

Bylaws

UF/IFAS DEPARTMENT OF
AGRICULTURAL EDUCATION AND COMMUNICATION



VISION

We strive for a world in which individuals, leaders, schools, organizations, and communities learn and make decisions about agriculture and natural resources to enhance the greater good.



MISSION

We engage in exemplary scholarship designed in collaboration with our stakeholders to positively impact emerging agriculture and natural resource issues. We promote social change through innovation in our teaching, research, and Extension programs.

Bylaws of the UF/IFAS Department of Agricultural Education and Communication

Approved October 7, 2009

Amended August 10, 2020

- ARTICLE I -

GOVERNANCE OF THE DEPARTMENT OF AGRICULTURAL EDUCATION AND COMMUNICATION

Section 1

Shared Governance

These Bylaws establish the general principles by which the Department of Agricultural Education and Communication shall be governed. These Bylaws are consistent with and not in conflict with the Constitutions of the Institute of Food and Agricultural Sciences and the University of Florida, as well as the policies and directives of the University of Florida's Board of Trustees and the Florida Board of Governors. Operating within the context of these Bylaws, the governance of the Department of Agricultural Education and Communication shall be shared between the administration and the faculty.

- ARTICLE II - THE FACULTY

Section 1

Faculty Membership

The faculty of the Department of Agricultural Education and Communication shall consist of individuals in tenured, tenure-accruing, and non-tenure accruing faculty positions. Faculty members are defined in the University of Florida Constitution and Senate Bylaws and include the various ranks of Professor, Scholar, Lecturer, Research Scientist, Extension Scientist and Assistant In. Voting rights are limited to faculty members who are salaried in the Department and those who hold an academic home in the Department but have faculty assignment at a research and education center.

Section 2

Faculty Responsibilities

- a) Faculty members are responsible for planning and conducting teaching, research, extension, and service as outlined in their appointment in a competent and professional manner.
- b) Faculty members are responsible for the professional development of students, including, but not limited to mentoring and organizing, attending, and presenting seminars.
- c) Faculty members are responsible for contributing to the operations of the Department, including building, infrastructure, social, public relations, and outreach functions.
- d) Faculty members are responsible for contributing to the governance of the Department, IFAS, the University, and their professional societies.

Section 3

Department Leadership

a) Department Chair

The Department is led by a Chair appointed by the Vice President for Agriculture and Natural Resources in accordance with the University Constitution. The Chair serves as the chief executive and administrative officer of the Department. The Chair provides financial planning and policy and supervises routine operations of the Department, including faculty evaluations and evaluations of appropriate staff. The Chair is responsible to the Vice President for administration of the Department and the three Deans for

programmatic issues and is the agent of the Department faculty for execution of academic policy. The Chair is expected to operate the Department in the spirit of shared governance and seek faculty input, consider it, and provide feedback and rationale about final decisions. The Chair may maintain a program of teaching, research, and/or extension, as time permits.

b. Reports of the standing committees shall be made to the faculty at each faculty meeting. All meeting dates, times, and locations of standing committees shall be emailed to all faculty and staff. All faculty and staff are invited to standing committee meetings and are welcome to contribute to the discussion. Only committee members will have voting privileges.

b) Associate Department Chair

The Department Chair may select a faculty member to serve as Associate Department Chair for a period of time to be agreed upon by the faculty member and the Department Chair in accordance with the University Constitution, IFAS Constitution, and IFAS Internal Management Memoranda. The duties of the Associate Department Chairs shall be outlined by the Department Chair.

- ARTICLE III -
COMMITTEES

Purpose and Classification

Service on Department committees is the primary means by which faculty can participate directly in the governance of the Department. Faculty shall have the opportunity to participate in standing committees. The Department standing committees shall be: Graduate, Undergraduate, e-Learning, Marketing, and Diversity and Inclusion. General rules for standing committees include:

a. Standing committees shall meet regularly and maintain records of each meeting's minutes and attendees.

Section 1

Graduate Committee

The Graduate Committee shall be chaired by a member of the graduate faculty who is currently serving as the Graduate Coordinator. The Graduate Coordinator will be appointed by the Department Chair and shall serve a period of time to be agreed upon by the Graduate Coordinator and the Department Chair. Four graduate faculty members, in addition to the Graduate Coordinator, will serve as the members of the Graduate Committee. Each graduate committee member will serve two-year staggered terms with two rotating on and off at the same time. Terms of membership will be from August 1 to July 31.

One committee member seat will be reserved for each graduate-level specialization in the Department: Agricultural Education, Extension Education, Agricultural Communication, and Agricultural Leadership. Committee members are expected to communicate with faculty within their specializations regularly. Graduate faculty will notify the Department Chair by July 1 of each year the graduate-level specialization with which they wish to align for committee membership purposes. Faculty may only align with one specialization for this purpose.

Members of the Graduate Committee shall be appointed by the Department Chair based on their designated graduate-level specialization. The Academic Support Coordinator will document each meeting minutes.

The Agricultural Education and Communication Graduate Student Association (AECGSA) will elect one MS and one PhD student to serve on the Graduate Committee in an advisory, non-voting role. Student representatives will not participate in or be present for student admission decision discussions.

The responsibilities of the Graduate Committee shall be to:

- a) Advise the Department Chair on the distribution of graduate fellowships and assistantships.
- b) Recommend enhancements and improvements to the graduate curriculum.
- c) Review new and revised graduate courses or curricula requiring submission through the Academic Approval System as stated in UF/CALS policy. Once approved by the committee academic approval requests will be forward to the full faculty for action or announcement, then to the CALS Curriculum Committee, and then the University Curriculum Committee.
- d) Establish procedures regarding admissions decisions such as deadlines, application review, and voting procedures.
- e) Recommend theses and dissertations to be nominated for IFAS, University, and other national awards and honors.
- f) Encourage and support the nomination of AEC graduate students for CALS, UF, and national awards.
- g) Develop policies and procedures related to graduate students and graduate studies, as outlined in the AEC Graduate Handbook.
- h) Advise the Department Chair on the expenditure of funds for prospective graduate student travel. Faculty members shall submit a request for funds to the Graduate Coordinator. Such a request should, at a minimum, include a copy of the prospective student's resume.
- i) Monitor the status, scope, and quality of AEC graduate programs and proactively position the program as one of national prominence.
- j) Oversee AEC graduate programs promotion and recruitment efforts, including regular updating of the AEC Department website pages pertaining to graduate programs.
- k) Work with the Department Chair in proactively leading the faculty and graduate students in building a strong academic and research culture in the Department.

Section 2

Undergraduate Committee

The Undergraduate Committee shall be chaired by a member of the faculty who is currently serving as the Undergraduate Coordinator. The Undergraduate Coordinator will be appointed by the Department Chair and shall serve a period of time agreed upon by the Undergraduate Coordinator and the Department Chair. Additionally, three faculty members and two undergraduate representatives will serve the committee with the Undergraduate Coordinator, each serving two-year staggered terms. Terms of membership will be from August 1 to July 31.

One committee member seat will be reserved for each undergraduate-level specialization in the Department, Agricultural Education (TCH) and Communication & Leadership Development (CLD), as well a seat for the Coordinator of Minors and Certificates. Student representatives will be appointed by the Department Chair in consultation with the Undergraduate Coordinator representing each undergraduate specialization. Committee members are expected to communicate regularly with faculty within their specializations. Faculty who teach undergraduate courses will notify the Department Chair by July 1 of each year the undergraduate-level specialization with which they wish to align for committee membership purposes. Faculty may align with only one specialization for this purpose. Members of the Undergraduate Committee shall be appointed by the Department Chair within undergraduate-level specializations. The Academic Advisor will document each meeting's minutes.

The responsibilities of the Undergraduate Committee shall be to:

- a) Select undergraduate students to receive scholarships offered by and through the Department.
- b) Recommend enhancements and improvements to the undergraduate curriculum.
- c) Review new and revised undergraduate courses or curricula requiring submission through the Academic Approval System as stated in UF/CALS policy. Once approved by the committee academic approval requests will be forward to the full faculty for action or announcement, then to the CALS Curriculum Committee, and then the University Curriculum Committee.
- d) Develop policies and procedures related to undergraduate students and undergraduate studies, as outlined in the AEC Undergraduate Handbook.
- e) Evaluate academic learning compacts.
- f) Encourage and support the nomination of AEC undergraduate students for CALS, UF, and national awards.
- g) Oversee AEC undergraduate programs promotion and recruitment efforts, including regular updating of the AEC Department website pages pertaining to undergraduate programs.
- h) Work with the Department Chair in proactively leading the faculty and undergraduate students in building a strong academic community for undergraduate students in the Department.

Section 3

e-Learning Committee

The e-Learning Committee shall be chaired by a member of the faculty who has an interest in, experience with, and/or expertise in online teaching and learning. The e-Learning Coordinator will be appointed by the Department Chair and shall serve a period of time to be agreed upon by the e-Learning Coordinator and the Department Chair. Four faculty members, in addition to the e-Learning Coordinator, will serve as the members of the e-Learning Committee. Each e-Learning committee member will serve two-year staggered terms with two rotating on and off at the same time. The departmental instructional designer, academic program specialist, marketing coordinator, and administrative services manager will also attend committee meetings as needed. Terms of membership will be from August 1 to July 31.

BYLAWS

One committee member seat will be reserved for each graduate-level specialization in the Department: Agricultural Education, Extension Education, Agricultural Communication, and Agricultural Leadership. Committee members are expected to communicate regularly with faculty within their specializations. Members of the e-Learning Committee shall be appointed by the Department Chair within the graduate-level specializations

The responsibilities of the e-Learning Committee shall be to:

- a) Support the AEC online master's degree program, including oversight of degree objectives, course offerings, matrix schedule, student advising, recruitment, and funding
- b) Support the AEC instructional designer in managing faculty requests for online course development, certificates, and grant projects
- c) Oversight of departmental distance learning funds, including income and expenses
- d) Facilitation of the development and funding of AEC online certificate programs and call for faculty certificate proposals
- e) Facilitate distance education professional development opportunities for AEC faculty
- f) Collaboration with the Department Chair on online curriculum, certificate, and budget oversight

Section 4

Marketing Committee

The Marketing Committee shall be chaired by a member of the faculty who has interest in marketing and communication strategies. The chair of this committee shall be appointed by the Department Chair and shall serve a period of time to be agreed upon by the Marketing Chair

and the Department Chair. The Department chair assigns members to this committee annually. This committee, consisting of faculty and staff, plans and implements marketing and communication efforts for Departmental needs. Terms of membership will be from August 1 to July 31.

These needs include:

- a) Creating and branding Departmental promotional content and materials,
- b) Updating the website, and
- c) Developing and maintaining connections with Departmental alumni.

Section 5

Diversity and Inclusion

The D&I committee shall be chaired by a faculty member appointed by the Department Chair. The Department chair assigns members to this committee annually. This committee, consisting of faculty and staff, supports the efforts of the UF office of Chief Diversity Officer, as well as the UF/IFAS Diversity and Inclusion committee. Terms of membership will be from August 1 to July 31.

Section 6

Ad hoc Committees

Ad hoc committees can be appointed by the Department Chair, as needed. Current ad hoc committees include:

- a) Mentoring Committees

The Department Chair will initially select a mentor team of two faculty for any untenured or newly appointed non-tenure accruing faculty member. At the end of the new faculty member's first year, the 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. The Department Chair and the mentor (or mentoring committee) should also meet on an annual basis to discuss the progress of the new faculty member. Further, faculty at the associate professor level seeking promotion to professor are encouraged to seek mentorship, as well.

b) Peer Observation for Teaching Assessment Committees

Peer observation of teaching assessment committees will be assembled based on guidelines and policies set forth by the College of Agricultural and Life Sciences.

c) Awards and Recognition Committee

This committee, consisting of faculty and staff, shall make recommendations in consultation with the Graduate and Undergraduate committees, and administrative services manager to the Department Chair for university and professional association awards. They will maintain a list of active awards in which, students, staff, and faculty are eligible. Appointment to this committee shall be made by the Department Chair.

d) Social Committee

This committee, consisting of faculty, staff, and students, organizes and implements plans for Departmental social occasions to foster community among all members of the Department. Membership on this committee is voluntary and is reconstituted annually, with

the committee chair or co-chairs selected from among the committee members.

e) Search and Screen Committees

This committee is assembled by the Department Chair to solicit and screen applicants for open faculty positions. The committee shall submit to the Department Chair a list of candidate names recommended for an interview as requested by the Department Chair. After all candidates for the faculty position have interviewed, all faculty members are asked to provide written feedback on candidate qualifications. This feedback will be used to assist the Department Chair in making a hiring decision.

- ARTICLE IV -
FACULTY MEETINGS

The faculty meeting is the primary means of fostering communication and decision making among all faculty within the Department. Faculty meetings should be held regularly on a schedule published at the beginning of each semester. Faculty members should assist the Department Chair in developing meeting agenda items and are expected to fully participate in faculty meetings. The agenda should be distributed via email at least one week before the faculty meeting, as well as other important documents required for faculty action. Minutes of all faculty meetings will be kept and distributed to faculty in a timely manner.

The faculty meeting is the most important venue for discussion of policy issues, changes in curriculum, new positions, and other issues relevant to the Department mission. All Department faculty, staff, and students may speak on any issue before the faculty. Voting

shall be restricted to Departmental faculty. A quorum of the voting members must be present for the valid transaction of business during a faculty meeting. A quorum consists of the majority of faculty in the Department.

- ARTICLE V -
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the department in all cases to which they are applicable and in which they are not inconsistent with this constitution and bylaws, the constitution and bylaws of IFAS and the University of Florida, any special rules of order the department may adopt and any statutes applicable to this organization that do not authorize the provisions of this constitution and bylaws to take precedence.

- ARTICLE VI -
RATIFICATION AND AMENDMENTS

These Bylaws shall become effective upon their ratification by the faculty of the Department of Agricultural Education and Communication with a two-thirds vote, concurrence of the Department Chair, and approval of the Vice President for Agriculture and Natural Resources.

Proposals for amendments to these Bylaws may be made by the Department Chair or any faculty member. Changes to these Bylaws become effective when approved by a two-thirds vote of the faculty. Faculty shall have thirty days to review a proposal prior to a vote being taken, either in a faculty meeting or by paper or electronic vote.

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