

# UT Department of Family and Consumer Sciences Bylaws PREAMBLE

0.1.<sup>1</sup> The mission of the Department of Family and Consumer Sciences (FCS) is to strengthen and improve quality of life for individuals, families, and communities through the application of research and evidence-based knowledge. The FCS Department employs a holistic approach through interdisciplinary efforts comprised of the subject matter areas of Community Health, Consumer Economics, Human Development, Nutrition and Food Safety.

## ARTICLE I: PURPOSE

1.1. The purpose of the bylaws of the FCS Department is to promote the orderly conduct of business. 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, and the *Bylaws of the Faculty of the Herbert College of Agriculture, UTAgResearch, and UT Extension*. If these bylaws conflict with University policies, University policies will prevail.

## ARTICLE II: MEMBERSHIP

### ***Section 1 FCS Department Members***

2.1. All faculty members, honorary faculty members, exempt, and non-exempt employees are considered members of the FCS Department.

### ***Section 2 FCS Faculty Members***

2.2. For the purpose of these bylaws, membership includes all tenured, tenure-track, and non-tenure-track Extension faculty (see [Chapters 3 and 4 of the UT Faculty Handbook](#) for definitions) in the FCS department. Unless otherwise noted, the term “regular faculty” will refer to voting faculty members as defined in Section 2.3. This definition applies to all mentions of “Faculty” in these bylaws, unless otherwise stated.

### ***Section 3 Voting Members***

2.3. The voting faculty includes all tenured, tenure-track and non-tenure-track Extension faculty members whose appointment in the FCS Department is at least 75% time annually. Voting rights may be granted for particular business to other non-voting faculty

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<sup>1</sup> Paragraph numbering: In the numbering sequence, the first number signifies the Article, the second number signifies the Section, the third number is the paragraph, and the fourth number is the subparagraph.

within the FCS Department with two-thirds (2/3) affirmative vote of the entire body (not quorum) of previously defined voting members.

### **Section 4 Honorary Faculty Members**

2.4. Honorary faculty members include those persons designated as Visiting Professors, Professors Emerita, Adjunct Faculty and Faculty on temporary- or part-time appointments in FCS and are subject to policies outlined in the [UT Faculty Handbook \(Chapters 3 and 4\)](#). Emeritus Faculty can be selected in accordance with procedure outlined in *Bylaws of the Faculty of the Herbert College of Agriculture, UTAgriculture, and UT Extension*. Honorary faculty members serve in an advisory capacity and do not have a formal vote on departmental matters.

## **ARTICLE III: GOVERNANCE AND FUNCTION**

### **Section 1 Department Head / Assistant or Associate Dean**

3.1. The department is administered by the department head with advisory inputs from faculty and departmental committees. The department head is answerable directly to the Dean of UT Extension. The department head serves as the primary link between the department and the administration.

#### 3.1.1. Responsibilities

The head is a member of the faculty and is the executive officer of the Department of Family and Consumer Sciences. The head is responsible to the Dean of UT Extension. The head is required to uphold policies and procedures of the Board of Trustees, UT and UTIA. The department head conducts regular faculty meetings and facilitates the work of departmental faculty committees as outlined in the bylaws. It is the responsibility of the head to arrange for the continuous administration of the department when physically absent from the office or when unable to function. One or more tenured faculty members in FCS should be identified to have signatory authority to carry out ongoing responsibilities. Responsibilities include recruiting faculty and staff; working with faculty to plan, execute and review program direction and priorities; enhancing the visibility of the department by promoting the creative achievements and advocating departmental expertise for new and collaborative opportunities; organizing departmental administrative and support structure; management of FCS physical facilities and planning for space and equipment needs; resource enhancement; preparation, presentation and management of the FCS budget; authorization of all expenditures from the FCS budget; retaining, motivating and strengthening faculty and staff through active engagement, mentoring and professional development programs; representing the department within the University system and external constituencies; creating an environment that fosters diversity, collegiality, teamwork and the ability to work in multi-cultural and multi-disciplinary settings; assigning a tenured faculty mentor to each tenure-track faculty member; and planning annual performance review of faculty and staff. The department head will conduct a performance review and complete an evaluation for each tenured and tenure-

track faculty member in accordance with the [UT Faculty Handbook](#). Performance reviews and evaluations for non-faculty exempt and non-exempt FCS department members will be conducted annually by the department head or a designee.

The Department Head/ Assistant or Associate Dean serves as liaison between Human Resources and department faculty and staff. In this role, the Department Head/ Assistant or Associate Dean provides accountability oversight and guidance related to performance issues. The Department Head/ Assistant or Associate Dean (or designee) may provide coaching and support for first-line supervisors.

### 3.1.2. Selection

For internal and external searches for the Department Head/ Assistant or Associate Dean, the Dean of Extension will appoint a tenured faculty member as the chair of the search committee and select members to serve on the committee. The search committee may include representation from FCS tenure-track and non-tenure-track faculty members, FCS Agent(s), staff and (or) faculty members from outside FCS.

The search committee follows the institutional procedures for an upper-level search as published by the Office of Equity and Diversity. After interviews with all candidates have been conducted anonymous feedback will be collected.

The search committee provides a summary of each candidate's strengths and weaknesses and their acceptability. The chair of the search committee submits to the Dean of Extension the listed strengths and weaknesses of each candidate compiled by the search committee.

### 3.1.3. Evaluation

As outlined in the [UT Faculty Handbook](#) FCS faculty members will provide annual objective and systematic evaluation of the head to the dean of UT Extension. All FCS departmental faculty and staff will be given the opportunity to complete the department head survey, which is to be distributed by and returned to the UT Extension Dean. The dean 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.

### 3.1.4 Assistant Department Head

The Department Head may appoint an Assistant Department Head to assist with administrative and other matters.

## **Section 2 Strategic Plan**

3.2.1. The FCS 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 department head and the faculty members to achieve departmental objectives.

Working together, the department head and the faculty will re-evaluate the strategic plan periodically.

### ***Section 3 Departmental Budget***

3.3.1. Each year the faculty will work with the Department Head/Assistant or Associate Dean to identify budget priorities and share recommendations.

3.3.2. Financial accounts associated with a designated faculty member (i.e., fee-based, foundation, grant, etc.) will be monitored regularly by the departmental fiscal team. If funds are withdrawn, transferred, or deposited by the Department Head/Assistant or Associate Dean the designated faculty member will be informed prior to the transaction.

3.3.3. Ledgers for financial accounts associated with a designated faculty member (i.e., fee-based, foundation, grant, etc.) will be accessible to the faculty member.

### ***Section 4 Departmental Meetings***

#### 3.4.1. Definition

For the purpose of these bylaws, one type of regular departmental meeting will be defined. Departmental meetings will refer to meetings that include faculty, region program leaders, specialists, appropriate staff, and other invited participants. Others may be invited, as appropriate.

#### 3.4.2. Function

An effective departmental program requires that sufficient communications occur to keep faculty and staff attuned to program developments and requirements of The University of Tennessee, the Institute of Agriculture, and UT Extension. Departmental meetings are an important step in these communication processes and should be scheduled regularly.

#### 3.4.3. Participation

Participation in departmental meetings is at the discretion of the Department Head / Assistant or Associate Dean, with FCS faculty, specialists, and regional program leaders as the core constituency. The Department Head / Assistant or Associate Dean (or others as approved) may invite other faculty and non-faculty to specific meetings for discussions, planning, reporting, etc. on items of concern to departmental programs.

#### 3.4.4. Scheduling

Departmental meetings should be scheduled regularly, with a minimum of six (6) meetings per year. An agenda is prepared and distributed before the scheduled meeting with input solicited from the department. The Department Head / Assistant or Associate

Dean. presides at all meetings. If the department head cannot attend all or part of a meeting, they may appoint a faculty member to preside during their absence.

#### 3.4.5. Reporting

Minutes of the departmental meeting will be delivered electronically to all members of the department prior to the next meeting. Minutes of past meetings will be archived in a manner so that they are accessible to all departmental members.

### **Section 5 Faculty Meeting**

#### 3.5.1. Definition

Regularly occurring gatherings with tenured, tenure-track and non-tenure-track Extension faculty.

#### 3.5.2. Function

Faculty meetings will refer to meetings during which tenured, tenure-track and non-tenure-track Extension faculty gather to discuss and vote on departmental matters.

#### 3.5.3. Participation

Participation in FCS faculty meetings includes tenured, tenure-track and non-tenure-track FCS faculty, and may include the Department Head / Assistant or Associate Dean, and/or a specified administrative assistant or specialist.

#### 3.5.4. Scheduling

Faculty meetings should be scheduled regularly, with a minimum of four (4) meetings per year. An agenda is prepared and distributed before the scheduled meeting with input solicited from the faculty. Scheduling and agenda creation are initiated by the Department Head / Assistant or Associate Dean. The Department Head / Assistant or Associate Dean presides at all meetings. If the department head cannot attend all or part of a meeting, they may appoint a faculty member to preside during their absence.

#### 3.4.5. Procedural Format

The rules contained in the latest edition of *Robert's Rules of Order* will govern all faculty meetings in all cases in which they are applicable and not inconsistent with these bylaws. The head or designate may appoint a parliamentarian at their discretion.

#### 3.4.6. Quorum

A quorum will consist of one more than one-half of faculty members eligible to vote. Absentee ballots will be allowed for faculty personnel decisions to be arranged by the Department Head / Assistant or Associate Dean.

#### 3.4.7. Voting

All faculty, as defined in 2.3 are eligible to vote. Voting is normally by voice vote. However, any faculty member in attendance may ask for a show of hands or a blind, paper ballot.

#### 3.4.8. Reporting

Minutes of the faculty meeting will be documented by a specified administrative assistant/specialist and delivered electronically to all members of the faculty prior to the next meeting. Approved minutes of past meetings will be archived in a secure manner accessible to all faculty members.

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

### ***Section 1 Process for Appointment of New Faculty to Tenure-Track Positions***

4.1. The *UTK Faculty Handbook* serves as the general guide for the process of appointment, evaluation, promotion, tenure, and review for all tenure-track and tenured faculty (Chapter 3).

#### 4.1.1. Representation of Search Committee

When permission has been obtained to search for one or more tenure-track faculty positions, a faculty meeting of tenured, tenure-track and non-tenure-track Extension faculty will be held to advise the department head in the selection of a search committee. The search committee follows the process in the *UT Faculty Handbook* (Chapter 3.2.1).

### Section 2 Faculty Review and Evaluation

4.2. All tenure-track, tenured and non-tenure-track Extension faculty members will be reviewed annually in accordance with the *Manual for Faculty Evaluation* and the *UT Faculty Handbook* (Chapter 3, Section 3.8).

#### 4.2.1. Procedures

The department head will schedule a date for annual review with the faculty member. The faculty member is responsible for completing all required forms and submitting them via appropriate channels to the department head in advance of the scheduled meeting. The review process 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. A written response must be received by the department head within two weeks of the review

meeting and will be included in the evaluation packet forwarded to the dean. Both the narrative and the evaluation are forwarded to the Dean for Extension.

#### 4.2.2. Criteria

Faculty will be responsible for meeting expectations as outlined in the previous year's performance appraisal as described in the *UTIA Guidelines for Annual Performance Review*.

#### 4.2.3. Rewards

Faculty ratings will be consistent with definitions contained in the *UTIA Guidelines for Annual Performance Review*.

### Section 3 Annual Retention Review for all Tenure-track and non-Tenure-track Extension Faculty Members

4.3. All tenure-track and non-tenure-track Extension faculty members receive an annual retention review in addition to the annual evaluation.

#### 4.3.1. Procedures

The department head will establish a timeline and request from each tenure-track and non-tenure-track Extension faculty member a retention dossier in the same format as outlined in sections A, B, C, and D of Appendix B in the *Manual for Faculty Evaluation*. These sections contain:

- Educational and employment history
- Statement of Responsibilities
- Criteria statements as listed in the *Bylaws of the Faculty of College of Agricultural Sciences and Natural Resources, Tennessee Agricultural Experiment Station, and UT Extension*, Appendix B
- Research, scholarship, and creative achievement
- Institutional, disciplinary, and/or professional service

These materials will be made available to the department's tenured faculty at least two weeks prior to a called meeting of the tenured faculty. The faculty committee chair will report his/her assessment of the respective tenure-track person's professional activities. At the end of faculty discussion, a formal ballot vote will be taken by all tenured faculty. The chair of the committee will provide to the department head a written summary of the faculty discussion and the vote, which comprises the recommendation of the faculty to the head. When a tenure-track faculty member has not received a unanimous committee vote, the summary must include a discussion of the reasons for the divergent opinions. The department head will make an independent retention review, taking into consideration the input of the faculty in making a recommendation. After making an independent judgment, the department head will make a written recommendation to the Dean for Extension as to retention or non-retention. The narrative prepared by the tenured faculty and the faculty member and the retention vote will be included in the materials

submitted to the dean. Copies of all materials submitted to the dean will be provided to the faculty members. The dean will make an independent decision for retention or non-retention, taking into consideration all of the information provided and will forward his/her recommendation to the Vice President for Agriculture. The Vice President for Agriculture has 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 2 Tenure Review**

4.4. The department will follow the procedures for awarding tenure found in the *Manual for Faculty Evaluation* (Part III) and the *UT Faculty Handbook* (Chapter 3, Section 3.11.5). Tenure resides in the University of Tennessee Institute for Agriculture (UTIA).

### 4.4.1. Procedures

The Department head will appoint a committee of peers at the same rank or above as the candidate for tenure.

The tenure review procedures are similar to the annual retention review procedures. The Tenure and Promotion Committee (TPC) will meet to discuss the tenure candidate. The chair of the TPC summarizes the committee discussion and presents a written recommendation. When a candidate has not received a unanimous committee vote, the summary must include a discussion of the reasons for the divergent opinions. The summary must be made available to the candidate and to the TPC so that they may (if they wish) prepare any dissenting statement. This summary and any dissenting statements become part of the dossier (see Part IV of the *Manual for Faculty Evaluation* for assembly of dossier). The vote of the TPC is advisory to the department head. As described in the *Manual for Faculty Evaluation* (Part III), the head conducts an independent review on the tenure candidacy and submits his or her recommendation simultaneously to the dean and to the tenure candidate with a written summary of his or her judgment. The department head's recommendation must be made available to the candidate and to the TPC so that they may (if they wish) prepare a dissenting statement (*Manual for Faculty Evaluation*, Part III, Section C.2). 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. The head will inform the candidate of subsequent actions beyond the department at his/her discretion.

## **Section 3 Promotion Review**

4.5. The procedure for consideration of candidates for promotion is given in the *Manual for Faculty Evaluation* (Part III) and the *UT Faculty Handbook* (Chapter 3, Section 3.10).

### 4.5.1. Procedures



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. Departmental faculty at or above the rank to which promotion is sought along with a faculty member from an affiliated academic department of the person seeking promotion, if appropriate, will review materials prepared by the candidate and external evaluations. Following a discussion, the tenured faculty at the appropriate rank, will vote on promotion. The department head will review the candidate's material for promotion and faculty vote, and make an independent recommendation to the dean. The department head's recommendation must be made available to the candidates and to the voting members of TPC so that they may (if they wish) prepare a dissenting statement (*Manual for Faculty Evaluation*, Part III, Section C.2).

## **ARTICLE V: CRITERIA FOR APPOINTMENT, RESPONSIBILITIES, EVALUATION AND APPEALS FOR NON-TENURE TRACK FACULTY**

### ***Section 1 Definition of Non-Tenure-Track Faculty***

5.1. Non-Tenure-Track Faculty includes instructors, temporary faculty, Extension assistants, regional specialists, specialists and assistants with instructional duties whose positions are classified as exempt but who do not hold tenure-track faculty positions. Non-Tenure-Track Extension Faculty is a specific faculty classification as outlined in the *UT Faculty Handbook* (Chapter 4, Section 2.5).

#### 5.1.1. Appointment of Faculty to Non-Tenure-Track Positions

All appointments to non-tenure-track exempt positions including part-time appointments and temporary appointments will be made in accordance with departmental policy as directed by the department head and following protocol as directed in the *UT Faculty Handbook*. These policies may include formation of search committees to provide guidance in candidate selection or may involve an accelerated decision by the department head if appropriate. Unless otherwise noted, tenured and tenure-track faculty, or a committee of tenured and tenure-track faculty, will evaluate credentials and make recommendations to the department head regarding non-tenure-track appointments.

#### 5.1.2. Responsibilities of Non-Tenure-Track Faculty

The responsibilities of non-tenure-track faculty are defined in the *UT Faculty Handbook*. Any additional responsibilities will be included in the official letter of appointment.

#### 5.1.3. Evaluation of Non-Tenure-Track Faculty

Non-tenure-track faculty members 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 *UT Faculty Handbook* and *Manual for Faculty Evaluation*.

## **Section 2 Appointment of Emeritus Faculty**

5.2. At the discretion of the vice president and dean and upon the recommendation of the department head and departmental faculty, a faculty member who is a professor at the time of retirement may be awarded the rank of emeritus. Emeriti faculty members are not subject to annual performance review.

## **ARTICLE VI: COMMITTEES**

### **Section 1 Departmental Committees**

6.1. Departmental committees and their chairs may be created and appointed by the Department Head / Assistant or Associate Dean. The composition and size of each committee are determined by the Department Head / Assistant or Associate Dean. Prior to appointment of committees, the Department Head / Assistant or Associate Dean will discuss appointments with prospective members to determine if participation is appropriate for their work-load and rank, as referenced in section \_\_\_\_.

All activities related to committees should be considered departmental business and all committee members should be afforded the appropriate opportunity to participate. A list of membership in standing committees and Ad hoc committees will be updated annually and will be maintained on the department web page. All committees will report on a regularly scheduled basis, as appropriate. Some committees consist of rotating membership and leadership among departmental members. Rotation-based memberships will be reviewed annually to ensure consistency.

### **Section 2 Standing Committees**

6.2. Chairs and members of standing committees shall be appointed and serve at the discretion of the department head for a term not to exceed three years, and may be appointed to consecutive terms. These committees will report periodically to the faculty at regular meetings.

Additional Committees to add to list:

Professional Development Conference  
Leadership Team Retreat  
Lifeskills

4-H Advisory Committee  
IT Web Committee  
FCS Social Committee  
FCS Marketing Committee  
Ag Day  
Thinking of You Committee  
FCE Best of the Best  
HIPPA Review  
UTIA Promotion and Tenure Review for Faculty  
UTIA Promotion Review for Non-Tenured Faculty and Personnel

#### 6.2.1. FCS Promotion and Tenure Committee

##### 6.2.1.1. Purpose

Review and discuss the tenure-track or promotional candidate's dossier and, when deemed necessary, make suggestions to the candidate on how to strengthen the dossier.

##### 6.2.1.2. Vote

Vote on retention and/or promotion of the tenure-track faculty.

##### 6.2.1.3. Membership

Members of the committee will follow guidelines in the *UT Faculty Handbook*.

##### 6.2.1.4. Chair

The chair will be selected by the department head. The function of the chair is described in the *UT Faculty Handbook*.

##### 6.2.1.5. Procedures

The committee will hold meetings as needed to complete the responsibilities of the committee.

#### 6.2.2. Human Subjects Committee

##### 6.2.2.1. Purpose

Review faculty human subjects applications to ensure compliance to the University of Tennessee Institutional Review Board guidelines.

##### 6.2.2.2. Membership

Members of the committee will consist of three (3) regular faculty members. A rotation should be determined to allow all members of the faculty to participate, with one member rotating off and one member rotating on each year.

#### 6.2.2.3. Chair

The chair will be selected by the department and serve a one-year term.

#### 6.2.2.4. Procedures

The committee will hold meetings as needed to complete the responsibilities of the committee.

### 6.2.3. Awards and Recognition Committee

#### 6.2.3.1. Purpose

Maintain a list of awards and due dates applicable to the activities of the faculty and staff. Solicit nominations from faculty and staff, hold elections and tally votes received from departmental members, if necessary. Submit award nominations for faculty and staff, if appropriate.

#### 6.2.3.2. Membership

Members of the committee will consist of two (2) regular faculty members and other faculty and staff as appointed by the Department Head.

#### 6.2.3.3. Chair

The chair will be selected by the department and serve a one-year term.

#### 6.2.3.4. Procedures

The committee will hold meetings as needed to complete the responsibilities of the committee.

### 6.2.4. By-Laws Committee

#### 6.2.4.1. Purpose

Review FCS bylaws at least annually and make recommendations for change to the faculty. Ensure that FCS bylaws are in compliance with *UTIA College Bylaws* and *UT Faculty Handbook*.

#### 6.2.4.2. Membership

Members of the committee will consist of three (3) regular faculty members. A rotation should be determined to allow all members of the faculty to participate, with one member rotating off and one member rotating on each year.

### 6.3. Ad hoc Committees

Ad hoc committees are intended to respond to a short-term need or concern. The charge should be narrow and the time frame explicit.

#### 6.3.1. Membership

The number of members and specific members of the committee will be determined by the department head, based upon the committee's charge. If appropriate, a rotation should be determined to allow all members of the faculty to participate.

#### 6.3.2. Chair

The chair will be selected by the department head and serve a one-year term.

#### 6.3.3. Procedures

The committee will meet as needed to complete the responsibilities of the committee.

## **ARTICLE VII: APPROVAL OF AND AMENDMENTS TO BYLAWS**

### ***Section 1 Approval***

7.1. Bylaws will become effective upon a majority vote of faculty. Absentee ballots will be allowed for faculty not in attendance and will be arranged by the Department Head / Assistant or Associate Dean.

### ***Section 2 Amendment***

7.2. Faculty members have the authority to make, amend and rescind the bylaws by a blind, ballot vote. Amendments require a two-thirds majority of faculty members, provided the amendment was submitted in writing or by electronic transmission to all faculty members at least two weeks prior to the meeting. Absentee ballots will be allowed for faculty not in attendance and will be arranged by the Department Head / Assistant or Associate Dean.