

CFAES Faculty Advisory Council Bylaws

Approved by the Faculty: May 29, 2018

Last approved by the Faculty: 2014

Approved by the Office of Academic Affairs: July 3, 2018

ARTICLE I. PURPOSE

A. The College of Food, Agricultural, and Environmental Sciences (hereafter CFAES) Faculty Advisory Council (hereafter FAC) will serve as the principal faculty advisory group to the Vice President for Agricultural Administration and Dean of CFAES (hereafter VP/Dean). The FAC will be the primary agency for full faculty participation in the governance of CFAES.

B. The specific functions of the FAC include: representing the faculty in matters of faculty business; acting as the official liaison between CFAES administration and faculty; advising the VP/Dean on CFAES programs and budgets, making recommendations to the VP/Dean regarding candidates to fill positions on college-wide standing committees, and assisting the VP/Dean in conducting faculty meetings. To function effectively as stated above, the FAC or representatives from the FAC will meet with the VP/Dean at least three times during both the fall and spring semesters, and once during the summer semester, to discuss matters that impact the faculty in CFAES.

ARTICLE II. MEMBERSHIP

A. The FAC will consist of representatives from the CFAES faculty. For purposes of the FAC and its bylaws, CFAES faculty are defined as those: 1) having the title of Professor, Associate Professor, Assistant Professor, or Instructor in tenure-, clinical- or research-track appointments; and 2) giving service of 50% or more to a tenure-initiating unit in CFAES; or 3) a faculty member with a 50% or more appointment in the Food Animal Health Research Program.

B. Faculty with official administrative appointments, including such titles as department and division chairs, associate chairs, district directors, directors, associate and assistant directors, and associate and assistant deans are excluded from membership on the FAC.

C. The VP/Dean or designated representative(s) will be an ex officio (non-voting) member.

D. The following units will each have one representative: Agricultural Communication, Education, and Leadership; Agricultural, Environmental, and Development Economics; Animal Sciences; Entomology; Food Animal Health Research Program; Food Science and Technology; Food, Agricultural and Biological Engineering; Horticulture and Crop Science; Plant Pathology; the School of Environment and Natural Resources; The Ohio State University Agricultural Technical Institute. The Department of Extension will have five representatives.

E. Upon the approval of their TIU faculty, a FAC member will serve a minimum of one 3-year term and a maximum of two consecutive 3-year terms beginning July 1. A FAC member who serves for four consecutive years is ineligible to be elected as vice chair of the FAC.

One third of the membership will be newly elected each year. Replacement of members, whose terms are expiring, will be included as an agenda item at the final FAC meeting of the academic year. Each retiring FAC member is responsible for seeing that the unit represented conducts an election for replacement through procedures indicated for governance in the unit's pattern of administration and reporting election results to the vice chair of FAC no later than June 1.

F. A member must provide for a substitute from the unit represented if unable to attend a meeting.

G. FAC members may be recalled and/or replaced by their constituent group at any time. When a vacancy occurs, the vice chair of FAC will notify the unit administrator to conduct an election of a person to serve out the un-expired term through procedures indicated for governance in the unit's pattern of administration. Election results will be given to the vice chair of FAC by the unit administrator.

ARTICLE III. OFFICERS

A. Officers

The officers of the FAC will consist of a chair, vice chair, secretary, and immediate past chair. Officers will be elected at the final meeting of the academic year from members of the FAC. The chair and vice chair must be tenured faculty. Officers will serve a term of one year commencing July 1. In the event an officer is incapable of functioning as an officer, the FAC will appoint one of its members to act as an interim until the office is filled at the regular nomination time.

B. Chair

The chair will advance from the vice chair position and will: be responsible for keeping the work of the FAC directed toward its purposes and functions, conduct FAC meetings, chair the executive committee, carry out such activities as voted upon by members of FAC, appoint members to FAC committees, communicate with the CFAES faculty as appropriate, and meet with the VP/Dean on a regular basis. The chair is responsible for scheduling meetings with the VP/Dean as required in Article I.B.

C. Vice Chair

The vice chair will assume the duties of the chair in the absence of the chair. The vice chair will maintain an official roster of FAC members, monitor the completeness of the FAC membership replacement procedures, and distribute to FAC members copies of the Bylaws. The vice chair will be responsible for updating the FAC website and keeping current all appropriate documents in the FAC's Buckeye Box folder.

D. Secretary

1. The secretary will record, maintain, and preserve minutes of FAC and CFAES faculty meetings and will deposit copies of these minutes with the Secretary of CFAES for preservation.
2. The secretary will maintain and preserve copies of FAC Bylaws. The secretary will distribute the agenda for FAC meetings to all FAC members (at least two weeks prior to regular meetings).
3. The secretary will distribute to all CFAES faculty by appropriate means and via the FAC's website: a summary of FAC meeting minutes, the agenda for CFAES faculty meetings (at least two weeks prior to regular meetings), a summary of CFAES faculty meeting minutes, and communications resulting from CFAES faculty meetings.

E. Immediate Past Chair

The immediate past chair will provide advice and assistance to the FAC and its officers and serve as chair of the nominating committee.

ARTICLE IV. FAC MEETINGS, COMMITTEES AND COMMUNICATIONS

A. Meetings

1. Regular FAC meetings will be held on the second Friday of September, November, and February, and the first Friday of May as scheduled by the Executive committee. A minimum of four meetings per year will be held.
2. Special meetings may be called by the VP/Dean, the executive committee, or by two members of FAC.
3. The presiding officer will adhere to the spirit of the newest edition of Robert's Rules of Order.
4. Presence of at least 50% of FAC membership will constitute a quorum.
5. A report from CFAES senators regarding the University Senate will be an agenda item.

B. Committees

1. Executive Committee

The executive committee will consist of the four FAC officers. The duties of the executive committee include: coordinating FAC business and activities, scheduling FAC meetings, and setting meeting agendas. The committee will meet at least once before each FAC meeting.

2. Nomination Committee

The nomination committee will consist of three members appointed in the spring meeting. The duties of the committee are to prepare and present a slate of candidates for vice chair and secretary by May 1st. The immediate past chair will chair the nomination committee.

3. Ad Hoc Committees

Ad hoc committees will consist of two or more FAC members. The duties of these committees are to evaluate specific items of FAC business and make recommendations for action at FAC meetings. To the extent possible, all business that requires official action on the part of the FAC will be assigned to ad hoc committees for preliminary analysis.

C. Communications

1. FAC Website

The FAC will maintain a public-facing website containing the current FAC membership roster with contact information, meeting dates and times for the academic year, and copies of approved agendas, minutes, and actions taken.

2. FAC Documents

The FAC, with assistance from the VP/Dean's office on request, will maintain a Buckeye Box (or other appropriate electronic communication program) account for the purpose of facilitating communications among all FAC members. All members of the FAC will be invited to join for the duration of their appointment.

ARTICLE V. CFAES FACULTY MEETINGS AND STANDING COMMITTEES

A. Meetings

1. CFAES faculty meetings may be called for the discussion of those issues defined as academic affairs as described in the [Rules of the University Faculty](#) (3335-5-14) and for discussion of other CFAES-related issues of interest to faculty.

2. The VP/Dean/designee will preside at CFAES faculty meetings per the [Rules of the University Faculty](#) (3335-3-29).

3. The VP/Dean/designee and the FAC chair will jointly prepare an agenda and ensure that it is distributed to all faculty at least two weeks prior to a meeting unless an emergency exists. Items not on the formal agenda may be introduced for discussion/action.

4. The presiding officer will adhere to the spirit of the newest edition of Robert's Rules of Order

5. CFAES faculty meetings may be called into session by the VP/Dean/designee, the FAC chair, petition to FAC from five percent of the eligible voting faculty as defined in Article II A of the Bylaws, or petition to FAC from any combination of at least three CFAES academic units through their TIU heads. Faculty meetings will be announced by the chair of the FAC and will be held between two and four weeks after the request.
6. Distribution to the faculty of motions for consideration and appropriate information concerning the meeting's agenda will be the responsibility of the individual or group recommending the meeting and will be provided with the announcement of the meeting date.
7. Main motions for consideration during CFAES faculty meetings may be put forth by the VP/Dean/designee, the FAC, five percent of the eligible voting faculty as defined in Article II A of the Bylaws, or by any combination of at least three TIUs through their TIU heads.
8. If further review and discussion of a main motion are needed prior to vote, a second faculty meeting will be held within one to three weeks following the first meeting. Determination of the need for a second meeting will be made by the VP/Dean/designee and the executive committee of FAC.
9. Main motions may be withdrawn only by those persons or groups that presented the original motion. Withdrawals may be made either during or after CFAES faculty meetings.
10. No votes will be taken at faculty meetings. Balloting on main motions will be conducted by the executive committee of FAC using a confidential procedure within a time line of one to three weeks after a faculty meeting. All tenure- and clinical-track faculty as defined in Article II A of the Bylaws in the TIUs in CFAES will be eligible to vote on matters pertaining to curricula and course matters within the TIUs. All tenure- and clinical-track faculty as defined in Article II A of the Bylaws within the OSU Agricultural Technical Institute will be eligible to vote on matters pertaining to curricula and course matters within the Agricultural Technical Institute. All tenure- and clinical-track faculty as defined in Article II A of the Bylaws in the School of Environment and Natural Resources will be eligible to vote on matters pertaining to curricula and course matters within the School of Environment and Natural Resources. All faculty, as defined in Article II A of the Bylaws in the CFAES, will be eligible to vote on all other matters within the purview of the FAC.
11. The vote required for passage of main motions will be a simple majority of the returned paper ballots or electronic ballot responses.
12. To be counted, paper or electronic ballots must be returned to the chair of the FAC or responded to within three weeks of the date of distribution or electronic notification. The executive committee of FAC will be the teller committee. The teller committee will announce voting results within one week of the balloting deadline.

13. A governance decision reached by a college-wide faculty vote will override a decision on the same matter made by a vote within a CFAES TIU.

B. Standing Committees

1. FAC will make recommendations to the VP/Dean/designee regarding candidates to fill positions on two CFAES-wide standing committees, Promotion and Tenure, and College Investigation. Recommendations for specific committees are subject to stipulations and restrictions contained in the CFAES Pattern of Administration, section VI.D.

2. Filling vacancies on the CFAES standing committees will be included as an agenda item during the April meeting of the FAC. It is the responsibility of FAC members to poll eligible faculty in the unit represented concerning interest in serving on specific standing committees and to recommend named individuals to the Executive Committee of FAC no later than May 1.

3. The executive committee of FAC will submit to the VP/Dean no later than June 1 a list of suggested candidates for standing committee membership. The list will contain at least two more names than vacancies anticipated for each committee.

ARTICLE VI. AMENDMENTS TO THE BYLAWS

A. Amendments to the Bylaws may be proposed by any member of the faculty as defined in Article II.A. or by an ad hoc committee of FAC.

B. Proposed amendments will be placed on the agenda of a FAC meeting. If approved by FAC, the proposed amendments will be submitted for a CFAES faculty vote in accordance with the balloting procedures described in Article V.

C. Proposed amendments will be adopted if approved by a simple majority of voting CFAES faculty.