



Department of Animal Science Bylaws

University of Tennessee

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UT Department of Animal Science Bylaws

Article I - Department of Animal Science Mission Statement

Through the generation and dissemination of science-based knowledge, the Department of Animal Science aims to inspire and educate students, producers, industry, and the public, to achieve their personal and professional goals. Serving state, national, and global animal industries, we strive to enhance the quality of life for humans and promote the well-being of animals.

Article II – Relevance of Bylaws

Section 1. Bylaw Function

A departmental strategic plan outlines the needs, goals, and aspirations of the department. This plan provides guidance to both the head and the Faculty members about achieving departmental objectives in teaching, research, Extension and service. Such plans should be revised as necessary in the context of the agricultural experiment station, college, Extension, and University goals. Departmental bylaws in addition to the strategic plan provide the head with guidance for day-to-day decisions. The bylaws, herein, are designed to aid in governance and address common issues of the department, such as:

- The Faculty ([Article III](#))
- Roles in setting departmental budget priorities and responsibilities ([Article IV Section 2](#))
- Input into criteria for selection ([Article V Section 1](#)) and evaluation ([Article IV Section 3](#)) of department head
- Criteria for promotion, retention, and evaluation of tenure-track and tenured Faculty members ([Article IV Section 4](#))
- Selection, evaluation and roles of non-tenure-track Faculty members (Article IV Section 5)
- Search process for new Faculty ([Article V Section 2](#))
- Charge and roles of standing committees ([Article VI](#))
- Departmental meetings ([Article VII](#)) and voting protocols ([Article VII Section 3](#))
- Amendments to bylaws ([Article VIII](#))

Section 2. By-law Authority

The UTK Faculty Handbook is intended to be a general reference to university and institute guidelines, policies, services and resources. In some instances, university-wide policies and procedures ([UTK Faculty Handbook](#)) have been augmented with more specific requirements for UTIA Faculty, and these more rigorous procedures shall apply. In all cases of perceived disagreement, the bylaws and regulations of the department of Animal Science at the University of Tennessee will take preference and priority in the resolution of all issues.

Content and matters regarding the graduate student program, the graduate community, recruitment, Faculty mentor funding, mentorship, research, and education are further described in the [ANSC Graduate Student Handbook](#) or by the [UTK Graduate School](#).

Article III – The Faculty

The Faculty is defined as the collective of all individuals holding professional rank within the Department of Animal Science. For further reference, please see the [UTK Faculty Handbook](#). Such individuals include:

Section 1. The Department Head

The Department Head is a member of the tenure track Faculty who serves as the executive officer of the Department of Animal Science.

Section 2. Tenure Track Faculty

The tenure track Faculty are all individuals holding professional rank of Professor, Associate Professor, or Assistant Professor, who have accrued or are capable of accruing tenure and who are budgetarily responsible to the Department of Animal Science.

Section 3. Non-Tenure Track Faculty

The non-tenure track Faculty are all individuals holding professional rank at varied levels including but not limited to Clinical Professor, Extension Assistant, Extension Specialist, Instructor, Lecturer, Professor of Practice, or Research Professor, who do not accrue tenure and are budgetarily responsible to the Department of Animal Science.

Section 4. Joint Faculty

Faculty designated with joint appointment hold appointments between the Department of Animal Science and at least one other entity associated with the University of Tennessee. The primary department with which the Faculty member is affiliated, through which all matters of promotion, salary raise, and tenure are processed, is the “home” department.

Section 5. Adjunct Faculty

Adjunct Faculty are members of the Faculty of the Department of Animal Science, confirmed by vote of the tenure track Faculty. Such individuals are not budgetarily responsible to the Department of Animal Science.

Section 6. Emeritus Faculty

Emeritus Faculty are members of the Faculty of the Department of Animal Science who are professors at the time of retirement and who have been awarded the rank of emeritus or emerita by Faculty vote. Rank of emeritus or emerita is at the discretion of the administrative head of the Institute of Agriculture and upon the recommendation of the department head, departmental Faculty, dean, and chief academic officer. Such individuals are not budgetarily responsible to the Department of Animal Science.

Article IV – Responsibilities and Expectations of Faculty

Section 1. General Responsibilities and Expectations of Faculty Members

Faculty expectations are described in the [UTK Faculty Handbook](#) and [Handbook for County, Region, Area and State Extension Agents and Specialists](#).

Faculty members are expected to “meet” or “exceed” (achieve excellence) expectations in each portion of their appointments as described below in Sections 3-5. These descriptions are intended to provide a framework for understanding expectations, but evaluation is not strictly limited to these brief explanations. Development of successful teaching programs at the undergraduate and graduate level should be the goal of all Faculty. Instructional efficacy will be assessed by student evaluations and comments in combination with peer-reviewed evaluation by respective coordinators and the department head.

National and international recognition of teaching, research, and Extension programming is expected of Faculty members with such appointments. Extension Specialists and Extension Assistants (non-professorial appointments) are responsible to the department head for providing statewide leadership for planning, coordinating, implementing, and evaluating programs in their discipline. State specialists should provide discipline-specific in-service training for county and regional Extension personnel.

Individual Faculty members are responsible for assisting the department head in planning and implementing resident instruction, research, and Extension programmatic activities that advance the departmental mission. These responsibilities include:

- specific approval steps in course and curricular development
- monitoring quality of instruction
- advising the department head on matters relating to Faculty hiring, tenure, and promotion decisions

In addition, an effective departmental program requires that sufficient communications occur to keep Faculty and staff attuned to program developments and requirements in the Institute of Agriculture, its various divisions and departments.

Section 2. Role of Faculty in Departmental Budgetary Matters

Faculty will work with the head to establish priorities in teaching, research, Extension, and other outreach in accordance with the vision of the strategic plan. The priorities will be established at annual Summits (Research, Teaching, Extension), strategic plans, and through ad-hoc communications. Decisions about these programs have significant bearing on the budget and the function of these programs. Salary adjustments shall be at the discretion of the department head, UTIA, and UT administration. However, the department head should provide Faculty with a report of these decisions and allow Faculty time for discussion of these matters.

Section 3. Specific expectations of the Department Head

The Department Head is expected to:

1. Serve as the primary link between the Department of Animal Science and the University of Tennessee Institute of Agriculture (UTIA)/ University of Tennessee administration
2. Administer teaching, research, Extension, and service agendas
3. Consult with tenured departmental Faculty and nominate a tenured full professor to represent the Department of Animal Science on the UTIA Promotion and Tenure Committee.

4. Conduct regular Faculty meetings (at least two per semester)
5. Facilitate the work of departmental Faculty committees as outlined in the bylaws
6. Arrange for the continuous administration of the department when physically absent from the office or when unable to function
 - a. One or more tenured Faculty members in Animal Science should be identified to have signatory authority to carry out ongoing responsibilities.
7. Conduct searches for new Faculty and staff members in accordance with departmental bylaws and University policies, after gaining dean(s)'s approval to initiate search
8. Meet annually with each Faculty member to conduct a performance review and write an evaluation, in accordance with the departmental bylaws and, depending on appointment distribution, the [UTK Faculty Handbook](#), [Bylaws of the Herbert College of Agriculture](#), UT AgResearch, and/or UT Extension.

Section 4. Specific Expectations of Tenure Track Faculty, by Rank

See [UTK Faculty Handbook](#) for further information.

Section 4.1. Assistant Professors are Expected to:

1. hold a doctorate or other terminal degree of the discipline, or to present equivalent training and experience as appropriate to the particular appointment.
2. show promise as educators and mentors.
3. show promise of developing a program in disciplinary research, scholarship, and creative activity that is gaining external recognition.
4. have a developing record of institutional, disciplinary, and/or professional service.
5. show evidence that they work well with colleagues and students in performing their university responsibilities.

Section 4.2. Associate Professors are Expected to:

1. hold a doctorate or other terminal degree in the discipline, or to present equivalent training and experience as appropriate to the particular appointment.
2. be accomplished educators and mentors.
3. have achieved and to maintain a recognized record in disciplinary research, scholarship, creative activity, engaged scholarship, and external funding.
4. have achieved and to maintain a record of institutional, disciplinary, and/or professional service or outreach engagement.
5. have demonstrated that they work well with colleagues and students in performing their university responsibilities.
6. have normally served as an Assistant Professor for at least five years.

Section 4.3. Professors are Expected to:

1. hold a doctorate or other terminal degree in the discipline, or present equivalent training and experience appropriate to the particular appointment.
2. be exceptional educators and mentors.
3. have achieved and to maintain a nationally recognized record in disciplinary research, scholarship, creative activity, engaged scholarship, and external funding.
4. have achieved and to maintain a record of significant institutional, disciplinary, and/or professional service or outreach engagement.

5. serve as mentors to junior colleagues.
6. have shown beyond doubt that they work well with colleagues and students in performing their university responsibilities.
7. have normally served as an Associate Professor for at least five years.

Section 5. Specific Expectations of Non-Tenure Track Faculty, by Rank and Position

Not an exhaustive list. Please see [Handbook for County, Region, Area and State Extension Agents and Specialists](#) and the [UTK Faculty Handbook](#) for further information.

Section 5.1. Extension Assistants I are Expected to:

1. hold a Bachelor's degree of the discipline.
2. show a clear interest in teaching, Extension, and/or service in alignment with appointment.
3. show a clear interest in the creative art and characteristics of teaching or scholarly activities.
4. show a clear interest in professional activities of the discipline in ways other than teaching and/or technical Extension work.
5. have an excellent scholastic record.
6. show promise in the ability to work well with colleagues or clientele.

Section 5.2. Extension Assistants II are Expected to:

1. hold a Master's degree of the discipline.
2. be a capable teacher and/or technical specialist.
3. have established a good record of creative achievements and growth in skills and responsibilities.
4. have participated in the professional activities of the discipline in ways other than teaching and/or technical Extension work.
5. show evidence of ability to work well with colleagues and clientele.
6. normally have served as an Extension Assistant I for at least three years with satisfactory or better performance ratings; after completing five years as an Extension Assistant II, if otherwise qualified, he/she may be eligible for Extension Specialist I positions.

Section 5.3. Extension Specialists I are Expected to:

1. hold a Master's degree of the discipline.
2. display skills in teaching, Extension, and/or service in alignment with appointment.
3. show promise in creative professional work or scholarly activities.
4. actively work to establish an effective record in program and organizational support.
5. participate or show interest in professional activities of the discipline other than teaching.
6. show evidence of ability to work well with colleagues and clientele.
7. normally hold five years work experience or an earned doctorate.

Section 5.4. Extension Specialists II are Expected to:

1. hold a Master's degree of the discipline (doctorate preferred).
2. be respected as an expert in his/her field and show evidence of accomplishments in teaching, Extension, and/or service in alignment with appointment; demonstrate pro-active educational programming.

3. have an excellent record of creative and scholarly achievement alongside activity in applicable research with appropriate extramural funding.
4. have an effective record of program and organizational support.
5. participate with promise in professional activities of the discipline in ways other than teaching.
6. demonstrate the ability to work well with colleagues and clientele.
7. normally have served as an Extension Specialist I for at least six years (four years with doctorate) with satisfactory or better performance ratings.

Section 5.5. Extension Specialists III are Expected to:

1. hold a Master's degree of the discipline (doctorate preferred).
2. have significant impact in his/her field and regional or perhaps national recognition for innovative educational programs, applied research, funding base, and publications appropriate to the assignment.
3. show evidence of accomplishments in teaching, Extension, and/or service in alignment with appointment.
4. have an excellent record of creative and scholarly achievement.
5. have an effective record of program and organizational support.
6. participate with promise in the professional activities of the discipline in ways other than teaching.
7. have demonstrated the ability to work well with colleagues and clientele and acted as an assigned or voluntary mentor for a junior specialist.
8. normally have served as an Extension Specialist II for at least eight years (six years with a doctorate) with satisfactory or better performance ratings.

Section 5.6. Lecturers are Expected to:

1. hold a degree of the discipline, or to present equivalent training and experience as appropriate to the particular appointment.
2. provide excellent instruction by establishing, applying, and maintaining rigorous expectations for student performance; facilitating student learning through effective pedagogical techniques; using instructional materials appropriate to the program and discipline; providing current information and materials in the classroom and / or laboratory; engaging students in an active learning process; incorporating collaborative and experiential learning in regular classroom instruction; constructing appropriate and challenging assessment activities; providing timely and useful feedback to students; revising course content and scope as required by advances in disciplinary knowledge or changes in curriculum; and revising teaching strategies in accord with innovations in instructional technology.
3. show promise in the ability to work well with colleagues or students.

Section 5.7. Senior Lecturers are Expected to:

1. hold a degree of the discipline, or to present equivalent training and experience as appropriate to the particular appointment.
2. provide excellent instruction by establishing, applying, and maintaining rigorous expectations for student performance; facilitating student learning through effective pedagogical techniques; using instructional materials appropriate to the program and

discipline; providing current information and materials in the classroom and / or laboratory; engaging students in an active learning process; incorporating collaborative and experiential learning in regular classroom instruction; constructing appropriate and challenging assessment activities; providing timely and useful feedback to students; revising course content and scope as required by advances in disciplinary knowledge or changes in curriculum; and revising teaching strategies in accord with innovations in instructional technology.

3. provide evidence of excellence in teaching, typically of undergraduate courses, as documented in student evaluations, peer evaluations, and annual supervisor / departmental evaluations.
4. provide evidence of professional development evidenced by appropriate activities in support of the expected instructional practices listed bullet two, above.
5. provide evidence of notable contributions to the university's instructional mission, within the Faculty member's assigned role.
6. show evidence in the ability to work well with colleagues or students.
7. normally have served at the rank of Lecturer for a minimum of five years.

Section 5.8. Distinguished Lecturers are Expected to:

1. hold a degree of the discipline, or to present equivalent training and experience as appropriate to the particular appointment.
2. provide excellent instruction by establishing, applying, and maintaining rigorous expectations for student performance; facilitating student learning through effective pedagogical techniques; using instructional materials appropriate to the program and discipline; providing current information and materials in the classroom and / or laboratory; engaging students in an active learning process; incorporating collaborative and experiential learning in regular classroom instruction; constructing appropriate and challenging assessment activities; providing timely and useful feedback to students; revising course content and scope as required by advances in disciplinary knowledge or changes in curriculum; and revising teaching strategies in accord with innovations in instructional technology.
3. provide evidence of consistent excellence in teaching, typically of undergraduate courses, as documented in student evaluations, peer evaluations, and annual supervisor / departmental evaluations.
4. provide evidence of continuing professional development evidenced by some or all of the following activities: attendance at campus, regional, national, or international meetings directed at improving instruction; development of new courses and / or revision of existing courses; incorporation of innovative course materials or instructional techniques; scholarly or creative work in the scholarship of teaching as well as in the discipline; awards or other recognition for teaching.
5. provide evidence of outstanding contributions to the university's instructional mission, within the Faculty member's assigned role.
6. provide evidence of institutional or disciplinary service, within the Faculty member's assigned role, such as advising and mentoring undergraduate students, supervising GTAs, course coordination, or other forms of institutional service, such as serving on committees.
7. show continued evidence of ability to work well with colleagues or students.
8. normally have served at the rank of Senior Lecturer for a period of three to five years.

Section 5.9. Instructors are Expected to:

1. have all qualifications listed for appointment as a tenure-track assistant professor, except for completion of the appropriate terminal degree. Upon certification that the requirements for the terminal degree have been completed, promotion to the rank of Assistant Professor will generally follow, at which time the tenure-track probationary period, typically six years, begins. Clear expectations for completion of the highest degree shall be included in the letter of appointment. Instructors who do not complete their degree requirements within 12 months of their appointment will be terminated.
2. show promise as educators and mentors.
3. show promise of developing a program in disciplinary research / scholarship / creative activity that is gaining external recognition.
4. have a developing record of institutional, disciplinary, and/or professional service.
5. show evidence that they work well with colleagues and students in performing their university responsibilities.

Section 5.10. Research Assistant Professors are Expected to:

1. hold a doctoral degree or terminal degree appropriate of the field.
2. show promise for excellence in all areas of responsibility recorded by the hiring unit's annual documentation of the non-tenure track Faculty's workload distribution and responsibilities.
3. show evidence that they work well with colleagues and students in performing their university responsibilities.

Section 5.11. Research Associate Professors are Expected to:

1. hold a doctoral degree or terminal degree appropriate of the field.
2. have demonstrated excellence in all areas of responsibility recorded by the hiring unit's annual documentation of the non-tenure track Faculty's workload distribution and responsibilities.
3. have demonstrated that they work well with colleagues and students in performing their university responsibilities.
4. normally have served at the rank of Research Assistant Professor for a minimum of five years.

Section 5.12. Research Professors are Expected to:

1. hold a doctoral degree or terminal degree appropriate of the field.
2. have demonstrated and maintained a consistent record of excellence in all areas of responsibility recorded by the hiring unit's annual documentation of the non-tenure track Faculty's workload distribution and responsibilities.
3. have shown beyond doubt that they work well with colleagues and students in performing their university responsibilities.
4. normally have served at the rank of Research Associate Professor for a period of three to five years.

Section 5.13. Clinical Instructors are Expected to:

1. hold a degree appropriate to the field or be licensed or certified to practice the profession where appropriate.

2. show promise in their ability to teach students in a clinical setting or in courses related to clinical practice.
3. show evidence that they work well with colleagues and students in performing their university responsibilities.

Section 5.14. Clinical Assistant Professors are Expected to:

1. hold a doctoral degree or terminal degree appropriate to the field or be licensed or certified to practice the profession where appropriate.
2. have shown promise for excellence in areas of responsibility recorded in the hiring unit's annual documentation of the non-tenure track Faculty's workload distribution and responsibilities.
3. show evidence that they work well with colleagues and students in performing their university responsibilities.

Section 5.15. Clinical Associate Professors are Expected to:

1. hold a doctoral degree or terminal degree appropriate to the field or be licensed or certified to practice the profession where appropriate.
2. have demonstrated excellence in areas of responsibility recorded in the hiring unit's annual documentation of the non-tenure track Faculty's workload distribution and responsibilities.
3. have demonstrated that they work well with colleagues and students in performing their university responsibilities.
4. normally have served at the rank of Clinical Assistant Professor for a minimum of five years.

Section 5.16. Clinical Professors are Expected to:

1. hold a doctoral degree or terminal degree appropriate to the field or be licensed or certified to practice the profession where appropriate.
2. have demonstrated a consistent record of excellence in areas of responsibility recorded in the hiring unit's annual documentation of the non-tenure track Faculty's workload distribution and responsibilities.
3. have shown beyond doubt that they work well with colleagues and students in performing their university responsibilities.
4. normally have served at the rank of Clinical Associate Professor for a period of three to five years.

Section 5.17. Instructors of Practice are Expected to:

1. hold a degree appropriate to the field or be licensed or certified to practice the profession.
2. show promise in their ability to teach students in the practice of the profession.
3. show evidence that they work well with colleagues and students in performing their university responsibilities.

Section 5.18. Assistant Professors of Practice are Expected to:

1. hold a doctoral degree or terminal degree appropriate to the field or be licensed or certified to practice the profession.

2. have shown promise for excellence in areas of responsibility recorded in the hiring unit's annual documentation of the non-tenure track Faculty's workload distribution and responsibilities.
3. show evidence that they work well with colleagues and students in performing their university responsibilities.

Section 5.19. Associate Professors of Practice are Expected to:

1. hold a doctoral degree or terminal degree appropriate to the field or be licensed or certified to practice the profession.
2. have demonstrated excellence in areas of responsibility recorded in the hiring unit's annual documentation of the non-tenure track Faculty's workload distribution and responsibilities.
3. have demonstrated that they work well with colleagues and students in performing their university responsibilities.
4. normally have served at the rank of Assistant Professor of Practice for a minimum of five years.

Section 5.20. Professors of Practice are Expected to:

1. hold a doctoral degree or terminal degree appropriate to the field or be licensed or certified to practice the profession.
2. have demonstrated and maintained a consistent record of excellence in areas of responsibility recorded in the hiring unit's annual documentation of the non-tenure track Faculty's workload distribution and responsibilities.
3. have shown beyond doubt that they work well with colleagues and students in performing their university responsibilities.
4. normally have served at the rank of Associate Professor of Practice for a period of three to five years.

Article V – Selection and Evaluation of Faculty

Section 1. Department Head

Section 1.1. Selection of Department Head

Members of the search committee shall be selected by the Senior Vice President/Senior Vice Chancellor, University of Tennessee Institute of Agriculture after consultation with and recommendations by all deans representing appointments (teaching, research and Extension) of departmental Faculty. Committee membership should be composed of members of the Faculty, staff and students (graduate and undergraduate) from within the department. The chair of the committee should be a representative from outside the department. Furthermore, membership to the committee from the departmental advocacy committee is highly suggested. During the search, interview and selection process, all departmental constituencies have input into discussion. However, only Faculty members will conduct a secret vote by ballot for their choice and recommendation to the UTIA Senior Vice President/Senior Vice Chancellor. If the Senior Vice President/Senior Vice Chancellor's choice of candidate for the head position disagrees with the vote of the Faculty, he or she will provide reasons in writing to the Faculty and offer Faculty members as a group the opportunity to discuss the decision.

Section 1.2. Evaluation and Reappointment of Department Head

Evaluation of the department head shall follow guidelines described in the [UTK Faculty Handbook](#) in consultation with the Senior Vice President/Senior Vice Chancellor of UTIA and representative deans. The deans 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.

As described in the [UTK Faculty Handbook](#), department heads may be reappointed by the Deans of teaching, research and Extension in consultation with the UTIA Senior Vice President/Senior Vice Chancellor. The reappointment decision involves a five-year review based on written annual evaluations by the deans including a recommendation for or against reappointment. Departmental personnel will meet to discuss reappointment of the head and are provided the deans' review to consider. Following discussion, only tenure-track and tenured Faculty members conduct a secret vote by ballot on reappointment. This vote guides the reappointment decision of the deans. If the deans' decision is the opposite of the Faculty, they will provide written reasons to departmental Faculty and offer Faculty members the opportunity to discuss the decision. Departmental Faculty has the right to request a meeting with the Senior Vice President/Senior Vice Chancellor of UTIA should disagreement occur with the Deans. Once a decision has been made, the deans either reappoint the head or begin the process of selecting a new head.

Section 2. Selection and Criteria for Evaluation, Promotion, Tenure, and Review of Tenure-Track and Tenured Faculty

The [UTK Faculty Handbook](#) is intended to be a general reference to university and institute guidelines, policies, services and resources. In some instances, university-wide policies and procedures have been augmented with more specific requirements for UTIA Faculty, and these more rigorous procedures shall apply. In cases related to Cumulative Performance Review, Termination of Tenure, and Compensated Outside Activities, departmental policy will follow guidelines presented in the [UTK Faculty Handbook](#). In all cases, the UTK Faculty Handbook policies and procedures take precedence over these bylaws, unless these bylaws are more restrictive.

Section 2.1 Selection and Process of Search Committees for Faculty Positions

When permission is obtained to search for one or more tenure-track positions, the head will appoint a search committee following discussion with departmental Faculty and final approval of the committee structure from respective administration (dean or deans depending on appointment). The search committee follows the process in the [UTK Faculty Handbook](#). Upon completion of the search, the committee will provide the department head with a report indicating acceptance or unacceptance of each candidate based upon Faculty, staff and student input as well as their summary of the candidates' qualifications. The department head will then start the process of approval with the respective deans related to appointment (research, teaching, and/or Extension) and approval of OED. The offer and the negotiations with the preferred candidate will be channeled through the head with dean(s) input on salary, startup, and equipment.

Section 2.2. Evaluation of Tenure-Track and/or Promotional Faculty for Retention, Tenure and/or Promotion

See [UTK Faculty Handbook](#) for further information.

Expectation of Faculty input will involve a meeting of tenured Faculty to debate and discuss the tenure-track and/or promotional candidate. These discussions will occur annually for tenure-track Faculty during their probationary period to determine retention.

The department head will appoint a review subcommittee composed of three Faculty members with the candidate's mentor serving an advisory role only. The chair of the candidate's review subcommittee, appointed by the department head, shall present an overview to tenured Faculty of the candidate's teaching, research and/or Extension programs as they relate to written criteria used for awarding tenure and promotion ([UTK Faculty Handbook](#)), with additional information provided by the candidate's mentor. An anonymous vote by ballot of tenured Faculty with the equivalent promotional status (or tenured status if a full professor is applying for tenure) for which the candidate is being discussed will be collected by the subcommittee. 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 outside Knoxville, TN may send their ballots by mail, FAX, e-mail, other various electronic communications, or overnight courier to Knoxville, TN. Votes will be accepted in-person or via electronic means that can be verified to have originated from the faculty member themselves.

The appointed members of the Faculty member's review subcommittee will count, validate, record the formal vote, and draft a written summary of the deliberation of the tenured Faculty. A majority of votes presented by the Faculty will constitute a positive recommendation. Spouses or other immediate family of Faculty under consideration for hiring, retention, or tenure/promotion are ineligible to participate in discussions or voting. A written summary of the tenured Faculty's deliberation, in addition to a formal record of the vote, is required to help the department head understand positive and negative considerations for tenure and must be kept on file in accordance with university policies. The Faculty member under consideration has the right to pursue a grievance through an appeals channel if department and/or [Herbert College bylaws](#), [UTK Faculty Handbook](#) have not been upheld.

Section 2.3. Faculty Review and Evaluation

All Faculty who are not on leave (i.e. retention of appointment, but not actively involved in departmental activities or paid through departmentally held accounts) will be reviewed annually. The purposes of the annual reviews are outlined in the [UTK Faculty Handbook](#). 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).

Section 3. Appointment and Evaluation of Non-Tenure-Track Faculty

Section 3.1. Appointment of Faculty to Non-Tenure-Track Positions

All appointments to non-tenure-track Faculty positions (teaching, research, and Extension), including part-time appointments, will be made in accordance with departmental policy as directed by the department head and following protocol as directed in the [UTK 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 vote on non-tenure-track appointments.

Section 3.2. Appointment of Non-Tenure-Track Research Faculty

a. Appointment

The Department of Animal Science may appoint Faculty to non-tenure track full or part time research positions (research assistant/associate/professor positions or visiting research Faculty positions). These appointments will be made in accordance with the Department of Animal Science and [Herbert College bylaws](#) and the [UTK Faculty Handbook](#). The tenured and tenure-track Faculty will evaluate the credentials of the applicants and vote on such appointments. The department head provides an independent evaluation and recommendation. Applicants will be notified of their appointments by a letter from their supervising Faculty member, department head, Dean and the UTIA Senior Vice President/Senior Vice Chancellor. The appointment letter includes rank/title, salary and related benefits as well as job expectations/duties and duration. Upon approval of the appointment letter by the appointee, in writing, the candidate completes normal university employment forms.

All non-tenure-track research appointments will be made for a term of one year, subject to continued availability of external funding and satisfactory performance. Appointments are renewable subject to continued availability of external funding and satisfactory performance.

When possible and appropriate, the appointee will be provided office space and appropriate support services; research support is expected be primarily provided by the supervising Faculty member.

b. Criteria

Criteria for appointing a Faculty member at this rank are generally consistent with those for tenure-track assistant professor appointments and include but are not limited to:

- Established research record in a postdoctoral appointment (such as a significant peer-reviewed publication, strong grantsmanship, and/or awarding of postdoctoral fellowships). A number of years in a postdoctoral appointment alone does not constitute sufficient criteria for appointment to a research assistant Faculty rank.
- Evidence of ability to develop research projects as Lead Primary Investigator.
- Ability to mentor students and other research staff.

c. Responsibilities and Expectations

These should be indicated in the appointment letter in accordance with the Herbert College of Agriculture and the UTK Faculty handbook. The major expectation is to develop and maintain an externally funded research program.

Section 3.3. Appointment of Adjunct & Joint Faculty

Following submission by the department head, tenured and tenure-track Faculty will evaluate the candidate for rank of Adjunct and Joint Faculty. Following discussion of the candidate, Faculty will provide a vote to the department head following which the candidate will be informed of the departmental decision.

Section 3.4. Appointment of Emeritus Faculty

At the discretion of the UTIA Senior Vice President/Senior Vice Chancellor and upon the recommendation of the department head and departmental Faculty, dean, and chief academic officer, Faculty members who are professors at the time of retirement may be awarded the rank of emeriti or emeritus. In special cases of long and meritorious service, persons who have retired with the rank of associate professor or assistant professor may also be awarded the rank of emeriti or emerita.

Section 3.5. Evaluation of Non-Tenure-Track Faculty

Teaching, research and Extension non-tenure-track Faculty are subject to annual performance reviews appropriate to the positions. Evaluation of non-tenure-track Faculty by the department head shall follow guidelines described in the [UTK Faculty Handbook](#).

Section 3.6. Evaluation of Non Tenure-Track Research Faculty

All non-tenure-track Faculty members will be evaluated annually, with a documented record of the evaluation by the supervising tenured or tenure-track Faculty. Recommendation for retention is contingent upon availability of external funding and satisfactory performance based on [UTK Faculty Handbook](#) guidelines for probationary Faculty section. If the appointee is not retained, every effort should be made to notify the Faculty member as soon as possible.

Section 3.7. Appeals

Non-tenure-track Faculty may exercise the appeal procedures outlined in the [UTK Faculty Handbook](#).

Section 4. Evaluation of Staff

Staff evaluations will be conducted by the staff member's primary advisor and potential other individuals with shared use of the staff member and their expertise.

Article VI – Committees

Section 1. Overview

The department shall have standing and special ad hoc committees appointed by the department head. Faculty chairs and members of standing committees shall be appointed and serve at the discretion of the department head for a term of 3 years, and may be appointed to consecutive terms. When appropriate, students may also serve on committees. These committees will report periodically to the Faculty at regular meetings.

Many issues arise within the department that require specific study, deliberation, and management. Although some issues can be dealt with by an individual, most demand input and activities from a

number of persons. Examples of issues that may be considered by committees are (but not limited to): teaching, research and Extension activities, Faculty advisory, staff, awards, displays, bylaws review, computers and information systems, course scheduling, curriculum, departmental seminars, equipment, library, membership and appointment of committees, public communications and relations, recruitment and scholarships, safety, social and facilities, strategic- and long-term planning, student admission and review, and student interest organizations. Formation of ad hoc committees may be initiated by the department head or Faculty.

Section 2. Standing Committees

Section 2.1. Bylaws Committee

The Bylaws Committee is responsible for the development, curation, and oversight of the departmental bylaws.

Section 2.2. Honors Committee

The Honors Committee solicits, reviews, and recommends nominations for Department of Animal Science students, staff, and Faculty for various honors and awards at the Department, College, University, national and international levels.

Section 2.3. Social Committee

The Social Committee is responsible for planning and coordinating social activities such as for the benefit of the Department. The Social Committee also aids in creating a positive collegial spirit among the student body, staff, and Faculty through the wide variety of the events and activities offered.

Section 2.4. Clerical Committee

The Clerical Committee is responsible for the oversight, organization, and protection of interests of the clerical staff.

Section 2.5. Research Committee

The purpose of the research committee is to provide support for Faculty research resources and activities, document existing resources and activities, collate and report annual research progress, and to aid Faculty in developing successful and innovative research.

Section 2.6. Technical Committee

The Technical Committee is responsible for the oversight, organization, and protection of interests of the technical staff.

Section 2.7. Extension Committee

The Extension Committee is responsible for the oversight, organization, and protection of interests of the Extension Faculty and staff.

Section 2.8. Scholarship Committee

The charge of the Scholarship Committee is to oversee the annual nomination, review, selection, and awarding of scholarships, and to ensure the timely and fair disposition of scholarship funds.

Section 2.9. Undergraduate Committee

The purpose of the Undergrad Committee is to act as the executive body of the Department in matters relating to the undergraduate curriculum, its degree programs, and courses.

Section 2.10. Graduate Committee

The purpose of the Graduate Committee is to act as the executive body of the Department in matters relating to Graduate admissions, curriculum, its degree programs, and courses. The committee also provides guidance and oversight to the students enrolled in the graduate program.

Section 2.11. Public Relations Committee

The purpose of the Public Relations Committee is to provide guidance and support for both internal and external initiatives and communication strategies that promote and enhance the mission of the Department of Animal Science. Such initiatives include (but are not limited to) the departmental website, bi-annual newsletter, and building displays.

Section 2.12. Executive Committee

The Executive Committee is comprised of the chairs of all the aforementioned standing committees ([Article VI, Section 2](#)) and aids to set the agenda for Faculty meetings.

Article VII – Function and Conduct of Departmental Meetings

Section 1. Function

Departmental Faculty meetings are an important step in the communication processes outlined in *Article IV; Section 1* and should be scheduled regularly.

Section 2. Participation

Meetings are open to the entire Faculty. The head may invite other Faculty and non-Faculty to specific meetings for discussions, planning, reporting, etc. on items of concern to departmental programs. Guest may include: Graduate student association president or designee, a technical representative, and a clerical representative. These invited guests cannot vote on matters that relate to curriculum or Faculty personnel.

Faculty meetings that deal with Faculty personnel decisions are open to all eligible department Faculty. Spouses or other immediate family of Faculty under consideration for hiring, retention, or tenure/promotion are ineligible to participate in discussions or voting.

Section 3. Voting

Section 3.1. Quorum

A meeting at which official curriculum or Faculty personnel decisions are made must have at least a simple majority of the eligible Faculty in attendance. Absentee ballots will be allowed for department curricula and Faculty personnel decisions to be arranged by the department head.

Section 3.2. Eligibility to Vote

Faculty members with at least 50% appointment in the department are eligible to vote on curricula and Faculty personnel matters. Voting privileges could be granted to others by an affirmative vote of the voting Faculty. Faculty with adjunct or joint appointments, emeritus Faculty, and Faculty with full-time administrative assignments (but whose tenure is based in the department), shall be ineligible to vote on department curricula or Faculty personnel matters. Non-tenure-track Faculty members who directly contribute to the research efforts of a tenured or tenure-track Faculty member are ineligible to vote.

a. Appointment Voting Eligibility

Appointments will be made in accordance with the Department of Animal Science and [Herbert College bylaws](#) and the [UTK Faculty Handbook](#). The tenured and tenure-track Faculty will evaluate the credentials of the applicants and vote on such appointments.

b. Tenure/Promotion Voting Eligibility

Tenured departmental faculty at or above the rank to which promotion is sought review tenure and/or promotion materials and vote on tenure/promotion.

Section 3.3. Frequency of Meetings

Departmental meetings should be scheduled regularly as to month and day, but the schedule may need to be changed each academic term to facilitate attendance. Occasional special meetings may be necessary to avoid major conflicts or to handle special business. At least two meetings will be held each academic term. Meetings can be at the discretion of the department head. Meetings involving curricula or Faculty personnel decisions shall be announced at least one week in advance and the announcement must include the nature of the topic(s) to be considered.

Section 3.4. Procedural Format

The rules contained in the latest edition of Robert's Rules of Order shall govern all departmental meetings in all cases in which they are applicable and in which they are not inconsistent with these Bylaws. The head may appoint a parliamentarian from among the departmental Faculty members to assist in the conduct of meetings. A record of the meeting will be kept and minutes will be read and approved at the next meeting (or available on-line for distribution).

Article VIII – Amendments

Section 1. Origin of Amendments

Amendments to the Bylaws may originate from the head, from a Bylaws Committee, or from at least twenty-five percent of the Faculty members. Proposed amendments shall be presented in writing to the departmental Faculty members for consideration at any regular meeting or at any special meeting called for that purpose.

Section 2. Notice

The proposed amendments shall be distributed with the agenda for the meeting at which they are to be discussed. Consideration of the amendments for voting by the departmental Faculty members shall occur at a subsequent meeting when the matter will have been included again in the agenda.

Section 3. Voting for Adoption

A majority of the Faculty shall constitute a quorum for the transaction of business. The affirmative vote of those Faculty present shall be necessary for the passage of any amendment, unless otherwise stated in these Bylaws. An affirmative vote of two-thirds (2/3) of all tenured departmental Faculty members will be required for adoption of amendments of the Bylaws.

Article IX – Adoption and Effective Date

Section 1. Notice

The proposed bylaws shall be distributed with the agenda prior to the meeting at which they are to be discussed. Consideration of the bylaws for voting by the departmental Faculty members shall occur at a subsequent meeting when the matter will have been included again in the agenda.

Section 2. Adoption and Effective Date

A majority of the Faculty shall constitute a quorum for the transaction of business. The affirmative vote of those Faculty present shall be necessary for the passage of the Bylaws, unless otherwise stated in these Bylaws. The Animal Science departmental bylaws must be approved by a two-thirds (2/3) vote of voting Faculty members prior to their effective date.

Approved October 1, 2020