have the privilege of attending meetings of all administrative units in the college.

Section 2. Senior Associate Dean

The Senior Associate Dean reports to the dean and is responsible for the coordination of CALS Deans, Directors, and Department Heads, facilitates CALS strategic initiatives, and other duties as assigned by the dean.

Section 3. Associate Dean and Director of University of Idaho Extension

The Associate Dean and Director of University of Idaho Extension is responsible to the dean. The Director of UI Extension is responsible to the administrator of USDA-NIFA for policy guidelines and administrative supervision of the University of Idaho Extension.

Section 4. Associate Dean and Director of the Idaho Agricultural Experiment Station

The Associate Dean and Director of the Idaho Agricultural Experiment Station is responsible to the dean and the administrator of USDA-NIFA for policy guidelines and administrative supervision of the Idaho Agricultural Experiment Station.

Section 5. Associate Dean and Director of Academic Programs

The Associate Dean and Director of Academic Programs is responsible to the dean for policy guidelines and administrative supervision of instructional programs in the University of Idaho College of Agricultural and Life Sciences.

Section 6. Director of International Programs

The Director of International Programs is responsible to the dean for policy guidelines and administrative supervision of international programs in the College of Agricultural and Life Sciences.

Section 7. Director of Administrative Services/Fiscal Officer

The Director of Administrative Services/Fiscal Officer is responsible for fiscal, administrative services, and management of facilities in the College of Agricultural and Life Sciences.

Section 8. Senior Director of Development

The Senior Director of Development is responsible to the dean for policy guidelines and administrative supervision of advancement for the College of Agricultural and Life Sciences.

Section 9. Director of Communications and Strategic Initiatives

The Director of Communications and Strategic Initiatives is responsible to the dean for policy guidelines and supervision of communications and strategic initiatives for the College of Agricultural and Life Sciences.

Section 10. Director of Government and External Relations

The Director of Government and External Relations is responsible to the dean for policy guidelines and government relations in support of the College of Agricultural and Life Sciences.

Section 11. CALS Leadership

CALS Leadership is composed of the dean, associate deans, directors, department heads, district directors, director of Margaret Ritchie School of Family and Consumer Sciences, director of 4-H youth development, and superintendents of research and extension centers. CALS Leadership functions in an advisory capacity to the dean on matters pertaining to college administration.

The dean or his/her appointed representative will preside over meetings of the CALS Leadership and will appoint a secretary. The secretary will maintain an accurate record of all meetings and distribute the minutes to all members of CALS Leadership no more than ten (10) working days after each meeting. Meetings of CALS Leadership will be held monthly via video conference.

The dean is responsible for issuing the agenda at least three (3) working days prior to each regular meeting. Agenda items submitted in writing by any member of CALS Leadership shall be included on the agenda.

Section 12. Faculty Senate Representatives

Faculty Representation on Faculty Senate will be determined by the Constitution of the University Faculty (FSH 1520) - Article V. Representatives must be members of the agricultural and life sciences faculty as defined in Article III, Section 1 of these bylaws. Nominations and Election of Representatives. Nominations and elections will be conducted by the Nominating Committee of the college in accordance with Article IV, Section 12 below. Every member of the agricultural and life sciences faculty, as defined in the bylaws, Article III, Section I, is eligible to vote for all college representatives to Faculty Senate.

Section 13. Graduate Council Representatives

The procedure for election of Graduate Council representatives will be determined by the Constitution of the University Faculty (FSH 1520) - Article V. Nominations and elections will be conducted by the Nominating Committee of the college in accordance with Article IV - Section 12 below. Every member of the agricultural and life sciences graduate faculty, as defined in the bylaws, Article III, Section I, is eligible to vote for all college representatives to Graduate Council.

Section 14. Nominating Procedure and Elections

The nominating committee will be made up of the college representatives to the Faculty Senate and Graduate Council. The committee will be responsible for soliciting nominations from the faculty for representatives to the University Faculty Senate, the College of Graduate Studies Graduate Council, and the University Promotion and Tenure Committee. Elections for these positions may be held at the annual meeting of the college faculty or another time as determined by the nominating committee. If more than one nomination is received for a specific position the election must be held by ballot, either hard copy or electronic. The requirement for a ballot election may be dispensed with if only one candidate is nominated for a specific position. The vote may proceed without the requirement for a ballot.

Section 15. Administrative Review

Administrative officers will be reviewed in accordance with the procedures established in the University of Idaho Faculty-Staff Handbook.

Article V Meetings

Section 1. Presiding Officer and Secretary

The dean of the college, or a member of the agricultural and life sciences faculty designated by the dean, serves as the presiding officer at meetings of the agricultural and life sciences faculty. The dean will appoint a secretary for all college faculty meetings.

Section 2. Call of Meetings

Meetings of the agricultural and life sciences faculty may be called at the discretion of the dean or, in his/her absence, a presiding officer designated by the dean. Ten (10) business days notice must be given when calling for a college meeting. Meetings will be called upon the request of the University of Idaho president or upon the written petition of fifteen (15) members of the agricultural and life sciences faculty. At least one (1) agricultural and life sciences faculty meeting will be held per year. College faculty meetings will consist of either "an all-college meeting" or "district college meetings." An "all-college meeting" refers to a meeting held at one

location for all faculty, whereas "district college meetings" refers to meetings held in each of the college's four districts for all faculty.

Section 3. Quorum

A quorum at an all-college meeting will consist of not less than 60 members of the agricultural and life sciences faculty as defined in these bylaws, article II, section 1. A quorum at district meetings will consist of not less than thirty percent (30%) of the members of the agricultural and life sciences faculty as defined by these bylaws, article II, section I, above, who are affiliated with the respective district. Where policy decisions are made which affect the entire college, an electronic meeting and/or electronic vote may be held (Article V, Sections 8 & 9).

Section 4. Agenda.

The dean of the college will develop and issue the agenda at least ten (10) working days before each meeting of the agricultural and life sciences faculty. The agenda will list all subjects, other than routine matters, to be voted on by the agricultural and life sciences faculty.

Section 5. Minutes.

The secretary will maintain an accurate record of all meetings of the agricultural and life sciences faculty and distribute the minutes to all members of the agricultural and life sciences faculty no more than twenty (20) working days following such meetings.

Section 6. Staff Participation.

Staff may attend general and special meetings of the agricultural and life sciences faculty, but they are not counted when determining a quorum. Staff may participate in discussion at the general or special faculty meetings, and vote on all staff-related issues that come before the meeting.

Section 7. Student Participation.

Both graduate and undergraduate students may attend general and special meetings of the agricultural and life sciences faculty, but they are not counted when determining a quorum. Students may participate in discussion at general or special faculty meetings, but shall not vote at such meetings.

Section 8. Electronic Meetings.

At certain times it may be necessary for the College of Agricultural and Life Sciences or its constituent departments or committees to conduct electronic meetings. Electronic meetings may utilize either video conferencing, a conference call system, or computer-based meeting software (Adobe Connect, Skype, Zoom, etc.). To constitute a deliberative assembly, participants must be able to hear and/or see each other during debate and voting.

Section 9. Electronic Voting.

The College of Agricultural and Life Sciences may utilize electronic voting procedures to make decisions on faculty nominations, important issues, or motions which require immediate attention. All eligible members must be sent information on the issue and informed of the procedures and deadlines for submitting their electronic vote.

Article VI Deans and Directors

Section 1. Deans and Directors Membership

The Deans and Directors Committee of the College of Agricultural and Life Sciences shall consist of the following individuals:

- Dean
- Senior Associate Dean
- Associate Dean and Director of Academic Programs
- Associate Dean and Director of Extension
- Associate Dean and Director of the Idaho Agricultural Experiment Station
- Director of Administrative Services/Fiscal Officer
- Senior Director of Development
- Director of Communications and Strategic Initiatives
- Director of International Programs
- Director of Government and External Relations

Section 2. Duties and Powers

The Deans and Directors shall have general supervision of the affairs of the college between faculty meetings, fix the hour and place of meetings, make recommendations to the faculty, and perform such other duties as are specified in these bylaws.

Section 3. Deans and Directors Meetings

Unless otherwise ordered by the Dean, regular meetings of Deans and Directors shall be held every Friday. Special meetings of the Deans and Directors may be called by the Dean and shall be called upon the written request of three members of the Deans and Directors Committee.

Article VII Committees

Section 1. Committee Membership

Membership on standing and special committees within the college and its respective units is the decision of each respective unit. Membership may be open to college administrators, faculty, staff, graduate students, and undergraduate students. It is the prerogative of each unit to decide if staff and students are allowed to vote on committee business.

Section 2. Academic Programs Advisory and Curriculum Committee

The Academic Programs Advisory and Curriculum Committee shall make recommendations on matters concerning curriculum, student recruitment and retention, advising, instructional evaluation and improvement, and other matters related to academic programs within the college. Members and chair of the committee will be selected as outlined in the Bylaws of the CALS Academic Programs Advisory and Curriculum Committee.

Section 3. Dean's Advisory Board

The primary purpose of the Dean's Advisory Board shall be to provide the Dean advice and advocacy pertaining to state and federal legislative and policy issues, promote CALS to a variety of constituencies, serve as a liaison to commodity and industry stakeholders, and to assist in identifying and acquiring additional resources and support for CALS. Members and chair of the committee will be selected as outlined in the Bylaws of the Dean's Advisory Board.

Section 4. Dual Credit Committee

The Dual Credit Committee shall advise the Associate Dean and Director of Academic Programs on all matters related to dual credit (secondary and postsecondary credit) courses offered by the college. Members will be selected by the Associate Dean and Director of Academic Programs from faculty who coordinate or teach dual credit courses to secondary schools in Idaho. The dual credit committee shall meet at least once per year and make recommendations to the Academic Programs Advisory Committee as needed. The Associate Dean and Director of Academic Programs shall serve as chair of the Dual Credit Committee.

Section 5. Distance Education Committee

The Distance Education Committee shall advise the Associate Dean and Director of Academic Programs on all matters related to college degree programs and courses offered via distance technology to remote locations across the state other than the Moscow campus. Members will be selected by the Associate Dean for Academic Programs from faculty who coordinate distance education programs or teach distance education courses. The distance education committee shall include remote sites and make recommendations to the Academic Programs Advisory

Committee as needed. The Associate Dean and Director of Academic Programs shall serve as chair of the Distance Education Committee.

Section 6. Extension Advisory Committee.

The function of this committee is to advise on matters relating to policy, programs, and operations within the UI Extension System. The advisory committee includes one (1) specialist off-campus; one (1) specialist on-campus; a minimum of two faculty members from each district; one (1) district director (ex officio-with vote); one (1) Faculty Senate representative (ex officio-with vote); and presidents from the Idaho Association of County Agricultural Agents, the National Extension Association of Family and Consumer Sciences Idaho Affiliate, and the Idaho Association of Extension 4-H Professionals shall serve as Extension Advisory Committee to the director /associate dean and associate director of the UI Extension System. Members, other than ex officio members, shall serve staggered three-year (3) terms. The Extension Director has the responsibility of making sure the members of the Extension Advisory Committee are properly elected or appointed in concurrence with the dean. The Associate Dean and Director of Extension shall serve as chair of the Extension Advisory Committee.

Section 7. Faculty Affairs Committee

The faculty affairs committee makes recommendations to the dean, associate deans, and CALS Leadership on matters related to faculty governance, professional development, welfare, and any other matters related to the faculty within the college. The committee is made up of one (1) faculty member from each department or school, extension districts, and the CALS representative to the university Faculty Affairs Committee. The committee shall meet and make recommendations as needed. College administrators may be invited to participate and consult with the committee upon request. The committee members shall elect the chair from one of the four Faculty Senate Representatives.

Section 8. CALS Promotion and Tenure Committee

The CALS promotion and tenure committee is composed as per FSH 3500 F.1. Each administrative unit, including divisions, is represented by one faculty member. An attempt is made to provide a balance among teaching, research, and extension appointments as well as professional ranks. This committee has the responsibility of reviewing all candidates for promotion and tenure, and recommending college promotion and tenure to the Dean.

Section 9. Safety Committee

The safety committee is responsible for 1) promoting policies and programs that will provide a safe and healthy working environment within the college, 2) promoting safety training for college faculty and staff, and 3) identifying, correcting, and reporting potential hazards and/or unsafe work practices within the college. Membership includes one representative from each academic unit, research and extension center, Idaho Agricultural Experiment Station and the CALS representative to the university safety and loss prevention committee. The Associate Dean

and Director of University of Idaho Extension shall appoint one person to represent University of Idaho Extension. The Associate Dean and Director of the Idaho Agricultural Experiment Station will serve as an ex officio member of the committee with vote. Meetings will be held monthly on campus and including remote sites throughout the state using conference call or distance delivery technology. The chair of the Safety Committee will be elected from the committee membership.

Section 10. Scholarship Committee

The scholarship committee makes recommendations to the Associate Dean and Director of Academic Programs on the awarding of financial scholarships to students in the college. Members of the scholarship committee include one (1) faculty or staff representative from each academic department and school within the college, a representative of the CALS Development Office, and at-large members appointed by the Associate Dean and Director of Academic Programs. The scholarship committee shall meet at least once during the academic year to make scholarship decisions for the next academic year. The Associate Dean and Director of Academic Programs shall serve as chair of the Scholarship Committee.

Section 11. Employee Engagement Committee

The employee engagement committee makes recommendations to the dean, associate deans, and CALS Leadership on matters related to staff affairs, professional development, welfare, any other matters related to the staff within the college. The committee is made up of staff members from departments and schools, extension districts, and research and extension centers that represent diversity across the college. The committee members elect their chair from among its members. The committee shall meet and make recommendations as needed. College administrators may be invited to participate and consult with the committee upon request. The Director of Administrative Services/Fiscal Officer shall provide oversight for committee activities.

Section 12. Special Committees

Special committees may be established from time to time as it is deemed necessary to carry on the work of the college. Special committees may be established by the Dean, his/her representative, the CALS Deans and Directors, or CALS Leadership. Members of special committees shall be appointed by the Dean, or his/her representative, unless this rule is suspended by a two-thirds vote before their appointment. The Dean shall be an ex officio member of all committees, standing and special, except the nominating committee (Article IV, Section 11).

Article VIII

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* will govern all meetings of the agricultural and life sciences faculty and its constituent units in all cases where they are applicable and in which they are not in conflict with the constitution of the faculty (see chapter VIII of the bylaws of the Board of Regents), with these bylaws, or with any rules subsequently adopted by majority vote of the agricultural and life sciences faculty or respective units for the conduct of their respective meetings.

Article IX

Amendment of Bylaws

It shall be the responsibility of the Deans and Directors and CALS Leadership to review the bylaws annually and recommend any amendments that are needed. Any college administrator, faculty, or staff member may also recommend amendments to these bylaws.

Proposed amendments to these bylaws must be submitted to the Dean at least 30 days prior to the annual meeting of the faculty. Proposed amendments must be sent to all college faculty at least 15 days prior to the annual meeting. Bylaws amendments must receive a 2/3 vote to be adopted. No amendment may be proposed or adopted which would conflict with any provision of the constitution of the faculty of the University of Idaho.