

# Department of Plant Biology and Pathology

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## Departmental By-Laws

### PREAMBLE

These By-Laws, adopted June 19, 2003 by the faculty of the [Department of Plant Biology and Pathology, Cook College](#), are intended to govern the affairs of the Department in accordance with the provisions set out in the several articles that follow. The By-Laws, and any amendments thereto, are consistent with all applicable sections of Cook College by-laws (5/2003) and [Rutgers University procedures and regulations](#).

### PURPOSE

The mission of the Department of Plant Biology and Pathology is to discover and disseminate knowledge. The Department is the center of higher education in basic and applied areas of plant sciences in the State of New Jersey, and educates students for baccalaureate and advanced degrees. The Department is also the source of information and expertise to the citizenry on matters relating to plant production and management, horticultural engineering, plant breeding, plant protection, plant biotechnology, genomics, and the sustainable utilization and stewardship of plant resources for the benefit of humankind.

The goal of the Department of Plant Biology and Pathology is to be a national and international leader in plant sciences by conducting original, creative, and innovative research, and by providing outstanding educational and outreach programs. The Department strives to positively impact the economy and quality of life for the citizens of New Jersey by developing the technologies and products that will foster sustainable plant industries in the state.

### MEMBERSHIP

#### General

Members of the Department shall include persons, whose area of expertise is found within the disciplines of Plant Biology and Pathology and who hold the rank of Research Assistant and above (including Extension Specialists) with any part of their line budgeted in the Department. All other faculty ranks, including emeritus, visiting and adjunct faculty members assigned to the Department, having equivalent academic qualifications, including those who are serving on a per diem or part time basis, are invited to participate in department meetings and activities as appropriate and may be elected to membership in the Department. Membership in the Department can only be acquired by consent of the Department faculty obtained through majority vote of the department membership. It is expected that any person who wishes to join the Department will provide a seminar prior to a departmental vote and participate in the regular departmental functions.

Except for voting on personnel matters, faculty members may hold full membership in more than one department. The Executive Dean, acting on the advice of the Department, shall effect all changes in department membership. All tenured and tenure-track faculty members of the Department shall be consulted through departmental discussion and voting (>50% is majority) on all new tenured and tenure-track appointments, either newly hired or transferred from other units.

#### Voting

Voting members of the Department shall be all inclusive of all membership. Extension faculty members of the Department are considered full voting department members even if they have a minority of their lines in the Department. Faculty personnel matters shall be decided by secret ballot of members who have greater than 50% portions of their lines in the Department. With the exception of nominating ballots for Department Chair, all eligible faculty members shall vote on personnel matters only in the department that holds the

major portion of their line, although input into departmental matters is expected. The Department Chair shall have a vote on all matters even if he/she does not have a major portion of a line within the Department. Prior to a vote on promotion or reappointment issues the candidate will present a seminar to the Department covering aspects of the candidate's research, teaching, and/or outreach programs as appropriate for the line distribution of the faculty member.

## **OFFICERS**

### **Chair**

The selection of the Chair, his/her rights, and his/her duties, shall conform to bylaws of Cook College and Rutgers University regulations.

### **Vice Chair**

A Vice-Chair may be selected by the Chair to assist the Chair in departmental administrative tasks.

### **Chair Responsibilities**

The Chair shall have administrative responsibility for the teaching, research, and outreach programs of the Department according to the provisions and the regulations of Rutgers University and Cook College.

### **Chair Nomination Procedure**

When a department includes at least three tenured members with the rank of Associate Professor, Professor, or Professor II, these faculty members are eligible to be on the ballot for Department Chair nomination to the Executive Dean. The ballot shall be conducted by the Faculty Secretary who shall notify all qualified department faculty of their eligibility in writing. The letter will include a list of all qualified department faculty and a request for written notification to the Faculty Secretary by a specific date from those who do wish to be candidates for the Department Chair nominee election. All eligible department faculty responding will be considered candidates and included on the ballot. Results of the ballot are confidential and advisory to the Executive Dean.

Only a voting member of the Department who is a Professor II, Professor, or Associate Professor, with tenure, is eligible to serve as Chair.

In the case of an outside search for the Department Chair, the Search Committee shall bring their recommendation before the entire department for a vote, the result of which shall be presented to the Executive Dean.

### **Term of Office**

Term of office shall be three, four, or five years, at the discretion of the Executive Dean, with the privilege of successive terms.

### **Ex-Officio Membership on Committees**

The Department Chair will be an Ex-Officio (with voting rights) on all standing and ad hoc committees.

### **Faculty Secretary**

The Faculty Secretary shall be appointed by the Chair at the first meeting of the calendar year for a term of one year. It shall be his/her function to record, maintain, and arrange for the distribution of the minutes of the Department meetings to the members. The Faculty Secretary may be a member of the faculty or staff.

## **MEETINGS**

There shall be at least three meetings during the year. Additional meetings may be called at the discretion of the Department Chair or by petition of ten members of the Department. Members shall be informed in writing or by electronic mail at least four weeks in advance of the meeting date.

### **Quorum**

A simple majority of the total voting membership of the Department shall constitute a quorum.

## **COMMITTEES**

Committee membership shall consist of faculty, students, and/or staff. Members shall serve on a rotating basis. All elections to standing committees shall be held at the final department meeting of the calendar year or in the period prior to the beginning of the next academic year. Committee members (appointed or elected) will assume office at the start of the new calendar year, at which time committee members elect a Chair.

### **The Peer Evaluation Committee (Elected)**

The Peer Evaluation Committee (PEC) will include three tenured faculty members that hold greater than 50% line in the Department. This committee nominated by the faculty at a faculty meeting and approved by department vote (majority is greater than 50%). The PEC will evaluate accomplishments of faculty members and make recommendations regarding merit increases.

### **Promotion and Tenure Reading Committee (Appointed)**

An ad-hoc reading committee consisting of three faculty members at the appropriate rank will be appointed by the Chair. The reading committee will write a summary report to the Chair and the Department. A departmental vote of membership at the appropriate faculty rank will be taken after discussion and debate at a promotion meeting.

### **Department Advisory Committee (Appointed)**

The membership of this committee shall be appointed by the Department Chair. In general service will be for one year. The Chair may appoint a committee member to several successive terms. This committee shall consist of a minimum of five tenured faculty members that seek to best represent the varied interests of the Department. The Advisory Committee will be consulted by the Chair on major issues of the Department. The Department Chair bears the ultimate responsibility for administrative decisions. The Department Advisory Committee will meet no less than three times a year.

### **Search Committee Selection (Appointed)**

The Department Chair will nominate six or more faculty members to serve on a search committee. The Executive Dean of Cook College will make all appointments. The Executive Dean may further appoint additional members to the search committee, but the final composition must contain a majority of department members. The search committee must have an odd number of members, including the Department Chair. The Department Chair may vote but may not serve as the chair of the committee.

The Search Committee shall solicit, review, and interview prospective candidates. The committee shall provide an opportunity for all members of the Department, Extension faculty where appropriate, as well as other interested parties to review potential candidates and to provide input regarding selection. All Department faculty members are expected to participate in the selection process (e.g., attend seminars, review curriculum vitae and evaluate candidates as potential faculty members). The Search Committee shall rank the candidates, considering the earlier faculty evaluation, and submit the list to the Department Chair. In the case of disagreement the Department Chair will cast a vote to determine a top candidate. The Department Chair will facilitate a vote of department faculty regarding the recommended candidate(s). The Department Chair will provide the list of the top candidates to the Dean.

### **Awards Committee (Appointed)**

The membership of the Awards Committee shall consist of three faculty members appointed by the Department Chair. This committee will recommend names of nominees for departmental, college, university, and external awards.

### **Committees (Appointed)**

Strategic planning programmatic working groups (e.g., Plant Improvement; Plant Management; Plant Protection; Fundamental Plant Biology; or other Program areas) may be formed. Programmatic Working Group activities should be coordinated by the Chair to facilitate integration of activities.

### **Ad Hoc Committees (Appointed)**

Ad Hoc Committees may be appointed by the Chair at his/her discretion or by a majority of the voting members.

### **AMENDING THE BY-LAWS**

The By-Laws may be amended by a majority vote of the voting membership provided that a notice of the proposed change is submitted in writing or by electronic mail to the membership at least two weeks in advance of voting.

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