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Unanimously approved March 2, 2020

The mission of the Food Science and Human Nutrition (FSHN) Department at the University of Florida is to empower students, faculty and staff to become lifelong learners by providing a comprehensive education in human nutrition, dietetics and food sciences, inspiring scholarship and professional excellence, engaging in a collaborative, diverse atmosphere of respect and creating leaders who seize opportunities to serve their global community.



Bylaws
of the
Food Science and Human Nutrition
Department

PREAMBLE

In concurrence with the University of Florida Board of Trustees on December 5, 2003, the following definition and purpose of Shared Governance...

“Shared Governance” is the participation of administrators, faculty, staff and students in the decision- and policy-making process. The purpose of shared governance is to provide avenues to University improvement and productivity through the creation of a partnership based on mutual respect and collaboration. Such shared responsibility entails working toward mutual goals established by a fully enfranchised University community and therefore collaborative participation in: a) the identification of University priorities, b) the development of policy, c) defining the University’s responsibility for ethical leadership, d) enhanced community partnerships, and e) the governance of the university as a whole...”
(From IFAS Constitution, August 15th, 2008)

...will be implemented by the Food Science & Human Nutrition Department, which will abide by the following bylaws in its governance.

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Article I – Adoption and Effective Date

Adoption of the FSHN bylaws shall require a two-thirds majority of the total number of eligible FSHN Faculty, as defined herein.

These bylaws shall become effective upon approval by the FSHN Faculty and acceptance by Senior Vice President of Agriculture & Natural Resources.

These bylaws contain several hyperlinks to shared governance documents and other web pages. For the purposes of this document, updating URLs does not rise to the level amendment of the bylaws and thus does not require a faculty vote.

Article II – Governance of the Food Science & Human Nutrition Department

The Food Science & Human Nutrition Department (FSHN) shall follow the rules and procedures as outlined in its bylaws (this document). These Bylaws are superseded by the Constitution of the University of Florida's Institute of Food and Agricultural Sciences (IFAS) and the policies and procedures of the University of Florida.

Governance of the Food Science & Human Nutrition Department shall be shared by the Chairperson of the Department and the Faculty.

In accordance with the IFAS Constitution, "Department Chairs, School Directors, REC Directors and Extension District Directors are the chief academic and administrative officers of their respective academic units, and shall, at the same time, hold academic rank in an IFAS department or school. Department Chairs, School Directors and REC Directors are appointed by the Senior Vice President and serve at the pleasure of the Senior Vice President in consultation with the Deans and unit faculty."

Article III – Searches and Appointments

All searches and appointments will abide by Article V of the University of Florida's IFAS constitution.

Article IV – Tenure and Promotion

All tenure and promotion submissions will abide by Article IV of the IFAS constitution, Article V of UF Regulations (6C1-7.019 Tenure and Promotion) and the Collective Bargaining Agreement, Tenure, & Permanent Status (Article 19).

Article V – The Faculty

Faculty Membership

The faculty of the Department of Food Science & Human Nutrition shall consist of individuals in tenured, tenure accruing, and non-tenure accruing faculty positions, such as the various ranks of Eminent Scholar, Graduate Research Professor, Distinguished Service Professor, Distinguished Professor, Professor, Associate Professor, or Assistant Professor, Research Scientist, Associate Research Scientist, or Assistant Research Scientist, Scholar, Associate Scholar, or Assistant Scholar, Extension Scientist, Associate Extension Scientist, or Assistant Extension Scientist, Master Lecturer, Senior Lecturer, or any of the above titles modified only by teaching, research, or extension.

Faculty appointments of fully retired faculty members are negotiated with the FSHN Chair on an individual basis, subject to approval by a 2/3 majority vote of eligible faculty.

Faculty Rights

Faculty have all of the rights and privileges granted to them by University of Florida Constitution and the IFAS Constitution, including:

The right to know the expectations of their job assignment and how they will be evaluated

The right to assemble without limitations to discuss issues of concern

The right to open academic discourse without fear of retribution.

Faculty Responsibilities

Faculty have all of the responsibilities expected of them by the University of Florida Constitution and the IFAS Constitution, including:

Carrying out the service missions of IFAS and reporting annually on their progress toward meeting their goals to the department chair or director

Designing and implementing the curricula of the college, schools, departments, programs, and other units within the IFAS

Contributing to the governance of the IFAS, the schools, the departments, and other units within the College

Serving on Faculty Senate, IFAS, and other University committees

Following IFAS and unit procedures and providing requested accountability documents in a timely manner”

“Faculty members must fulfill their responsibilities to society, their professions and professional societies, and the University by manifesting professional and scholarly competence.”

Faculty Voting Eligibility

Only faculty that are defined by their title as tenured or tenure-track or are state- funded lecturers, senior lecturers, or master lecturers are considered eligible voting faculty.

Faculty Grievance Procedures

The Department will follow the grievance procedures specified by the Regulations of the University of Florida 6C1-7.041, Methods for Review and Resolution of Faculty Grievances, and by Faculty Senate Bylaw 7, Procedures of the Faculty Senate Committee on Academic Freedom, Tenure, Professional Relations and Standards.

Article VI - Department Chair Responsibilities

Appointed by the Senior VP for Agriculture & Natural Resources, the Chair serves as chief executive and administrative officer of the Department.

In addition to setting financial planning & policy, performing faculty and departmental staff evaluations, day-to-day supervision of departmental operations, the Chair is expected to sustain a curriculum of teaching, research, and extension as a faculty function as time allows.

The Chair is responsible to the:

Senior Vice President for the administration and operations and to the Research, Teaching, and Extension Deans for programmatic issues. Additionally, the Chair is expected to operate with faculty input.

On an annual basis, the Chair will convene a meeting of the department faculty to discuss the successes and shortcomings of the last academic year and set goals of the unit for the next and future years. Items for discussion shall include, but not be limited to:

Operating budget of the unit

Income and expenses

A summary of the permanent endowments within the University of Florida Foundation and SHARE report regarding the receipt of grants and research contracts, in accordance with the IFAS Constitution, Section 3(A).

Article VII – Governance Committees

FSHN faculty participate directly in the governance of the department primarily through service on governance committees. Each governance committee consists of a governance committee chair and at least one other faculty or staff member.

As of February 2020, governance committees within the Food Science & Human Nutrition Department are the:

Internal Advisory Committee

Provides informal, ad hoc guidance to the Chair on a wide-ranging number of department related issues, including administrative and operation issues.

Graduate Committee

Responsible for policies and procedures related to graduate students and graduate studies; recommends to department chair assistantships and scholarships; reviews and revises graduate courses before submission to the College of Agriculture & Life Sciences (CALs) curriculum committee.

Undergraduate Committee

Responsible for policies and a procedure related to undergraduate students and undergraduate studies; recommends enhancements and improvements to the undergraduate curriculum; reviews and revises undergraduate courses before submission to CALs curriculum committee; evaluation of learning compacts and recommends to department chair the awardees of departmental scholarships.

Extension Committee

Administers the extension program in FSHN; promotes Extension programs internally within FSHN and IFAS and externally to clientele; provide general support in meeting reporting requirements; preparing reports as needed; reports regularly in department faculty meetings; requests updates to extension portion of web page.

Administrative and Operations Committee

- An ad hoc committee that is called to meet as needed to discuss administrative and operation issues.

Safety Committee

An ad hoc committee that is called to address issues regarding safety.

Social Committee

An ad hoc committee that is called as needed to identify and plan social activities.

Awards Committee

An ad hoc committee that is called as needed to provide assistance in nominating and preparing supporting documentation for faculty, staff and student awards. The Awards Committee will interact with the Associate Dean of Research each semester.

Mentoring Committees

The Department Chair will select a mentor or mentors for any untenured or newly appointed non-tenure accruing faculty member in consultation with the faculty member. At the end of the new faculty member's first year, the new faculty member and the Department Chair should discuss the relationship with the mentor(s) and whether a new mentor or mentors might be more appropriate. Where appropriate, the Department Chair should give strong consideration to the preference of the new faculty member. This assessment should be provided orally to the new faculty member, and he/she should be given opportunity to respond and for the assessment to be modified as a result of this meeting if appropriate. The Department Chair and the mentor (or mentoring committee) should also meet to discuss the progress of the new faculty member on an annual basis.

Peer Observation for Teaching Assessment Committees

FSHN Department policies for faculty peer observation follow CALS guidelines [CALS Council on Teaching Enhancement and Innovation (7-15-15)] and require at least one peer observation prior to the third-year review and a second observation prior to tenure and promotion to associate professor. In addition, at least one peer observation should be completed before submitting the dossier for promotion to professor. Peer observation committees should include 3 faculty members selected in conjunction with the Department Chair, with one faculty member in IFAS but external to the FSHN Department. It is recommended that all courses should be assessed twice before the three-year review. And twice before tenure and/or promotion; an assessment completed within 7 years; for non-tenure every 5 years.

Article VIII – Meeting Rules of Order

Conduct of motions at faculty and committee meetings shall follow Robert's Rules of Order (Revised), except as modified by a 2/3 majority vote of eligible faculty members.

Article IX – Faculty Meetings

The faculty meeting is the primary means of fostering communication and decision making among all faculty within the Department. Faculty meetings will be held four times a semester.

Minutes will be recorded and distributed via email within one week of the faculty meeting.

Faculty have the right to place items on the agenda for discussion by contacting the Department Chair.

Department faculty serving on the UF Senate, members of the IFAS Faculty Assembly, or other governing organizations within the University, should email short summaries to the department chair before each faculty meeting so that critical items currently before their respective governing bodies can be added to the agenda.

The faculty meeting is considered a venue for open discussion of policy issues, changes in curriculum, new positions, and other issues relevant to the short- and long-term goals of FSHN.

Any faculty, staff, or student may speak on any issue before the faculty.
Voting on most matters shall be restricted to eligible departmental faculty.
Two-thirds of eligible faculty members represent a quorum.
A quorum of eligible members must be present for a vote to stand.

The department chair will present a scope of work performed in the department and reports of achievements at an annual "State of the Department" presentation to be held within the first three months of the fiscal year.

Standing governance committee chairs will present the annual report of their committee's actions during the year, on a quarterly basis.

Article X – Adoption, Amendment, or Rescission of Bylaws

Adoption of Bylaws

Adoption of these bylaws will establish the rules by which the Food Science & Human Nutrition Department will be governed.

Proposed Amendments to Bylaws

Proposals for amendments to these bylaws may be made to the department chair by any member of the department, whether or not they are eligible to vote.

Ratification of Amendments

The bylaws may be amended by a two-thirds affirmative vote by eligible faculty present and voting at monthly faculty meetings provided such amendments are consistent with the constitutions of UF and IFAS.

Notification of changes to the bylaws must be sent to all eligible faculty via email at least 10 working days prior to the meeting at which they are to be considered.