

# 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 assist stakeholders of Tennessee and the world in understanding and managing plant diseases and beneficial plant-associated microorganisms, bioactive phytochemicals, beneficial and pestiferous insects, and other arthropods in an environmentally and economically sustainable manner and in appreciating the role of arthropods and plant pathogens in nature. 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.

## 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 [UT Faculty Handbook](#), the [Manual for Faculty Evaluation](#), and [Bylaws of the Faculty of the College of Agricultural Sciences and Natural Resources \(CASNR\), Tennessee Agricultural Experiment Station \(TAES\) and UT Extension](#). If these bylaws conflict with University policies, University policies will prevail.

## 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 or teaching faculty members who hold appointments in EPP and CASNR, TAES, or UT Extension and are subject to policies outlined in the [UT Faculty Handbook](#). Unless otherwise noted, the term ‘regular faculty’ will refer to voting members of the faculty as defined in section 1.

### **Section 2. 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 [UT Faculty Handbook](#). Honorary faculty members serve in an advisory capacity and do not have a formal vote on 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, the TAES, and UT Extension. The head is required to uphold policies and procedures of the Board of Trustees, UT, and UTIA.

The head serves as the primary link between EPP and UTIA administration and is responsible for administration of the teaching, research, Extension, and service agendas. These responsibilities include 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 students with a minor in entomology and plant pathology, M.S. students in EPP, and EPP Ph.D. candidates in the Plants, Soils, and Insects doctoral program; 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 [UT 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 [UT Faculty Handbook](#) (Chapter 1, Section 1.4.4). Briefly, the head is appointed to a five-year term, serving at the will of the Vice President for Agriculture, and can be reappointed by the Vice President for Agriculture. 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 Vice President for Agriculture or his or her designee and this communication will be followed by a meeting of the Vice President for Agriculture with all departmental regular faculty members. The Vice President for Agriculture will communicate a decision to the departmental faculty

about the search with allowance for response and discussion, particularly where the decision of the Vice President for Agriculture disagrees with expectations of departmental members. However, the Vice President for Agriculture 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 Vice President for Agriculture 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 Vice President for Agriculture 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. In accordance with UT's requirements for upper-level searches, committee members must include a representative of black or African-American faculty. 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 Vice President for Agriculture 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 Vice President for Agriculture. If the Vice President for Agriculture'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. Evaluation of Department Head by the Faculty**

As outlined in the [UT Faculty Handbook](#) (Chapter 1, Section 1.4.5) EPP faculty members will provide annual objective and systematic evaluation of the head to the dean(s) of CASNR, TAES, 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 [UT Faculty Handbook](#) (Chapter 1, Section 1.4.6), department heads may be reappointed by the dean(s) (CASNR, TAES, 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 Vice President for Agriculture 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.

### **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 [UT 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 [UT 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 [UT Faculty Handbook](#) (Chapter 3, Section 3.2). Criteria and procedures for appointment of emerita or emeritus faculty are provided in the [UT 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 [UT 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.”

#### **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 [UT 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. At the end of discussion, a formal 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. E-mail votes will be sent to all appointed members (Administrative Supervisor, Graduate Student Coordinator, and Extension Coordinator) of the Internal Advisory Committee (IAC; see Article IX, Section 8)). The appointed members of the IAC will count, validate, record the formal vote, and draft a written summary of the deliberation of the tenured faculty. The written summary will be kept on files. The quorum requirements for formal votes on retention are outlined in Article IX, Section 4 of these bylaws. After completing its review, the tenured faculty will take a formal retention vote by secret ballot. 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, and 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 the ratings for tenured faculty members from “exceeds expectation” to “unsatisfactory.” 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 Vice President for Agriculture. After review of all retention recommendations, the Vice President for Agriculture will make the final decision on retention. Procedures following positive or negative retention votes are described in the [UT Faculty Handbook](#) (Chapter 3, Section 3.11.3.4).

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

Criteria for eligibility for tenure are outlined in the [UT Faculty Handbook](#) (Chapter 3, Section 3.11). 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 Vice President for Agriculture, 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 Vice President for Agriculture 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 Vice President for Agriculture, the President (or designee), and the General Counsel (or designee). The Vice President for Agriculture 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 accepts a part-time faculty position, the faculty member accepts an administrative position, or the faculty member is granted a leave of absence under the [UT Knoxville Family Care Policy](#).

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 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. E-mail votes will be sent to all appointed members (Administrative Supervisor, Graduate Student Coordinator, and Extension Coordinator) of the IAC. The appointed members of the IAC will count, validate, record the formal vote, and draft a written summary of the deliberation of the tenured faculty. The written summary is required for a vote on tenure by the [UT Faculty Handbook](#) (Chapter 3, Section 3.11.5) and will be kept on file in accordance with university policies. The quorum requirements for formal votes on tenure are outlined in Article IX, Section 4 of these bylaws.

As described in the [UT 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 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 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 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 Vice President for Agriculture.

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 will have space for written comments on strengths and weaknesses along with space for recording the vote. 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. The appointed members of the IAC will count, validate, and record the formal vote and report the vote to the tenured faculty and the department 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 Vice President for Agriculture. The Vice President for Agriculture 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\*](#).

## **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 [UT Faculty Handbook](#) (Chapter 3, Section 3.11.7).

### **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 [UT Faculty Handbook](#) (Chapter 5). Recommendations for salary adjustments are reviewed and approved, altered, or rejected by the appropriate dean(s) and the Vice President for Agriculture. 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 [UT 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 which 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 [<http://www.utk.edu/classifieds/conflict/>], 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 which 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 found 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 [UT Faculty Handbook](#) (Chapter 5). Informal grievances may also be addressed through the ombudspersons and [The University of Tennessee Institute of Agriculture Advisory Council](#)

## **ARTICLE V – APPOINTMENT, RESPONSIBILITIES, EVALUATION, 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 and the [UT Faculty Handbook](#). The tenured and tenure-track faculty will evaluate the credentials of applicants for non-tenure-track appointments and vote on the appointment.

As outlined in the [UT Faculty Handbook](#), applicants will be notified of their appointments by letter from the Vice President for Agriculture. 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.

In order for the appointee to perform assigned duties in a professional manner, 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 teaching faculty and non-tenure-track research faculty are clearly defined in the [UT Faculty Handbook](#). Any additional responsibilities will be included in the official appointment letter.

### **Section 3. Evaluation**

The performance of all non-tenure-track faculty members will be evaluated annually, with a written record of the 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. Appeals**

Non-tenure-track faculty may exercise the appeal procedures outlined in Chapter 5 of the [UT Faculty Handbook](#), except those applicable to the termination of tenured or tenure-track faculty appointments.

### **ARTICLE VI – APPOINTMENT, RESPONSIBILITIES, PRIVILEGES, RE-APPOINTMENT, 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 or 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 [UT Faculty Handbook](#), the Vice President for Agriculture 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 [UT 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 10 years of professional experience.
- B. Adjunct Associate Professor - Ph.D. and at least five 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 [\*UT 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 Vice President for Agriculture.

### **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 [UT 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 Vice President for Agriculture. 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 [UT 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 [UT 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 clerical 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 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 and 2) but who direct his or her 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.

Proxy voting will not be allowed on any issue. Written secret ballots on matters of promotion or tenure or other matters at the discretion of the head will be allowed from faculty members unable to attend a meeting as long as the ballots are received by the head prior to the beginning of the meeting.

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.

### **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 24 hours 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 faculty meeting will be delivered electronically to all members of the department. Minutes of

past meetings 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**

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 the Internal Advisory Committee, departmental faculty, the committee chairs, and 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. Committee membership will have representatives from both disciplines (entomology and plant pathology) unless it is obvious that one discipline is unnecessary, and personnel from Jackson and (or) Nashville as appropriate. 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 is maintained on the EPP server. 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, and students.
- (2) Submit award nominations for faculty, staff, and students.
- (3) Solicit nominations from EPP faculty, staff, and students, hold elections, and tally votes received from department members for the EPP Pless Awards.

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 one-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 four (4) regular faculty members, including two (2) entomologists and two (2) plant pathologists, 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. CASNR, TAES, UT Extension Bylaws Committee**

- 9.3.1. Purpose, Membership, and Procedures. The purpose, membership, and procedures are described in the [Bylaws of the Faculty of CASNR, TAES, and UT Extension](#).
- 9.3.2. Election of Departmental Representative. The EPP representative will be elected from tenured faculty members of the department and will serve a three-year term. Those eligible to vote include all tenured and tenure-track faculty, and non-tenure-track research or teaching faculty members who hold appointments in EPP and CASNR, TAES, or UT Extension and are subject to policies outlined in the [UT Faculty Handbook](#).

## **Section 4. CASNR, TAES, UT Extension Promotion and Tenure Committee**

- 9.4.1. Purpose, Membership, and Procedures. The purpose, membership, and procedures are described in the [Bylaws of the Faculty of CASNR, TAES, and UT Extension](#).
- 9.4.2. Election of Departmental Representative. Two representatives from EPP will be elected from tenured faculty members of the department. One representative will have an appointment that includes research and teaching; the other representative will have an appointment that includes extension. The representative with the most votes will be put forth first to serve on the committee. In the event that the dean(s) need to balance the committee as described in the [Bylaws of the Faculty of CASNR, TAES, and UT Extension](#), the second representative will be put forward. The representative approved by the dean(s) will serve a three-year term. Those eligible to vote include all tenured and tenure-track faculty, and non-tenure-track research or teaching faculty members who hold appointments in EPP and CASNR, TAES, or UT Extension and are subject to policies outlined in the [UT Faculty Handbook](#).

## **Section 5. Commencement Committee**

- 9.5.1. Purpose. To attend general commencement and college commencement exercises or find a replacement to attend if he or she is not available.
- 9.5.2. Membership. Committee membership will consist of two (2) members of the regular faculty. The member will serve for a one-year renewable term.
- 9.5.3. Chair. Department Head.
- 9.5.4. Procedures. No meetings are held, however the department head or his/her designee will confirm that the committee member is able to attend commencement activities, or have designated replacements, to ensure that EPP is represented.

## **Section 6. Computer Committee (Standing committee)**

- 9.6.1. Purpose.
  - (1) Solve departmental computer-related problems as identified by the department head and (or) the Internal Advisory Committee.
  - (2) Encourage departmental members to update their information on the EPP website annually.
- 9.6.2. Membership. Members of this standing committee are appointed by the department head and include faculty and staff. The number of members will be determined by the department head.
- 9.6.3. Chair. Responsibilities of the chair rotate annually among the committee members.
- 9.6.4. Procedures. The committee does not have scheduled meetings, but will meet on an as-needed basis.

## **Section 7. External Advisory Board**

- 9.7.1. Purpose.
  - (1) Provide the faculty and department head with advice and counsel concerning the direction of programs in the department that are reviewed during the annual retreat.
  - (2) Provide information about changes in the direction of agricultural sciences and other issues relating to the mission of the department.
  - (3) Assist with increasing communication among stakeholders and The University of Tennessee.
  - (4) Serve as advisors to the department head and the faculty on the perspectives that the groups he or she represent have on the department and the university.
- 9.7.2. Membership. Board membership will consist of nine (9) elected members and two (2) departmental alumni. The elected members will normally serve four-year terms. A vote of the faculty will determine the membership with two members elected from: academic institutions, government service, agricultural community, and industry. One (1) “At-Large” representative will be elected on the basis of his or her proven ability to cross the lines among the interest groups represented. The alumni members will be selected by CASNR from a list suggested by EPP and will serve two-year terms.
- 9.7.3. Chair. The EPP department head will serve as chair of the External Advisory Board.
- 9.7.4. Procedures. The committee will meet with the department on a scheduled basis to review departmental programs.

## **Section 8. Graduate Student Admissions Committee**

- 9.8.1. Purpose. The Graduate Directors evaluate applications to the EPP master's program and applications to the PSI program in which the student would be enrolled in EPP.
- 9.8.2. Membership. This committee is comprised of two full professors (Graduate Directors) – one representing the entomology faculty, one representing the plant pathology faculty. The two members are appointed by the department head and serve 5-year renewable terms. The department head serves as an ex officio member without voting rights except in certain cases described below.
- 9.8.3. Chair. The Graduate Directors shall decide between themselves who serves the role of chair for reporting purposes and record maintenance.
- 9.8.4. Procedures.
- (1) The Directors shall evaluate applicants and accept or reject them on the basis of previous transcripts; GRE scores; TOEFL, TOIEC, 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 vote of the directors. In the case of a split decision, the department head will make the final decision.
  - (2) Graduate Directors shall review the progress of enrolled graduate students annually and report problems to the department head and the student's graduate committee. In addition, they will prepare an annual report on the state of the departmental graduate program for presentation at a faculty meeting or distribution via other means.
  - (3) The Graduate Directors shall develop and maintain a best practices plan for student-faculty-graduate committee interactions.
  - (4) 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.

## **Section 9. Human Subjects Committee (Standing committee)**

- 9.9.1. Purpose. Review departmental research involving human subjects.
- 9.9.2. Membership. The department head appoints one member of the department to this committee. The member works with the Institutional Review Board at The University of Tennessee as the first level of evaluation of research involving human subjects.
- 9.9.3. Chair. The committee has no chair.
- 9.9.4. Procedures. The committee member follows procedures as set forth by the Institutional Review Board.

## **Section 10. Internal Advisory Committee**

- 9.10.1. Purpose.
- (1) Serve as a focus of departmental concerns and offer the department head advice on any matters of concern.
  - (2) Take the leading role in strategic planning, faculty retreats, and policy matters.
  - (3) Evaluate applications from faculty and students for use of departmental funds for professional development activities.

- 9.10.2. Membership. The committee has both appointed and elected members. Appointed members include the Graduate Coordinator, Administrative Supervisor, and another faculty member, initially the Extension Coordinator, selected by the department head. Three (3) faculty members will be elected by ballot, each for a three-year term. No more than two elected members may be from any one of the three stations (Jackson, Nashville, and Knoxville), where EPP faculty are based. After an election, in the event that one of the stations is not represented, the faculty of that station will conduct a separate election among themselves to select a member of the committee. Therefore, the committee will have six (6) or seven (7) members depending on member distribution among the stations.
- 9.10.3. Chair. The department head will serve as chair.
- 9.10.4. Procedures. Meetings will be scheduled by the department head as needed to discuss matters of concern. The three (3) appointed members of the committee are responsible for conducting annual elections of new members. This includes soliciting nominations and receiving and recording votes. The appointed members are also responsible for counting, validating, and recording the formal faculty votes on retention, tenure, and promotion. The appointed members will also prepare the faculty review on retention, tenure, and promotion votes, and will report these votes to the tenured faculty and the department head.

## **Section 11. Seminar Committee**

- 9.11.1. Purpose.
- (1) Organize the seminar schedule for fall and spring semester to include graduate students, faculty members, and outside speakers.
  - (2) Arrange seminars during the summer semester as needed for graduating students to complete their seminar requirements.
  - (3) Preview all seminars given by students who have not yet given a seminar in EPP.
  - (4) The chair of the committee is responsible for issuing a grade for student seminar presenters at the end of the semester.
- 9.11.2. Membership. Three (3) faculty members, appointed by the department head (at least one from each discipline), will serve a three-year term. The department head will serve as an ex officio member of the committee.
- 9.11.3. Chair. The chair is elected annually by members of the committee.
- 9.11.4. Procedures. Specific procedures for this committee are updated frequently. Current procedures are available in the [EPP Graduate Student Handbook](#).

## **Section 12. Social Committee**

- 9.12.1. Purpose. The Social Committee is responsible for planning, organizing, and preparing social events for EPP.
- 9.12.2. Membership. Members of the committee are appointed by the department head and serve a two-year renewable term.
- 9.12.3. Chair. The chair is elected annually by members of the committee.
- 9.12.4. 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 a December holiday party.

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 13. Evaluation of Teaching Faculty**

- 9.13.1 Purpose. For retention/tenure/promotion decisions, tenure-track faculty with any teaching appointment must be evaluated periodically for their teaching effectiveness.
- 9.13.2 Membership. A panel of three tenured faculty members will be appointed by the department head to serve as the evaluation committee. Members of the panel will serve three years, except the head may reappoint any member or reconstitute the committee at his discretion. Members may be appointed to staggered terms at first to provide continuity to the committee's activities.
- 9.13.3 Chair. The senior member of the committee will serve as chair.
- 9.13.4 Procedures.
- (1) At the request of the department head, the committee will develop teaching evaluation plans for tenure-track faculty in line for retention. The committee 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, the instructor and committee shall agree on a date for an in-class visit by the evaluation committee.
  - (2) It is the duty of the committee to ascertain that comments by students or other parties are unbiased and reflect the genuine perceptions of the commentator.
- 9.13.5 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 also will be provided to the faculty member as part of his/her annual evaluation.

### **Section 14. Ad hoc Committees**

- 9.14.1. 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.
- 9.14.2. Membership. Ad hoc committees will be appointed by the department head, usually with the advice of the Internal Advisory Committee. 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.
- 9.14.3. Chair. The chair of the committee will be appointed by the department head.
- 9.14.4. 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.

## **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, and on an as needed basis in the summer.

## **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 Vice President for Agriculture 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 Vice President for Agriculture, and the Faculty Senate Faculty Affairs Committee prior to their effective date.

### **Section 2. Effective Date**

These bylaws will become effective when approved by the Vice President for Agriculture and

the Faculty Senate Faculty Affairs Committee.

Revised 04-2008