

# **DEPARTMENT OF ENTOMOLOGY & PLANT PATHOLOGY BYLAWS**

## **PREAMBLE**

The mission of the Department of Entomology and Plant Pathology (EPP) is to advance scientific knowledge and to provide science-based information to improve the sustainability of food and fiber production, protection of natural resources, and the lives of all people in Tennessee and across the world. Our vision is to be a recognized and innovative leader in discovery, education, development, and applications related to entomology and plant pathology. The departmental mission is fulfilled through discovery, development, application, and dissemination of research-based information from the perspective of the land grant philosophy of teaching, research, Extension, and other outreach. The department strives to adhere to the highest ethical standards of integrity, equality, and respect in the performance of our duties and interactions with colleagues, students, stakeholders, and cooperators.

The Entomology and Plant Pathology Department is fully committed to a diverse, welcoming, and inclusive environment. We welcome students, postdoctoral research associates, visiting scholars and others regardless of age, appearance, disability status, gender, gender identity, geographic background, marital/partnered status, political affiliation, race, religion, sexual orientation and all other characteristics that make each of us unique. We continually work to create an inclusive environment that reflects the diversity of society in general. We aim to cultivate an environment built on mentorship, encouragement, tolerance, and mutual respect. We believe diversity brings together a wide range of abilities, experiences, perspectives and worldviews that are crucial to enriching experiences and addressing challenging research questions.

The culture of the department reflects a sincere desire for a high degree of collegiality, professionalism, community participation, diversity, mutual respect among all members, and the highest standards of scholarship and extension. We encourage the interactions of faculty, staff, and students in support of intellectual curiosity, scholarly ambition, and social enrichment. Each person's ideas and insights are valued for their creativity and independence of thought; all opinions and thoughts are welcome without prejudice or repercussions. Our departmental culture provides a constructive and safe environment to flourish and succeed, for learning and active debate, and is one that fosters inclusivity, openness, candor, respect for all people and ideas, and professionalism. We welcome, encourage, and accept diversity in age, appearance, citizenship, culture, gender, gender identity, marital status, military service, physical ability, professional status, race, religion, or sexual orientation. We celebrate the great strength of diversity and believe that it fosters excellence. All departmental members are encouraged to collaborate freely on teaching, research, and Extension programs with colleagues at the University of Tennessee and with personnel at U.S. and global academic and governmental institutions.

## **ARTICLE I – PURPOSE**

The purpose of the bylaws of EPP is to promote the orderly conduct of business of the department. These bylaws address faculty governance in which the opinions, advice or consent of faculty members are required or essential. These bylaws supplement policies of the Board of Trustees and The University of Tennessee as described in the *UTK Faculty Handbook*, the *Manual for Faculty Evaluation*, and Bylaws of the Faculty of the College of Agricultural Sciences and Natural Resources (CASNR), UT AgResearch and UT Extension. If these bylaws conflict with University policies, University policies will prevail. However, provided that there is no policy conflict, departmental bylaws may be more specific than University or College bylaws.

## **ARTICLE II – MEMBERSHIP**

For the purpose of these bylaws, all faculty and honorary faculty members, and other academic, exempt, non-exempt, and student employees, as well as graduate students not financially supported by the department, are considered members of EPP.

### **Section 1. Faculty Members**

Membership includes all tenured and tenure-track faculty, and non-tenure-track research, teaching or extension faculty members who hold appointments in EPP and CASNR, AgResearch, or UT Extension and are subject to policies outlined in the *UTK Faculty Handbook*. Unless otherwise noted, the term ‘regular faculty’ will refer to voting members of the faculty as defined in section 1.

### **Section 2. Joint Faculty Members**

Joint appointments involve participation in the teaching and research of two or more departments or research units such as Oak Ridge National Laboratory (ORNL). The primary department with which the faculty member is affiliated, through which all matters of promotion, salary raise, and tenure are processed, is the "home" department. Joint Faculty members are appointed under the terms of a Joint Faculty Agreement between UTK units, or the University of Tennessee and another organization. Joint faculty members with the other entity as home institution are not eligible for tenure. Joint Faculty members have one of the following titles: Joint Faculty Assistant Professor, Joint Faculty Associate Professor, or Joint Faculty Professor. Joint Faculty members participate in teaching, research, extension, and outreach activities of EPP. They are appointed, evaluated, and participate in departmental governance according to the procedures described for non-tenure track faculty in these bylaws (Article V).

### **Section 3. Honorary Faculty Members**

Honorary faculty members includes those persons designated as Visiting Professors, Professors Emeriti, Adjunct Faculty and faculty on temporary or part-time appointments in EPP and are subject to policies outlined in the *UTK Faculty Handbook*. These individuals do not have primary employment with UTK or UTIA, or their primary employment is not in a faculty capacity. They may provide uncompensated or part-time compensated service to the instructional

and/or research programs of the university. Honorary faculty members serve in an advisory capacity and do not have a formal vote on any departmental matters.

### **ARTICLE III – GOVERNANCE AND RESPONSIBILITIES**

#### **Section 1. Responsibilities of Department Head**

The head is a member of the faculty and is the chief executive officer of EPP. The head is responsible to the dean(s) of CASNR, UT AgResearch, and UT Extension. The head is required to uphold policies and procedures of the UT Board of Trustees, UTK, and UTIA.

The head serves as the primary link between EPP and UTIA and UTK administration and is responsible for administration of the teaching, research, extension, and service agendas. These responsibilities include providing leadership for recruiting faculty and staff; working with faculty to plan, execute, and review curriculum; encouraging and supporting faculty teaching, research, extension, outreach, and public service; counseling and advising undergraduate and graduate students with a minor in entomology and/or plant pathology; representing EPP to the public, the other faculty and administration, colleagues at other universities and institutions, and the constituency supporting the university; employment and supervision of clerical and support personnel; management of EPP physical facilities and planning for space and equipment needs; resource enhancement; preparation, presentation, and management of the EPP budget; authorization of all expenditures from the EPP budget; and planning annual performance review of faculty and staff. The head will meet annually with each faculty member to conduct a performance review and write an evaluation, in accordance with EPP bylaws, the *UTK Faculty Handbook* and the *Manual for Faculty Evaluation*.

The head will conduct scheduled faculty meetings (at least two per semester), and facilitate the work of EPP committees as outlined in these bylaws (see Article IX). After approval by the dean(s), the head conducts searches for new faculty and staff members in accordance with EPP bylaws and university policies. The head encourages participation by the faculty in decision-making and departmental governance and consults with faculty members and other employees on issues of concern to them. It is the responsibility of the head to arrange for the continuous administration of EPP when physically absent from the office or when unable to function. One or more tenured faculty members in EPP should be identified to have signatory authority to carry out ongoing responsibilities.

#### **Section 2. Selection of Department Head**

Selection of Department Head will follow the requirements of the *UTK Faculty Handbook* (Chapter 1, Section 1.6.4). Briefly, the head is appointed to a five-year term, serving at the will of the UTIA Chancellor, and can be reappointed by the UTIA Chancellor. Prior to initiating a search for a new Department Head, the departmental faculty will meet and draft a statement, using input from all departmental constituencies, including minority opinions, that contains their expectations for the position in the context of the departmental vision and their recommendation for an internal or external search. This statement will be sent to the UTIA Chancellor or his or her designee and this communication will be followed by a meeting of the UTIA Chancellor with

all departmental regular faculty members. The UTIA Chancellor will communicate a decision to the departmental faculty about the search with allowance for response and discussion, particularly where the decision of the UTIA Chancellor disagrees with expectations of departmental members. However, the UTIA Chancellor or his or her designee's decision is final and must be consistent with the university's diversity and equity policies.

For internal and external searches, the UTIA Chancellor will appoint the chair of the search committee from outside EPP. Tenure-track and tenured faculty members will collectively recommend a slate of EPP faculty for the search committee, from which the UTIA Chancellor selects EPP representatives on the search committee. The majority of the search committee will be composed of tenured faculty members of EPP, representing entomology and plant pathology. The search committee should include representation from tenure-track faculty members, non-tenure-track faculty members, graduate students, staff, and (or) faculty members from outside EPP. After interviews with all candidates for the headship have been conducted, EPP personnel will meet to discuss their preferences. While all EPP constituencies have input into the discussion, only the regular faculty members conduct an anonymous vote for their choice. A summary of the faculty discussion and a record of the faculty vote will become part of the narrative that the search committee submits to the UTIA Chancellor with the recommendation of the committee about candidates for the headship. Normally, the vote of the faculty guides the decision of the search committee. Similarly, the vote of the faculty and the recommendation of the search committee guide the decision of the UTIA Chancellor. If the UTIA Chancellor's choice of candidate for the headship disagrees with the vote of the faculty, he or she will provide reasons in writing to the EPP faculty and offer the regular faculty members as a group the opportunity to discuss the decision.

### **Section 3. Annual Evaluation of Department Head by the Faculty**

As outlined in the *UTK Faculty Handbook* (Chapter 1, Section 1.6.5) EPP faculty members will provide annual objective and systematic evaluation of the head to the dean(s) of CASNR, AgResearch, and UT Extension. The dean(s) will meet with the head annually to discuss job performance and will provide a summary assessment, including goals established for the coming year, which is available for inspection by departmental faculty.

### **Section 4. Reappointment of Department Head**

As described in the *UTK Faculty Handbook* (Chapter 1, Section 1.6.6), Department Heads may be reappointed by the dean(s) (CASNR, AgResearch, UT Extension). The reappointment decision involves a five-year review based on annual reviews by the departmental faculty and written annual evaluations by the dean(s). The reappointment review is written by the dean(s) and includes a recommendation for or against reappointment. The departmental personnel will meet to discuss reappointment of the head, and are given the dean(s)' review to consider. While all departmental groups, including faculty, staff, and students, have input into the discussion, only the tenure-track and tenured faculty members conduct an anonymous vote about reappointment. This vote guides the reappointment decision of the dean(s). If the dean(s)' decision is the opposite of the departmental faculty, they will provide reasons in writing to the department and offer the tenure-track and tenured faculty members as a group the opportunity to discuss the decision. The faculty as a whole has the right to request a meeting with the UTIA

Chancellor should they continue to disagree with the dean(s). Once the decision is made, the dean(s) either reappoint the head or begin the process of selecting a new head. During the term of office of the Department Head, he or she serves at the will of the dean(s). If a Department Head is not reappointed, the dean shall begin the process of selecting a new Department Head in accordance with Section 1.6.4 of the *UTK Faculty Handbook*.

### **Section 5. Strategic Plan**

The EPP department will maintain a strategic plan that addresses the needs, goals, and aspirations of the department. The strategic plan will be used to provide guidance to the head and the faculty members to achieve departmental objectives in teaching, research, extension, and service. Working together, the Department Head and the faculty will re-evaluate the strategic plan annually.

### **Section 6. Role of Faculty in Setting Departmental Budget**

With the strategic plan providing vision regarding the mission of EPP, the faculty will work with the head to establish priorities in teaching, research, extension, and other outreach. Judgments about these programs have significant bearing on the budget, and budgetary decisions affect the shape of these programs.

## **ARTICLE IV – CRITERIA FOR APPOINTMENT, EVALUATION, PROMOTION, TENURE, AND REVIEW FOR ALL TENURE-TRACK AND TENURED FACULTY**

It is the responsibility of all members of the EPP faculty to encourage the promotion of and to assist colleagues in qualifying for and maintaining tenure. The Department of Entomology and Plant Pathology will follow the procedures for tenure and promotion described in the *UTK Faculty Handbook* (Chapter 3).

### **Section 1. Appointment of New Faculty to Tenure-track Positions**

The procedures for appointment of new faculty to tenure-track positions are outlined in the *UTK Faculty Handbook* (Chapter 3, Section 3.1).

### **Section 2. Criteria for Appointment to Faculty Rank**

The criteria for appointment of tenure-track and tenured faculty to the ranks of assistant professor, associate professor, and professor are given in the *UTK Faculty Handbook* (Chapter 3, Section 3.2). Criteria and procedures for appointment of emerita or emeritus faculty are provided in the *UTK Faculty Handbook* (Chapter 3, Section 3.2.1).

### **Section 3. Faculty Review and Evaluation**

All tenure-track and tenured faculty members, who are not on leave, will be reviewed annually. The purposes of the annual reviews are outlined in the *UTK Faculty Handbook* (Chapter 3, Section 3.8.1). The review processes will result in a narrative and evaluation signed by the Department Head and the faculty member. The faculty member's signature indicates that he or she has read the evaluation, but the signature does not imply agreement with its findings. The faculty member has the right to make a written response to this evaluation. Both the narrative

and the evaluation are forwarded to the appropriate dean(s). Expectations of faculty at different ranks are outlined in EPP policy documents: “Meeting Expectations for Annual Reviews – Research and Teaching Faculty,” and “EPP Extension Faculty Creative Achievements Summary.” (See Appendix.)

#### **Section 4. Annual Retention Review for all Tenure-track Faculty Members**

The Department Head conducts an annual retention review of all tenure-track faculty members, in consultation with the tenured faculty during the fall semester. For the retention review process, the tenure-track faculty member must prepare a summary of teaching, research / scholarship / creative activity, and service during the previous academic year. The tenured faculty will review the summary and solicit input from the faculty member's mentor or mentor committee. As described in the *UTK Faculty Handbook* (Chapter 3, Section 3.11) the tenured faculty will develop a written review that is intended to provide the faculty member with a clear, thoughtful, and professional narrative that describes and discusses his or her progress toward promotion and tenure in the context of his or her appointment. After completing its review, the tenured faculty will take a formal retention vote by secret ballot. The ballots will be prepared in advance of the meeting, and will have space for written comments on strengths and weaknesses along with space for recording the vote. Tenured faculty members located in Nashville and Jackson, TN, may send their ballots by mail, FAX, e-mail, or overnight courier to Knoxville after the vote has been called. The vote will be tallied by an administrative staff member and a faculty member designated by the Department Head. The written summary will be kept on file. The quorum requirements for formal votes on retention are outlined in Article IX, Section 4 of these bylaws. See Article VIII, Section 5 of these bylaws for additional comments on faculty votes. The review and the record of the retention vote by the tenured faculty will be shared with the faculty member and the Department Head.

The Department Head will make an independent retention review, and will consider the narrative developed by the tenured faculty and the retention vote; the head may have other consultations with the tenured faculty as needed. After making an independent judgment, the Department Head will make a written recommendation to the dean(s) as to retention or non-retention, including an evaluation of performance that uses ratings for tenured faculty members ranging from “far exceeds expectations for rank” to “falls far short of meeting expectations for rank” (*UTK Faculty Handbook* Chapter 3, section 3.8.2). The narrative developed by the tenured faculty and the retention vote of the tenured faculty will be included in the materials submitted by the Department Head to the dean(s). Copies of all materials submitted to the dean(s) will be provided to the faculty member. After considering the Department Head’s recommendation and the materials submitted by the Department Head, the dean(s) will make an independent judgment on retention. The dean(s) will forward his or her recommendation for retention or non-retention to the UTIA Chancellor. After review of all retention recommendations, the UTIA Chancellor will make the final decision on retention. Procedures following positive or negative retention votes are described in the *UTK Faculty Handbook* (Chapter 3, Section 3.8.3).

#### **Section 5. Procedures and Criteria for Consideration and Grant of Tenure**

Criteria for eligibility for tenure are outlined in the *UTK Faculty Handbook* (Chapter 3, Section 3.11.5). In general, a tenure-track faculty member must serve a probationary period of no less

than one (1) and no more than seven (7) academic years prior to being considered for tenure. However, for good cause, the president, upon the recommendation of the UTIA Chancellor, may approve a probationary period of less than one academic year, and the seven-year probationary period may be extended for a maximum of two additional years. In general, the UTIA Chancellor will not approve suspension of the probationary period for work that advances the faculty member's record in teaching, research, or service. The proposed extension must be approved in advance by the UTIA Chancellor, the President (or designee), and the General Counsel (or designee). The UTIA Chancellor will give the faculty member written notice of the decision concerning suspension of the probationary period. Circumstances that may cause the probationary period to be extended are procedural error, the faculty member accepting a part-time faculty position, the faculty member accepting an administrative position, or the faculty member being granted a leave of absence under the *UT Family Care Policy for Faculty*.

For consideration of tenure, EPP will follow the procedures outlined in the *Faculty Evaluation Manual*. Tenured faculty will meet to discuss the tenure candidate. At the end of discussion, a formal secret paper ballot vote will be taken by the tenured faculty. The ballots will be prepared in advance of the meeting, and will have space for written comments on strengths and weaknesses along with space for recording the vote. Tenured faculty members located in Nashville and Jackson, TN, may send their ballots by mail, FAX, e-mail, or overnight courier to Knoxville after the vote has been called. The vote will be tallied by an administrative staff member and a faculty member designated by the Department Head, and reported to the head. The written summary is required for a vote on tenure by the *UTK Faculty Handbook* (Chapter 3, Section 3.11.5) and will be kept on file in accordance with university policies. The written summary will be prepared by the Chair of the candidate's Mentoring Committee. The quorum requirements for formal votes on tenure are outlined in Article IX, Section 4 of these bylaws.

As described in the *UTK Faculty Handbook* (Chapter 3, Section 3.11.5) the vote of the tenured faculty is advisory to the Department Head. The head shall make an independent judgment on the tenure candidacy and submit his or her recommendation simultaneously to the dean(s) and to the tenure candidate with a written summary of his or her judgment. If the head's recommendation differs from the recommendation of the tenured faculty, the reasons for the differing judgment must be explained in the summary, and the head must provide a copy of the summary to the tenured faculty. Tenured faculty, individually or collectively, may forward a report through the Department Head supporting or opposing the granting of tenure to the next level of administration. The candidate has a right to review his or her file at any stage of the process. The candidate is to be informed of any additions made to his or her file after submission and has the right to review and respond to additions at any stage of the process. The candidate must acknowledge receipt of additional reports before the tenure package is submitted to the next level.

## **Section 6. Procedures and Consideration for Promotion**

The criteria for promotion to a rank are the same as those given above for initial appointment to that rank. Annual performance reviews form the basis of a cumulative record that prepares a faculty member for promotion. Generally, assistant professors will be considered for promotion to the rank of associate professor at the same time as they are considered for tenure. Associate

professors serve at least five years in rank before promotion to full professor. Exceptions to this policy require approval by the UTIA Chancellor.

The full procedure for consideration of candidates for promotion is given in the *Manual for Faculty Evaluation*. Departmental faculty at or above the rank to which promotion is sought will review materials prepared by the candidate and external evaluations. Following a discussion, the tenured faculty at the appropriate rank will vote on promotion. Ballots will be prepared prior to the meeting and will have space for written comments on strengths and weaknesses along with space for recording the vote. Voting shall be by secret paper ballot. Tenured faculty members at the appropriate rank located in Nashville and Jackson, TN, may send their ballots by mail, FAX, e-mail, or overnight courier to Knoxville after the vote has been called. The vote will be tallied by an administrative staff member and a faculty member designated by the Department Head, and reported to the head.

The Department Head will review the candidate's material for promotion and faculty vote, and then make an independent recommendation to the dean(s). The college committee reviews the file and makes an independent recommendation to the dean(s), who reviews the file and makes a recommendation to the UTIA Chancellor. The UTIA Chancellor reviews the file and makes a recommendation to the university president, upon whose recommendation the Board of Trustees makes a decision regarding promotion at its last meeting of the state fiscal year.

The candidate has a right to review his or her file at any stage of the process. The candidate is to be informed of any additions made to his or her file after submitting it and be given an opportunity to review and respond to the addition at any stage of the process. The candidate must acknowledge receipt of additional reports before the promotion package is submitted to the next level.

### **Section 7. Cumulative Performance Review for Tenured Faculty Members**

Cumulative Performance Reviews for tenured faculty are triggered by evaluations from annual reviews. Faculty members whose performance is found to be "unsatisfactory" in two out of five consecutive years or whose evaluations are any combination of "needs improvement" or "unsatisfactory" in any three of five consecutive years undergo cumulative performance review. Procedures for cumulative reviews are provided in the *Manual for Faculty Evaluation*.

Beginning July 1, 2017, the Cumulative Performance Review policy will be replaced by the Enhanced Post-Tenure Performance Review (EPPR). Within 30 days of the annual review, any faculty member with an overall performance rating of Needs Improvement for Rank or Unsatisfactory for Rank must collaborate with the Head on an Annual Review Improvement Plan to be reviewed by the Head and recommended by him/her to the Dean for review and approval/denial. The next year's annual review must include a progress report that clearly describes improvements in any area(s) for which improvement was required. A transition period from CPR to EPPR exists for certain cases from July 1, 2017 to June 30, 2018. Philosophy, policies, and specific procedures for EPPRs are posted to the EPP web page, the *UTK Faculty Handbook* and the *Manual for Faculty Evaluation*.

## **Section 8. Termination of Tenure**

Employment of tenured faculty members may be terminated for the following reasons: relinquishment or forfeiture of tenure by the tenured faculty member; extraordinary circumstances such as financial exigency or academic program discontinuance; and adequate cause related to unsatisfactory performance or misconduct. Additional information is provided in the *UTK Faculty Handbook* (Chapter 3, Section 3.11.7 to 3.13.).

## **Section 9. Salary**

Annual salary recommendations are made by the head. When the head makes the salary recommendations, he or she is expected to share with the departmental faculty as a whole the general principles and reasoning in determining salary recommendations. Faculty members may appeal salary determinations, using the procedures described in the *UTK Faculty Handbook* (Chapter 5). Recommendations for salary adjustments are reviewed and approved, altered, or rejected by the appropriate dean(s) and the UTIA Chancellor. Alteration or rejection of salary adjustments at any level will be communicated through the administrative line to the head. Final approval must be given by the Board of Trustees. Faculty members will be notified of their salary adjustments in a timely manner.

## **Section 10. Compensated Outside Activities and Performance**

The EPP Department will follow the general principles and specific guidelines set forth in the *UTK Faculty Handbook* (Chapter 7) for outside compensation of services for full-time faculty members appointed to The University of Tennessee. The department encourages faculty to engage in consulting and other related outside services that are associated with the faculty member's professional expertise; however, the primary responsibility of a faculty member is to fulfill the teaching, research, extension, and service commitments of her/his full-time appointment to the University.

Compensated outside activities cannot be substituted for commitments of a faculty member to his/her teaching, research, Extension, and service within the University. Accordingly, the annual performance review of a faculty member is based only on her/his regular responsibilities and duties as part of her/his full-time commitments to the University, which are negotiated annually and must be consistent with the Handbook and applicable bylaws. The faculty member may choose to include a description and review of compensated outside activities as a separate addendum to the annual review, if appropriate.

These guidelines primarily concern long-term or continuing/recurring short-term arrangements between faculty members and clients. These guidelines do not apply to activities such as:

- 1) Occasional, short-term activities (which are typically not compensated except for modest honoraria), which include, but are not limited to, publication and/or editing of research/scholarship/creative activity, participation in symposia, accreditation visits, research paper presentations, professional licensing board examination questions, exhibitions, recitals, or extra-service pay.
- 2) Compensated activities conducted in the summer by faculty who serve in an academic-year appointment.

- 3) Faculty compensation through grants and contracts. See Fiscal Policy on Sponsored Grants and Contracts (Policy No. FI0205, Revision 9).

These guidelines are consistent with the University's policies regarding conflict of interest, ownership of commercial ventures, intellectual property, and *Faculty Handbook* provisions regarding academic freedom.

The faculty member and the Department Head must agree about the faculty development benefits that will be gained by the planned activities, as part of the annual review process. If a faculty member has an opportunity to pursue a new compensated outside activity or if any significant changes to an agreed plan from the last annual review occur, the faculty member must report the situation to the EPP Department Head, and develop a new or revised plan with the head's concurrence.

Faculty members on 12-month appointment are covered by the same UT Personnel Policies and Procedures that apply to administrative or professional personnel of the university. Twelve-month faculty should limit their aggregated compensated outside services to no more than an additional twenty percent (20%) over their total one hundred percent (100%) university effort – including accrued annual leave taken and grants of released time – during a given calendar year, upon approval of the Department Head and dean(s). The Department Head and dean(s) may restrict a faculty member's compensated outside service effort to less than 20% if a faculty member's performance of assigned university duties does not meet expectations, as determined in the annual evaluation.

While conducting compensated outside activities, no unauthorized activity is permitted involving significant direct expense to UT or significant use of university facilities, equipment, or services unless procedures and fee schedules have been established. Faculty wishing to use University resources to conduct compensated outside activities must have a written UT agreement, approved in advance by the appropriate Department Head, dean(s), and chief business officer, specifying the nature of work to be performed; the kind of equipment, supplies, material, or services to be used; the extent of the use; and the amount to be paid to the University.

Noncompliance with this policy for compensated outside activities may be considered as a negative factor during annual reviews, promotion and tenure decisions, salary determinations, and other institutional support. Noncompliance also may result in other sanctions (e.g., reduction in allowable compensated outside activities, salary reduction, restitution for cost of equipment, and termination for adequate cause).

### **Section 11. Appeals**

Faculty members are entitled to fair, impartial, and honest resolutions of problems that may arise in relation to employment. The processes for general appeals and special appeals for all tenured, tenure-track, and non-tenure-track faculty are outlined in the *UTK Faculty Handbook* (Chapter 5). Informal grievances may also be addressed through the Faculty Ombudspersons and *UTK Faculty Senate Appeals Committee*.

## **ARTICLE V – APPOINTMENT, RESPONSIBILITIES, EVALUATION, PROMOTION AND APPEALS FOR NON-TENURE TRACK FACULTY MEMBERS**

### **Section 1. Appointment**

Appointments to non-tenure-track faculty positions, including part time appointments, will be made in accordance with EPP and college bylaws (Appendix B of the CASNR/AgResearch/UT Extension bylaws) and the *UTK Faculty Handbook*. Any departmental faculty member may nominate an individual to a non-tenure-track position; if appropriate, a search committee may be appointed by the Department Head to provide guidance in candidate selection. Tenured and tenure-track faculty will evaluate the credentials of applicants for non-tenure-track appointments and vote on the appointment. The faculty vote will be forwarded to the Department Head as a recommendation.

As outlined in the *UTK Faculty Handbook*, applicants will be notified of their appointments by letter from the UTIA Chancellor. The appointment letter specifies (a) rank, (b) salary and related financial conditions, (c) general duties and expectations, and (d) duration. The initial appointment is completed when the appointee responds with a written letter of acceptance and completes normal university employment forms.

All non-tenure-track teaching appointments will be made for a term of one year or less, except distinguished lecturer appointments, which may be made for a term of five years. Appointments are renewable subject to availability of funds and satisfactory performance. The following ranks or titles may be assigned to non-tenure-track teaching faculty: instructor, lecturer, distinguished lecturer, adjunct faculty, and visiting faculty.

All non-tenure-track research appointments will be made for a term of one year or less, subject to continued availability of external funding. Appointments are renewable subject to continued availability of external funding and satisfactory performance. The following ranks or titles may be assigned to non-tenure-track research faculty: research assistant professor, research associate professor, research professor, adjunct research faculty, and visiting research faculty.

All non-tenure-track Extension appointments will be made for a term of one year or less, subject to continued availability of external funding. Appointments are renewable subject to continued availability of external funding and satisfactory performance. The following ranks or titles may be assigned to non-tenure-track extension faculty: Extension assistant professor, Extension associate professor, Extension professor, adjunct Extension faculty, and visiting Extension faculty.

In order for the appointee to perform assigned duties in a professional manner, resources such as appropriate office space, necessary supplies, support services, and equipment will be provided to non-tenure-track faculty members. As defined in Article II, Section 1, and Section 2 of these bylaws, non-tenure-track faculty members have the opportunity to participate in departmental governance. Opportunities for faculty development, including travel to scholarly meetings, will be provided whenever possible.

## **Section 2. Responsibilities**

The responsibilities of each rank for non-tenure-track Extension faculty, non-tenure-track teaching faculty and non-tenure-track research faculty are defined in the *UTK Faculty Handbook* (Chapter 4). As described in the Handbook, non-tenure-track teaching faculty are hired for specific teaching assignments; however, research or service activities may be included as part of their effort, depending on the needs of EPP and the skills and desires of the faculty member. Non-tenure track research faculty are hired to conduct research and are expected to initiate an independent research program and seek external funding in support of that program. Teaching or service activities may be included as part of their effort, depending on the needs of EPP and the skills and desires of the faculty member. Non-tenure track Extension faculty conduct programs and applied research consistent with the Extension mission. Non-tenure-track faculty are members of the faculty and are expected to participate in faculty meetings and departmental activities, including appropriate committee assignments. Non-tenure-track faculty may vote on issues brought before the faculty as a whole. Any additional responsibilities will be included in the official appointment letter.

## **Section 3. Evaluation**

Teaching, research and Extension non-tenure-track faculty are subject to annual performance reviews appropriate to the positions. Evaluation of non-tenure-track faculty by the Department Head shall follow guidelines described in the *UTK Faculty Handbook* and the *Manual for Faculty Evaluation*. Non-tenure-track faculty will be evaluated following the same procedures for evaluation of tenure-track faculty, with a written record of the annual evaluation maintained in departmental and human resources files. The annual performance review for retention will be based on guidelines that are outlined in the *Manual for Faculty Evaluation* (probationary faculty section). In the case of non-retention, every effort should be made to notify the faculty member as soon as possible.

## **Section 4. Promotion**

Annual performance reviews form the basis of a cumulative record that prepares non-tenure-track faculty for promotion. Generally, assistant professors will be considered for promotion to the rank of associate professor after serving for at least five years. Associate professors serve at least five years in rank before promotion to full professor. Exceptions to this policy require approval by the chief academic officer.

Non-tenure-track faculty should consult with their Department Heads before initiating promotion procedures. The final decision on proceeding rests with the faculty member. However, if denied promotion after completion of the process described in the next paragraph, the faculty member must forgo at least one full promotion cycle before again initiating promotion procedures.

The full procedure for consideration of candidates for promotion is given in the *Manual for Faculty Evaluation*, which should be consulted carefully so that the process is completely understood and closely followed. The process begins with submission of dossier materials by the candidate and may include departmental solicitation of external letters assessing the record of scholarship and/or creative activity. Departmental faculty at or above the rank to which

promotion is sought review these materials and vote on promotion. Recommendation for promotion to higher rank is based on departmental and college bylaws.

The candidate has a right to review his or her file at any stage of the process. The candidate is to be informed of any additions made to his or her file after submitting it and be given an opportunity to review and respond to the addition at any stage of the process. The candidate must acknowledge receipt of additional reports before the promotion package is submitted to the next level.

## **ARTICLE VI – APPOINTMENT, RESPONSIBILITIES, PRIVILEGES, REAPPOINTMENT, AND PROMOTION FOR ADJUNCT FACULTY**

### **Section 1. Appointment Procedure**

Individuals who provide uncompensated or part-time compensated service to the instructional, research, or extension programs of EPP may be given adjunct faculty appointments. Staff exempt employees of EPP with appropriate expertise and credentials, who on occasion provide instruction or participate in research or Extension, may be given adjunct faculty appointments in a department other than that in which their budget line resides, but are not eligible for adjunct status in EPP. Nominations of individuals for adjunct faculty positions will be made by tenured and tenure-track faculty members. Documentation of professional credentials (e.g., curriculum vitae) to support the nomination should be submitted to the faculty. The faculty will recommend approval or rejection and appropriate title of the nominee to the Department Head. Upon approval of nomination, the nominee will be invited to the department for a formal seminar and informal discussion/reception. After the nominee has met with the faculty, a ballot vote will be taken, and the results forwarded to the Department Head. The results of the vote will be reported to the faculty. The final decision will be made by the Department Head based on the faculty's recommendation. Following approval of the adjunct appointment by the Department Head, the head will notify the nominee in writing. The nominee will return all required paperwork within 60 days of receiving written notification by the head. As required by the *UTK Faculty Handbook*, the UTIA Chancellor will issue the letter of appointment to adjunct faculty members. The letter of appointment will specify the term of appointment. The Department Head will issue a letter of understanding to the employer of the adjunct faculty member to ensure that both organizations are aware of the adjunct appointment.

### **Section 2. Appointment Titles, Criteria, and Requirements**

In accordance with the *UTK Faculty Handbook*, adjunct faculty appointments may be made at the rank of adjunct professor, adjunct associate professor, adjunct assistant professor, and adjunct lecturer. The following criteria are required for appointment as an adjunct faculty member in EPP:

- A. Adjunct Professor - Ph.D. and at least ten (10) years of professional experience.
- B. Adjunct Associate Professor - Ph.D. and at least five (5) years of professional experience.
- C. Adjunct Assistant Professor - Ph.D.
- D. Adjunct Instructor – Ph.D.
- D. Adjunct Lecturer – M.S. or Ph.D.; service emphasis will be on teaching only.

### **Section 3. Responsibilities**

All adjunct faculty members must provide service to the instructional, research, and/or Extension programs of the Department of Entomology and Plant Pathology. Professional duties of the appointee may include teaching courses, serving on graduate student committees, or participating in departmental research or Extension. Although uncompensated adjunct faculty members are not employees of The University of Tennessee, they are subject to certain university policies as described in the *UTK Faculty Handbook* (Chapter 4, Section 4.2.4)

### **Section 4. Evaluation**

Uncompensated adjunct faculty members are not subject to annual performance review. Evaluation of compensated adjunct faculty members will follow procedures as described for other non-tenure-track faculty (Article V, Section 3).

### **Section 5. Privileges**

Adjunct appointments may carry with them certain courtesy privileges accorded the regular faculty, including a library card, parking space when necessary, and use of facilities.

### **Section 6. Length of Appointment and Re-appointment**

Adjunct faculty will be appointed for a period of four years from issue of the letter of appointment. Three months prior to the end of an individual's appointment, the Department Head will issue a memo to the tenured and tenure-track faculty informing them of the termination date and suggesting that faculty members who have contact with the adjunct faculty member inquire of his/her desire to retain their appointment. A copy of this memo will also be sent to the adjunct faculty member. If the adjunct faculty member is re-nominated, the tenured and tenure-track faculty members will consider the adjunct faculty member's record of service to the department, and a ballot vote will be taken to extend the appointment of the adjunct faculty member. The results will be forwarded to the Department Head, and the results of the vote will be reported to the faculty. The final decision will be made by the Department Head based on the faculty's recommendation. If the adjunct faculty member has not been re-nominated by the termination date, it will signify to the Department Head that the person should not be reappointed as an adjunct faculty member. A letter of re-appointment, specifying the new term of appointment will be issued by the UTIA Chancellor.

### **Section 7. Promotion**

A request for promotion in rank may be submitted by the adjunct faculty member at any time, according to criteria in Section 2. Faculty members will review the request and recommend approval or rejection. A ballot vote by the tenured and tenure-track faculty will be taken, the results forwarded to the Department Head, and the final vote reported to the faculty. The final decision will be made by the Department Head based on the recommendation of the faculty. If the request for change in rank is approved, the head will provide written notification to the adjunct faculty member.

### **Section 8. Appeals**

Adjunct faculty members may exercise the appeals procedure as described in the *UTK Faculty Handbook*.

## **ARTICLE VII – APPOINTMENT, RESPONSIBILITIES, PRIVILEGES, AND APPEALS FOR VISITING FACULTY**

### **Section 1. Appointment Procedure, Criteria for Rank, and Term of Appointment**

The procedure for appointment of visiting faculty will follow those outlined in Article VI, Section 1, for adjunct faculty. Professional credentials and the terminal degree required for adjunct appointments also are required for appointments as visiting faculty (Article VI, Section 2). The rank of appointment will be the professorial rank that the individual holds at his or her home institution; however, the standards of scholarship for holding visiting faculty rank will be the same as required for the regular faculty of EPP. Normally, the term of appointment will be 12 months. As with all other non-tenure-track faculty appointments, a letter of appointment will be issued to the visiting faculty member by the UTIA Chancellor. The term of appointment will be specified in the letter of appointment.

### **Section 2. Responsibilities**

Visiting faculty will provide service to the department in the form of instructional, research, and/or Extension responsibilities within EPP. As denoted in the *UTK Faculty Handbook*, visiting faculty members do not participate in the governance of the department and are not subject to annual performance reviews.

### **Section 3. Privileges**

Visiting faculty appointments may carry with them courtesy privileges accorded the honorary faculty, including a library card, parking space, and use of facilities.

### **Section 4. Appeals**

Visiting faculty members may exercise the appeals procedure as described in the *UTK Faculty Handbook*.

## **ARTICLE VIII – FACULTY MEETINGS**

### **Section 1. Frequency**

Departmental meetings will be held at least twice per semester during the regular academic year. Additional meetings may be called by the Department Head as needed or by request of any three faculty members of the department.

### **Section 2. Agenda**

The Department Head will develop the agenda and should include all items submitted by members of the department. The agenda will be delivered to all members of the department electronically at least one working day prior to the meeting.

### **Section 3. Participation**

All faculty members of the department are eligible to attend and encouraged to participate in departmental meetings. Departmental members who are not included in the definition of faculty (Article II, Sections 1-2) but who direct their own Extension or Research programs are eligible to attend departmental meetings. Post-doctoral Research Associates are also eligible to attend departmental meetings. The EPP Graduate Student Association will have representation at departmental meetings. Ph.D. candidates, who have passed their preliminary oral and written examinations, are eligible to attend departmental faculty meetings. Unless excused by the head, one member of the administrative staff must be present to record minutes of the meeting.

### **Section 4. Quorum**

A quorum will consist of one more than one-half of departmental members eligible to vote (Section 5). A quorum must be present at the commencement of the meeting in order to transact business. The withdrawal of any voting member after the commencement of a meeting will have no effect on the existence of a quorum after a quorum has been established. The affirmative vote of at least the majority of those members present will be necessary for the passage of any resolution or motion. Meetings will be adjourned by a majority of the persons present.

### **Section 5. Voting**

Regular faculty members at the rank of Instructor or above who have appointments of at least 75 percent of full-time employment or greater are entitled to one vote each. Departmental members who are not included in the definition of faculty (Article II, Sections 1, 2, and 3), but who direct their own Extension or Research programs also are entitled to one vote each. Faculty members with adjunct, emerita or emeritus, and visiting appointments and all other attendees have the right of voice but are not entitled to vote. However, only regular faculty members are eligible to deliberate and vote on issues of retention, tenure, and promotion, as specified in Articles IV and V of these bylaws.

Issues concerning changes to these bylaws or concerning major changes in departmental matters will have a first reading and discussion at the faculty meeting in which the issue is proposed, but no vote. Motions on these changes may be made at a second reading at the next faculty meeting.

Proxy voting will not be allowed on any issue. Votes or ballots cast prior to a meeting where an issue is discussed and decided will not be counted. The exception to this rule is that absentee ballots may be cast following the first reading but before the second reading if the faculty member requesting to vote was present at the first reading. Voting on matters not requiring secret ballots will be by voice or show of hands unless, in specific instances, a member of the faculty requests a secret ballot. However, votes on tenure, retention and promotion may only be cast by those in attendance.

### **Section 6. Distribution of Minutes and Reports**

Reports and other documents requiring departmental deliberation will be submitted to all members eligible to vote at least five (5) days in advance of the meeting during which the report or document is to be considered. If the report is not delivered within this schedule, consideration

of the issue will require approval by a two-thirds (2/3) majority of the faculty present. Minutes of the previous faculty meeting will be delivered electronically to all members of the department at least 48 hours before the meeting; after approval they will be archived in a manner so that they are accessible to all departmental members.

### **Section 7. Rules of Order**

The rules contained in the latest edition of *Robert's Rules of Order Revised* will govern all departmental faculty meetings in all cases in which they are applicable and not inconsistent with these bylaws.

### **Section 8. Parliamentarian**

The head may appoint a parliamentarian from among the departmental faculty members to assist in the conduct of meetings.

## **ARTICLE IX – COMMITTEES AND REPRESENTATIVES**

Departmental committees and their chairs may be created and appointed by the head. The composition and size of each committee are determined by the head with advice from departmental faculty, the committee chairs, and in consideration of the probable needs of the committee. Where appropriate, student representation may be included. Prior to appointment of committees, the Department Head will discuss appointments with prospective members to determine if their work load is compatible with committee service and to ensure that the prospective committee member has the full support of his or her supervisor for this activity.

Generally, committee membership will have representatives from entomology, plant pathology and bioinformatics and will include personnel from Jackson and (or) Nashville as appropriate, unless it is obvious that committee activities are discipline or mission-specific. All activities related to committees should be considered departmental business and all committee members should be afforded the appropriate opportunity to participate. The head will notify all department members electronically by the beginning of each fall semester regarding the composition of departmental committees. An updated list of committees and membership will be maintained and available to all faculty members. Unless otherwise noted, all committees will report on recent activities once each fall (oral report) and once each spring semester (written report by July 1) during scheduled departmental faculty meetings.

### **Section 1. Awards Committee**

#### **9.1.1 Purpose.**

- (1) Maintain a list of awards and due dates applicable to the activities of faculty, staff, students, and alumni.
- (2) Submit award nominations for faculty, staff, students, and alumni.
- (3) Solicit nominations from EPP faculty, staff, and students.
- (4) Selects recipients of awards presented by Entomology & Plant Pathology.

#### **9.1.2. Membership.** Members of the committee will consist of four (4) regular faculty members, including two entomologists and two plant pathologists, representing the extension,

research, and teaching responsibilities of EPP, one (1) staff member, and one (1) graduate student. Members serve a two-year renewable term.

9.1.3. Chair. The committee chair is selected by the Department Head and serves a one-year renewable term.

9.1.4. Procedures. The committee holds meetings as needed to complete award nominations and update list of awards and due dates.

## **Section 2. Bylaws Committee**

9.2.1. Purpose.

(1) Review EPP bylaws at least annually and make recommendations for change to the faculty.

(2) Ensure that EPP bylaws are followed.

9.2.2. Membership. Members of the committee will consist of at least four (4) regular faculty members, representing the extension, research and teaching responsibilities of EPP. Members serve a three-year renewable term.

9.2.3. Chair. The committee chair is selected by the Department Head and serves a one-year renewable term.

9.2.4. Procedures. The committee will meet annually each spring semester to review EPP bylaws. Additional meetings may be held if changes are needed.

## **Section 3. Curriculum Committee(s)**

9.3.1. Purpose. Review and revise the plant pathology, entomology, and bioinformatics curricula.

9.3.2. Membership. All members of the regular faculty

9.3.3. Chair. The chairs of the Curriculum Sub-committees (Entomology, Plant Pathology, Bioinformatics) will be appointed by the Department Head and serve for a one-year period, which may be renewed.

9.3.4. Procedures.

(1) The Curriculum Sub-committees will meet semi-annually, or more often as needed, to make recommendations to the entire faculty for revision of curricula.

(2) After approval of changes by the regular faculty, revisions will be forwarded to CASNR by the EPP Director of Undergraduate Studies and the EPP Director of Graduate Studies.

## **Section 4. Graduate Studies Committee**

9.4.1. Purpose. The Graduate Studies Committee (GSC) provides oversight to the development and maintenance of healthy and productive graduate degree programs in Entomology and Plant Pathology.

9.4.2. Membership. The committee is appointed by the Department Head. It is comprised of the EPP Director of Graduate Studies (DGS), at least four (4) additional faculty members, one (1) administrative staff member, and the Department Head. The DGS and four (4) faculty members have voting privileges. The DGS serves a 5-year renewable term and the four (4) appointed faculty members serve 2-year renewable terms on a staggered basis. The Department Head serves as an ex officio member without voting rights except in certain cases described below. The administrative staff member serves as an ex officio

member without voting rights.

9.4.3. Chair. The EPP Director of Graduate Studies (DGS) serves as the chair of the GSC. The DGS serves on the CASNR Graduate Council as the representative for EPP. In the unavoidable absence of the Chair, the member with the most time served on this committee will act as chair.

9.4.4. Procedures.

- (1) The GSC shall evaluate applicants and accept or reject them on the basis of previous transcripts; GRE scores; TOEFL, IELTS, and (or) other required scores; letters of recommendation; curriculum vitae and letter of intent; and major advisor support via letter of support and (or) funding of assistantship. Acceptance or rejection is determined by majority vote of the committee members. In the case of a tie vote, the Department Head shall cast the deciding vote.
- (2) Votes on acceptance of applicants shall be by voice vote unless a member requests a secret paper ballot. Votes on other matters will be by voice vote unless another means is requested.
- (3) The GSC shall review the progress of enrolled graduate students on a continuing basis and report perceived problems to the Department Head and the student's graduate committee. In addition, it will prepare an annual report on the state of the departmental graduate program for presentation at a faculty meeting or distribution via other means.
- (4) The GSC shall develop and maintain a best practices plan for student-faculty-graduate committee interactions.
- (5) An applicant and (or) prospective major professor may appeal a negative decision by submission of a letter outlining the reasons for the appeal along with additional supporting documentation. The vote of the committee on the appeal will be final.
- (6) Other roles of this committee will include the following.
  - Recommend admission and program policy, standards and procedures for approval by the department faculty.
  - Help identify and designate graduate advisors for all applicants accepted for admission.
  - Nominate candidates for fellowships and rank students for appointment to Graduate Research and Teaching Assistantships.
  - Oversee the maintenance of all graduate files and records.
  - Establish rules and guidelines for masters and doctoral programs of study.
  - Receive and file thesis and dissertation plans.
  - Monitor students' progress toward their degrees, consult with students and advisors where problems are identified, and make recommendations for dismissal for failure to meet conditions or when reasonable progress is not being made.
  - Investigate and respond to graduate student grievances.

## **Section 5. Undergraduate Studies Committee**

9.5.1. Purpose. The Undergraduate Studies Committee (USC) provides oversight to the development and maintenance of healthy and productive undergraduate programs in Entomology and Plant Pathology.

9.5.2. Membership. The committee is appointed by the Department Head. It is comprised of the

EPP Director of Undergraduate Studies (DUS), at least two (2) additional faculty members, one (1) administrative staff member, and the Department Head. The DUS and two (2) faculty members have voting privileges. The DUS serves a 5-year renewable term and the two (2) appointed faculty members serve 2-year renewable terms on a staggered basis. The Department Head serves as an ex officio member without voting rights except in certain cases described below. The administrative staff member serves as an ex officio member without voting rights.

9.5.3. Chair. The EPP DUS serves as the chair of the USC. In the unavoidable absence of the Chair, the member with the most time served on this committee will act as chair. The DUS serves on the CASNR Undergraduate Council as the representative for EPP.

9.5.4. Procedures.

(1) Votes will be by voice unless another means is requested.

(2) The USC shall review the progress of enrolled undergraduate students on a continuing basis and report perceived problems to the Department Head. In addition, it will prepare an annual report on the state of the departmental undergraduate programs for presentation at a faculty meeting or distribution via other means.

(3) The USC shall develop and maintain a best practices plan for engaging undergraduate students in experiential learning opportunities.

(4) Identify and recruit qualified undergraduates enrolled in EPP minor programs for EPP graduate programs.

(5) Maintain records of the names of undergraduate students in EPP programs.

(6) Establish rules and guidelines for undergraduate programs of study.

(7) Investigate and respond to undergraduate student grievances.

## **Section 6. Human Subjects Committee**

9.6.1. Purpose. Review departmental research involving human subjects.

9.6.2. Membership. The Department Head appoints one (1) member of the department to this committee. The member works with the Institutional Review Board (IRB) at The University of Tennessee as the first level of evaluation of research involving human subjects. This individual is referred to in IRB documents as the DRC (Departmental Review Chair)

9.6.3. Chair. The committee has no chair.

9.6.4. Procedures. The committee member follows procedures as set forth by the Institutional Review Board.

## **Section 7. Marketing/Visibility Committee**

9.7.1. Purpose.

(1) Improve internal and external communications.

(2) Increase visibility of EPP within UTIA, UTK and the UT System.

(3) Cultivate and maintain relationships with external stakeholders.

(4) Increase visibility to attract students, faculty and staff.

9.7.2. Membership. The committee shall consist of a chair, at least two (2) faculty members, one (1) administrative staff member and one (1) student. The Department Head will serve ex-officio.

- 9.7.3. Chair. The chair shall be appointed by the Department Head and serve for a three-year period, which may be renewed.
- 9.7.4. Procedures. The committee will meet at least once each semester. Additional meetings will be held as needed.

## **Section 8. Seminar and Program Assessment Committee**

- 9.8.1. Purpose.
- (1) Organize the departmental seminar schedule for fall and spring semesters to include graduate students, faculty members, and outside speakers;
  - (2) Designate an instructor of record who is responsible for issuing a grade for student seminar presenters at the end of the semester and updates the graduate student seminar procedures as necessary in the Graduate Student Handbook;
  - (3) Record data on student, faculty and staff attendance at seminars and share the data regularly with GSC and the Department Head;
  - (4) Design procedures and collect & compile student seminar evaluation data, and provide feedback to the students;
  - (5) Receive, evaluate, and provide feedback and guidance on student professional skills experiences project proposals;
  - (6) Organize an annual symposium for students to present their professional skills, experiences, projects, and accomplishments;
  - (7) Design procedures and collect and compile data on student professional skills experiences project presentations;
  - (8) Develop tools, establish procedures, and conduct pre- and post-graduation assessments of student learning outcomes to monitor the overall effectiveness of our graduate program;
  - (9) Use the collected data to identify gaps and opportunities, and develop, propose, and implement (following faculty approval) procedures and processes to improve student learning;
  - (10) Share all data collected with GSC and the Department Head at the end of each semester.
- 9.8.2. Membership. Members of the Seminar Committee will be appointed by the Department Head before July 1. The committee membership will include two Entomologists, two Plant Pathologists and three non-voting members including a representative of the EPP Graduate Student Association, an administrative assistant, and the Department Head, serving as *ex-officio*. Faculty membership should reflect broader representation including tenured/tenure-track teaching, research, and extension faculty and non-tenure track faculty. The chair will serve a five-year term and the committee members will serve 2-year terms.
- 9.8.3. Chair. The chair will be appointed by the Department Head and serve for a five-year period, which may be renewed.
- 9.8.4. Procedures. Specific procedures for this committee are updated frequently. Current procedures are available in the EPP Graduate Student Handbook.

## **Section 9. Social Committee**

- 9.9.1. Purpose. The Social Committee is responsible for planning, organizing, and preparing social events for EPP.
- 9.9.2. Membership. Members of the committee are appointed by the Department Head and serve a two-year renewable term.
- 9.9.3. Chair. The chair is elected by members of the committee.
- 9.9.4. Procedures. The number of events will be determined by the committee at the beginning of each academic year and approved by the Department Head. These events include but are not limited to: a spring activity, a fall activity, and holiday parties. Meetings are held at least two weeks prior to any social event that the committee is responsible for organizing. There are no other scheduled meetings. The chair of the committee will report to the Department Head as needed.

## **Section 10. Graduate Student Recruitment Committee**

- 9.10.1. Purpose. The Graduate Student Recruitment Committee is responsible for development and implementation of procedures and organization of events to increase the number and quality of student applicants and enhance recruitment of minority applicants. Duties include:
- 1) Organize graduate student recruitment events;
  - 2) identify opportunities to recruit graduate students and funds to support them;
  - 3) Assist in developing an attractive and informative web page for prospective students.
- 9.10.2. Membership. The committee shall consist of a chair, at least three (3) faculty members, one (1) administrative staff member and one (1) student. The Department Head will serve *ex-officio*.
- 9.10.3. Chair. The chair will be appointed by the Department Head and serve for a three-year period, which may be renewed.
- 9.10.4. Procedures. (The committee will meet at least once each semester. Additional meetings will be held as needed.

## **Section 11. Faculty Teaching Evaluation Committee** (adapted from the TENN TLC Peer Evaluation of Teaching Guide)

- 9.11.1. Purpose. Tenure-track faculty with any teaching appointment must be evaluated periodically for teaching effectiveness as part of our on-going commitment to quality instruction. These documents will be made available for retention/tenure/promotion deliberations by the faculty.
- 9.11.2. Frequency. Assistant Professors will be evaluated at least twice during the probationary period. Associate Professors will be evaluated within three years after promotion then every five to seven years. Professors will be evaluated every seven years. Peer teaching evaluation will also occur as part of a 'triggered' cumulative performance review.
- 9.11.3. Membership. A panel of three tenured faculty members will be appointed by the Department Head to serve as the peer evaluation team. One member is to be selected by the faculty member under review, one by the Department Head, and the third member is selected jointly by the faculty member and Department Head. It is recommended, but not required, to have one member of the evaluation team from another academic department.

- 9.11.4. Chair. The senior member of the team will serve as chair.
- 9.11.5. Procedures.
- (1) The faculty member under review will provide a statement of teaching philosophy, course syllabi, and a summary of the learning objective(s) for the course and the assessment of learning methods. She or he will also meet with the peer evaluation team to discuss these materials and describe his/her perspectives on teaching.
  - (2) The peer evaluation team will develop teaching evaluation plans. The team may review course syllabi, seek student evaluations of courses taught, interview students who were enrolled in the courses, attend a representative lecture and (or) lab, or may use other agreed-upon criteria for evaluating instructional effectiveness. For visits in a classroom setting (1-3), the instructor and team shall agree on a date for an in-class visit by the evaluation committee. The team will conduct in-class student evaluations (either written or oral) (without the faculty member present); these evaluations will not be discussed with the faculty member under review until the end of the course.
  - (3) It is the duty of the peer evaluation team to ascertain that comments by students or other parties are unbiased and reflect the genuine perceptions of the commentator.
- 9.11.6. Reporting. The committee chair, with the assistance of the other members, will prepare a report on the perceived teaching performance of the person being evaluated. This report will be provided to the faculty member as part of his/her annual evaluation. In addition, the peer evaluation team will meet with faculty member to provide verbal and/or written feedback. The faculty member under review is notified of her or his right to respond to Department Head.

## **Section 12. Ad hoc Committees**

- 9.12.1. Purpose. Ad hoc committees are intended to respond to a short-term perceived need or concern. The charge should be very narrow and the time frame explicit. The intent of an ad hoc committee is to develop a response to the concern within a 12-month period, or less, depending on the urgency of the matter. When ad hoc committees have a life span of longer than two years, strong consideration should be given to creating a standing committee.
- 9.12.2. Membership. Ad hoc committees will be appointed by the Department Head. The composition of an ad hoc committee will be determined by the subject matter. However, it is never appropriate to have a committee in which only a single constituency (e.g., plant pathologists with a teaching appointment) is represented. Committees addressing controversial subjects will be designed to provide the broadest representation practical.
- 9.12.3. Chair. The chair of the committee will be appointed by the Department Head.
- 9.12.4. Procedures. Although ad hoc committees should normally report directly to the Department Head, the head may have them report directly to the faculty, or the faculty may request such a report.

## **Section 13. Representatives to CASNR, AgResearch, Extension, UTIA and University Committees, Task Forces, Work Groups and similar activities**

- 9.13.1. Purpose. Extra-departmental committees and teams provide guidance and advice to the administrator or organization that establishes them.
- 9.13.2. Selection. Members are nominated, elected, or designated according to the procedures of the organization responsible for the committee.
- 9.13.3. Procedures. Members of extra-departmental committees typically serve a specified term. Some such committees have attendance rules, requiring members to attend meetings in order to remain on the committee.

## **ARTICLE X – PROFESSIONAL DEVELOPMENT**

All departmental personnel and graduate students are strongly encouraged to participate in professional development opportunities. These opportunities include, but are not limited to, weekly seminars hosted by EPP during the academic semesters.

## **ARTICLE XI – DEPARTMENTAL COMMUNICATION**

All departmental personnel and graduate students will be provided with e-mail accounts. Departmental announcements, committee reports, and minutes of faculty meetings will be sent electronically, preferably in Adobe PDF format, to all members of EPP.

## **ARTICLE XII – AMENDMENTS TO BYLAWS**

### **Section 1. Origin of Amendments**

Amendments to the bylaws will originate from the head, Bylaws Committee, or from at least twenty-five percent of the full-time tenured faculty members. Proposed amendments will be presented in writing to the regular faculty members for consideration at any regular meeting or at any special meeting called for that purpose.

### **Section 2. Notice**

Proposed amendments will be distributed at least one working day prior to the meeting at which they are to be discussed. Consideration of the amendments for voting by the regular faculty members will occur at a subsequent meeting when the matter will have been included again in the agenda.

### **Section 3. Voting for Adoption**

An affirmative vote of two-thirds (2/3) of all regular faculty members will be required for adoption of amendments to the bylaws, pending approval by the UTIA Chancellor and the Faculty Senate Faculty Affairs Committee.

## **ARTICLE XIII – ADOPTION AND EFFECTIVE DATE**

**Section 1. Adoption**

The EPP departmental bylaws must be approved by a two-thirds (2/3) vote of regular faculty members, the UTIA Chancellor, and the Faculty Senate Faculty Affairs Committee prior to their effective date.

**Section 2. Effective Date**

These bylaws became effective when approved by the UTIA Chancellor and the Faculty Senate Faculty Affairs Committee.

Revised 5-2017

First Reading 22 May 2017

Second Reading 28 August 2017, approved by EPP faculty vote

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## APPENDIX 1

### RESEARCH AND TEACHING EXPECTATIONS REPORT

Revised and accepted 3 February 2017

Robert N. Trigiano\*

J. Kevin Moulton\*

Kimberly D. Gwinn

Ernest C. Bernard\*

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### EPP – Partnership for Progress and Promotion (PPP)

#### Preamble:

We as a Department recognize the following:

- The Department (as a whole) needs to nurture and assist new (Assistant) and mid-level (Associate) Professors to be successful;
- All individuals/programs are unique and should be treated as such;
- It is not desirable for either the Department or UTIA to place undue stress and pressure on “junior faculty” as well as other faculty with “one size fits all expectations”;
- The Department and UTIA cannot reasonably expect substantial outputs from new Assistant Professors until their programs are established (probably three years);
- It is in the best interest of the Department and UTIA that they retain new faculty through the tenure process and timely promotion of deserving faculty eventually to full Professor;
- For the above reasons, we as a Department need to clearly define research and teaching EXPECTATIONS for promotion and tenure and promotion to Associate Professor and Professor.

The current system of evaluation of tenure-track and non-tenure-track Assistant Professors includes evaluation by the Department Head and tenured Faculty, with retention votes each year. Additionally, the UTIA tenure and promotion committee reviews dossiers of tenure-track Assistant Professors in either the third or fourth year of employment and offers advice on progress, and remedies for perceived deficiencies. EPP currently has in place a mentor system for tenure-track and non-tenure track Assistant Professors in which a committee of senior faculty reviews the progress of the mentee periodically and makes written recommendations via the chair of the committee to the mentee and Department Head. However, not all mentor committees function equally well and current Associate Professors may have a mentor, but not a mentor committee. In some cases, a mentor has never been assigned to an Associate Professor. Elements and modification of elements in the existing system can be used to assure the best possible mentoring and outcomes for our junior faculty, especially those at the Assistant Professor level. These ideas are embodied in a program “Partnership for Progress and Promotion” and predicated on the assumption that there should exist a partnership among the tenure-track or non-tenure-track Assistant Professor, the mentee, the mentor committee, the Department Head, and the tenured faculty (above the rank of the mentee). This partnership

should strive to communicate the agreed-upon **EXPECTATIONS** to Deans and Associate/Assistant Deans, and the UTIA Chancellor) and other evaluation committees, such as the UTIA Promotion and Tenure Committee.

The aims of this proposed mentorship/expectation program are the following:

- For tenure-track and non-tenure-track Assistant Professors: to have defined, reasonable expectations for promotion and/or tenure in a timely manner; i.e., there should be “no surprises”;
  - Dismissal of the belief that there should be “one standard” for all faculty members and programs;
  - Expectations that reflect the nature of the program as described in the position announcement as well as the individual; and that considers resources available to the person; and
  - For tenure-track and non-tenure-track Assistant Professors and Associate Professors to be directly, meaningfully, and cooperatively engaged in the development of expectations for their programs.
- 
- **Program outline for tenure-track or non-tenure-track Assistant Professor.**

Within the initial 3 or 4 months of UT employment, the mentor committee should be formed, and consisting of at least three individuals at the rank of Associate Professor or above (one of them may be from outside the Department) chosen by the Department Head in consultation with the mentee. From months 3–9, the mentee meets with the mentor committee and formulates **EXPECTATIONS** for the program (outputs of refereed journal articles, grants, and others, *aka* metrics). Note that, depending upon the split of the appointment, either teaching or extension expectations must also be developed.

The Department expects rigorous but fair research expectations to be formulated based on the program of the mentee and **NOT** in comparison with other departmental programs and individuals. There will probably be some common baseline for all tenure-track or non-tenure-track Assistant Professors. For example, most committees would probably agree that in most cases, an average of two papers per year over the five- to six-year probationary period is a reasonable expectation. The agreed-on program developed jointly by the committee and the mentee becomes the proposed “expectations document for promotion and tenure” and is hereafter referred to as the “expectations document.” The expectations document would be based on the performance of Assistant Professors in similar positions at peer institutions, with consideration of the resources at UTIA available to the mentee. Teaching expectations will be developed as outlined for research expectation. The mentor committee and the mentee should develop expectations around the following three main facets, which are listed in order of decreasing priority: (1) Is teaching effort consistent with the academic appointment and/or expectations document of the faculty member? (2) Did the instructor receive a satisfactory peer-review evaluation? (3) Did the instructor receive a satisfactory End of Course (EOC) student evaluation?

In preparation of the expectations documents, the mentee and their committee members should comply with the following guidelines:

- ❖ Tenure-track Assistant Professors should not teach in excess of teaching load as specified in their expectations document;
- ❖ Tenure-track Assistant Professors should not participate in time-consuming committees (Departmental, UTIA, UTK) that could result in excessive departures from teaching and research expectations specified in their expectations document;
- ❖ Non-tenure track Assistant Professors should teach only rarely, ideally with appropriate compensation;
- ❖ Tenure-track Assistant Professors should not serve as major professor for more than 4 GRAs simultaneously without express approval from their Mentoring Committee; and
- ❖ Tenure-track Assistant Professors **must** have at least **one** peer-reviewed evaluation of their teaching prior to submission of documentation for promotion and tenure.

Quality of instruction will be assessed using the following criteria, listed in order of importance:

- (1) Internal peer-reviews of teaching;
- (2) Attendance in teaching workshops;
- (3) Awards and successful completion of teaching grants;
- (4) End-of-course (EOC) student evaluations (formerly known as SAIS). These have a place in teaching evaluation and within the dossier, but exactly how they are interpreted and used needs to be firmly established, preferably by the Provost;
  - a. Courses with low enrollments are not effectively evaluated by the SAIS instruments;
  - b. EPP needs to develop an additional instrument that can be collected at the departmental level and discussed with mentor committees and Department Head after enrolled students have graduated IF low numbers will allow the instructor to identify students. We defer to the Student Learning Outcomes Committee for constructing and implementing this metric.
- (5) Exit interviews between matriculating students and the Department Head. These interactions can be informative about quality of instruction. The Department Head should provide oral or written feedback to the mentor committee of the instructor, if applicable.

Before the end of the first year of employment, the mentor committee, the mentee and Department Head should meet and discuss the proposed “research/teaching expectations document” and make negotiated modifications if necessary. After agreement, this document now becomes the expectations document for the mentee. (NOTE: This document/agreement is only open to re-evaluation upon special circumstances and after agreement of all parties. This document is subject to periodic reevaluation and modifications of agreed-upon changes). The document should be made public to EPP faculty members above the rank of the mentee so that during annual retention considerations, these faculty members may express their thoughts on the expectation document. These comments and suggestions should be considered carefully and may be incorporated into the document with the agreement of the

Department Head, mentor committee, and mentee.

Annual evaluation should take place among the mentee, the mentor committee and the Department Head. The Department Head retains the responsibility to “formally grade” the mentee as per instrument(s) currently approved by the UT Board of Trustees and described in the UTK Faculty Handbook and Manual of Faculty Evaluation. The mentee may request a private meeting with the Department Head, which will be confidential. With the Department Head’s annual evaluation of the mentee, the expectations document should be attached as a codicil. The Department Head will be responsible for discussing and reviewing the expectations document with the appropriate Deans and their subordinates. At this time, the Deans may make suggestions for modification of the expectations document. The expectations document will then be returned and discussed with the mentee and mentor committee. When the Deans approve the expectation document, and the Chief Academic Officer (Chancellor) approves the review, then a reasonable assumption would be that the program is a satisfactory plan for progress toward promotion and tenure.

The mentor committee and the mentee will meet at least once per year (could be more often and does not include the annual evaluation) to discuss progress, changes in expectations, problems, concerns, etc.

The expectations document should be attached as a codicil to the Department Head’s report for annual retention considerations, three or four-year review and the dossier for tenure and promotion. It is the **DEPARTMENT HEAD’S RESPONSIBILITY** to clearly indicate to all parties, including outside references, that the codicil represents the “metrics” or expectations document for promotion and tenure or promotion agreed to and developed by the candidate (mentee), the mentor committee, the Department Head, the faculty above the rank of the candidate, the research/teaching/extension Deans, and the Chief Academic Officer of UTIA. The evaluation entities should only consider the “expectations document” when assessing the candidate’s record for promotion and tenure.

### **Program outline for tenured, or tenure-track Associate Professor and non-tenure-track Associate Professor**

Many of the ideas contained in the section “tenure-track and non-tenure-track Assistant Professors” can be applied to mentoring tenured or tenure-track Associate and non-tenure-track Associate Professors for promotion to tenured Professor or non-tenure-track Professor. Obviously, the “metrics and expectations” may be very different, but the same partnership can be applied.

- The same criteria should be applied to appointing a mentor committee except that members of the committee should all be tenured Professors. The mentee may retain the original members of the committee providing that the members are tenured Professors or the mentee may select other individuals to serve on the committee with the agreement of the Department Head.
- The same process of formulating the expectations document for tenure-track or non-tenure-track Assistant Professors will be followed for tenured, tenure-track or non-tenure-track Associate Professors.

- For teaching appointments, tenure-track Associate Professors should not teach in excess of their appointment; and must have at least one peer-reviewed evaluation of their teaching every five years prior to submission of documentation for promotion. Non-tenure track Associate Professors should teach only rarely, ideally with appropriate compensation.
- Annual evaluations will be the same as described under the section, tenure-track or non-tenure-track Assistant Professor.
- The Expectation document developed will be attached as a codicil to annual reports and considered an integral part of evaluation documents.
- It is the **Department Head's Responsibility** to communicate the Expectations document as the “metrics for evaluation and promotion” to the Deans and their subordinates, external referees, the UTIA tenure and promotion committee, and the Chief Academic Officer of UTIA.

**Program outline for tenured or tenure-track Professor, and non-tenure-track Professors**

- Tenured Professors may choose to have a mentor committee composed only of Professors or they may choose not to have a mentor committee. The committee feels that an expectations document for Professors can be developed directly with the Department Head and Deans.
- Tenure-track Professors and non-tenure-track Professors should have a mentor committee composed only of tenured Professors as the tenure-track Professors and non-tenure-track Professors will be subject to annual reviews for retention and promotion.
- The same guidelines for developing an expectations document, annual evaluation, and promotion/retention as described under Program outline for tenured, or tenure-track Associate Professor and non-tenure-track Associate Professor should be followed.
- Professors must have **at least** one peer-reviewed evaluation of their teaching every seven years.

## **Appendix 2: EXTENSION EXPECTATIONS AD HOC COMMITTEE REPORT**

**Revised and accepted 23 August 2017**

**Alan Windham**

**Scott Stewart**

### **EPP – Partnership for Progress and Promotion (PPP)**

#### **Preamble**

The purpose of this document is to provide clear understanding of the process, expectations, and criteria of promotion and tenure for Extension faculty. Both tenure-track and non-tenure track Extension faculty are expected to follow expectations described as in The University of Tennessee (Knoxville) Faculty Handbook. Application of these expectations shall be weighted in terms of the individual's assignment. Mentoring of Assistant and Associate Professors is an important process to ensure they are receiving clear guidance and feedback on their progress towards promotion and/or tenure. However, it is ultimately the Department Head's responsibility to communicate with Assistant or Associate Professors the expectations and metrics needed for advancement. This responsibility also includes communicating these expectations to the Deans and their subordinates, external referees, the UTIA tenure and promotion committee, and the Chief Academic Officer of UTIA.

#### **Criteria of Achievement for Faculty with Tenure-Track Extension Appointments**

##### **A. Assistant Professor**

In order to qualify for appointment as an Assistant Professor with an Extension appointment, a candidate shall hold the terminal degree appropriate to the field of assignment. Further, a candidate shall possess the essential instructional and organizational skills prerequisite to successful development and administration of an Extension educational program and show evidence of potential for future professional growth.

##### **B. Associate Professor**

In addition to meeting the criteria for Assistant Professor, appointment or promotion to the rank of Associate Professor shall be based on:

1. Evidence of professional advancement on a state and regional basis as indicated by factors such as:
  - a) Requests to serve as consultant, advisor, or expert participant;

- b) Garnering of extramural support; and
  - c) Recognition for outstanding service in the field of assignment.
2. Demonstration of substantial instructional and organizational skills in the field of assignment as evidenced by achievements such as:
    - a) Development of training or extension education programs;
    - b) Preparation and publication of public information materials;
    - c) Publication of useful and creative articles in appropriate professional journals;
    - d) Generation and dissemination of new knowledge and data through activities such as evaluating and interpreting research and through conducting demonstrations, surveys, social media and other field activities
  3. Demonstration of significant contributions of service to the University, the Department, and their discipline such as:
    - a) Participation, including some leadership roles, on EPP and/or UTIA committees;
    - b) Leadership roles in professional societies or working groups; and
    - c) Mentoring of other professionals, youth, and/or students.
- C. Professor

Appointment or promotion of an individual to the rank of Professor is based, in addition to meeting criteria for the rank of Associate Extension Professor, on continued broad professional growth and distinguished achievements by the individual in the particular field of assignment. The required level of performance is defined by:

1. Outstanding leadership and service to the profession as evidenced by regional and national recognition, and to the University;
2. Innovative and effective approaches to the problems in the individual's field;
3. Regional and/or national recognition in extension education and in planning and developing programs; and
4. Substantial achievement in the field of assignment as measured by modes of publication suitable to the individual's appointment and development and application of new knowledge relevant to the individual's field.

### **Criteria of Achievement for Faculty with Non-Tenure Track Extension Appointments**

The criteria above can also be used to set expectations and metrics to evaluate the progress of non-tenure track faculty, although the breadth of expectations may be more limited or focused than for tenure-track positions. Mentoring should follow a similar process as that described below. However, the UTIA Tenure and Promotion Committee does not review dossiers of non-tenure track faculty members at this time. This responsibility is currently the purview of the tenured departmental faculty.

### **Mentoring of Assistant Professors**

The current system of evaluation of tenure-track Assistant Professors includes evaluation by the Department Head and tenured faculty, with retention votes each year. Additionally, the UTIA Promotion and Tenure Committee reviews dossiers of tenure-track Assistant Professors in either the third or fourth year of employment and offers advice on progress and remedies for perceived deficiencies. Associate Professors may also request the UTIA Promotion and Tenure Committee for an evaluation of their progress towards the rank of Professor. EPP currently has in place a mentoring system for tenure-track Extension Assistant Professors in which a committee of senior faculty annually reviews the progress of the mentee and makes written recommendations via the chair of the committee to the mentee and Department Head. The EPP Mentoring Committee for Assistant Professors is selected by the Department Head within a few months after the start of a new faculty member. It should consist of three faculty members at the rank of Associate Professor or above and include at least one member at the rank of Professor. The chair of this committee will generally have an appointment similar to the mentee (i.e., majority Extension).

### **Mentoring of Associate Professors**

The mentoring process should continue after successful promotion of the mentee to Associate Professor. A new committee may be assigned by the Department Head, or by request of the mentee, as needed and so that all members hold the rank of Professor.