Faculty Organization
Bylaws
and
Standing Rules

Ratified: February 16, 2021
BYLAWS

PREAMBLE

The College of Agricultural Sciences Faculty Organization is the formal faculty governance body within the College of Agricultural Sciences. Its principal aim is to facilitate communication among faculty, and between faculty and administrators, so that all work together for the benefit of the students and stakeholders of the college and the University. We strive to promote academic and scholarly excellence in keeping with the missions of the college. Achieving this excellence requires reciprocal consultation, the free flow of information, respect between faculty and administrators, and a commitment to shared governance. The Faculty Organization shall serve as the voice of the faculty and the vehicle for their concerns in legislative, advisory, consultative, and forensic functions, subject to the rules and regulations of the University.

The Faculty Organization recognizes that the responsibility for the operation of the College of Agricultural Sciences lies with faculty and administrators. Administrators have unique responsibilities to higher administrative levels within the University as they represent the faculty and are obliged to serve the college’s interests. Shared governance predicates an open and respectful dialogue among faculty, and between faculty and administrators on matters affecting the college. Such dialogue should welcome the expression of concerns and responses to such concerns. Open dialogue is understood to: (1) occur early enough in the process that positions regarding the issue at hand have not been decided or acted upon prematurely; (2) provide a reasonable amount of time for the consideration of the issue; (3) have equal access to data and information relevant to the issue; and (4) allow for consultation of the Faculty Advisory Committee to the Dean and/or the Executive Committee of the Faculty Organization for faculty input. This dialogue should not preclude the introduction of the issue directly to the full Faculty Organization, especially in cases of great urgency or importance. It is the responsibility of administrators and faculty to engender an environment where individuals are free to speak without repercussions for initiating or contributing to an honest and open consultation. Furthermore, to maintain an internal culture of mutual respect, administrators and faculty shall provide a rationale for choosing a course that deviates from that recommended by the other. The following instances are cases where faculty should be consulted by administration, but are by no means exhaustive:

a) Appointing or evaluating the performance of the Dean, Associate Deans, or Assistant Deans.
b) Recruiting, appointing, promoting or developing faculty.
c) Establishing criteria for evaluating the performance of faculty and administrators.
d) Developing transparent annual budgets for the college and the departments.
e) Forming administrative units that govern teaching, research or extension.
f) Adding, reorganizing, evaluating or terminating programs in teaching, research, extension, or other service; An example of this would be strategic planning.

The Faculty Organization represents an effective and efficient route via which administrators and faculty shall routinely communicate on examples like those listed above.

Acceptance of shared governance by faculty and administrators is predicated on their reciprocal accountability for outcomes. Mechanisms for accountability of administrators and faculty, will be performed in accordance with the University's policies AC14, AC23, and other academic policies and guidelines. For review of Deans, Associate Deans and Assistant Deans, faculty from each department and each arm of the college's mission (teaching, research and extension) will be represented on the evaluating committee, with appointments made by the Department Heads.

ARTICLE I. NAME

The name of the organization shall be the Pennsylvania State University College of Agricultural Sciences Faculty Organization, hereafter referred to as the Faculty Organization.

ARTICLE II. PURPOSE & OBJECT

Faculty participation is essential for ensuring high quality programs in teaching, research, and extension. The purpose for having a Faculty Organization is to facilitate efforts by the faculty in achieving academic and scholarly excellence in keeping with the missions of the college. The Faculty Organization shall serve as the voice of the faculty in legislative, advisory, consultative, and forensic functions, subject to the rules and regulations of the University, recognizing the authority vested in and delegated through the University Faculty Senate.

ARTICLE III. MEMBERSHIP

Membership and voting rights in the Faculty Organization shall include all persons currently holding full-time University academic appointments whether professorial, research (excluding non-continuing research appointees) or full-time instructors (see AC21 for definitions of those academic ranks) with their primary academic appointment in the College of Agricultural Sciences.

ARTICLE IV. OFFICERS

The officers shall be a Past Chair, Chair, and Chair Elect. Together, these three officers shall constitute the Executive Committee of the Faculty Organization. A parliamentarian shall be appointed by the Executive Committee prior to the start of the fall semester.
IV. Section A. Qualifications. Any member is eligible to be nominated for Chair Elect and to serve in all the offices of the Faculty Organization.

IV. Section B. Term of Office. All terms of office shall begin on July 1st and end on June 30th of the subsequent year, or until their successors are elected.

IV. Section C. Duties of Officers

While primary duties are listed below, additional duties of each office may be found in the standing rules of the organization.

IV.C.1. Duties of the Chair. The Chair shall be the presiding officer of the Faculty Organization. The Chair shall be empowered, in consultation with the other officers and the Dean, to prepare the agenda for scheduled meetings, to appoint task forces or special committees, to represent the faculty, to convene special meetings when necessary, and to carry out other duties as appropriate.

IV.C.2. Duties of the Chair Elect. The Chair Elect shall serve in the absence of the Chair.

IV.C.3. Duties of the Past Chair. The duties of the immediate Past Chair include serving as an advisor to the Chair and chairing the Nominations and Elections Committee.

IV. Section D. Nomination and Elections of Officers.

IV. D.1. Nominations and Elections Committee. The Nominations and Elections Committee shall be chaired by the Past Chair of the Faculty Organization. The remaining committee members include 6 elected faculty members and the Senators’ Caucus Representative to the Faculty Senate Council. The responsibilities of the Nominations and Elections Committee include the development of the election ballot. The Nominations and Elections Committee shall nominate candidate(s) for the office of Chair Elect as well as individuals to serve on standing committees. The Nominations and Elections Committee must complete and communicate the election ballot to the faculty a minimum of 21 days prior to the Annual meeting.

IV. D.2. Consent of Nominees. No name may be placed in nomination without the consent of the nominee.

IV. D.3. Elections. The College of Agricultural Sciences Faculty shall elect annually from among its membership a Chair Elect and standing committee members. The Chair Elect, at the end of a one-year term of service in that office, shall automatically succeed to the office of Chair. The Chair shall automatically succeed to the office of Past Chair. The voting threshold to be elected Chair Elect is a majority of votes cast. Standing committee members may be elected by a plurality of the votes cast. Elections shall occur via a secure and secret electronic ballot vote. The annual election shall be conducted prior to the Annual meeting with the election results shared at the Annual meeting. Opportunity for voting should be available for a minimum of 14 days.
IV. Section F. Removal of Officers. Any officer may be removed from office for neglect of duty or for misconduct in office by a two-thirds vote of no confidence by the total membership.

IV. Section G. Vacancies. If a vacancy occurs in the office of Chair, the Chair Elect will move immediately into the office, complete the unexpired term, and continue through a full term as Chair. If the vacancy occurs in the office of Chair Elect, the members shall elect a replacement via secure and secret electronic ballot with a majority of the votes cast, from a list of nominees submitted by the Nominations and Elections Committee. The Nominations and Elections Committee will provide a list of nominees within 21 days of the vacancy.

ARTICLE V. MEETINGS

V. Section A. Regular Meetings. Regular meetings of the College of Agricultural Sciences Faculty will be held at least once each semester, excluding summer. The dates for these meetings shall be set by the Executive Committee in consultation with the Dean. The meeting dates will be distributed to the membership prior to the start of the fall semester. Regular meetings may be cancelled for unusual circumstances by the Executive Committee. The Chair will solicit input on the agenda from the membership at least 14 days prior to a scheduled meeting. The Chair will then provide a draft agenda to the Executive Committee 7 days prior to scheduled meetings. Meetings will be recorded and archived. Meeting recording and minutes will be posted online with access for all membership within 14 days of the meeting.

V. Section B. Annual Meeting. The regular meeting of the spring semester shall be known as the Annual Meeting and shall be for the purpose of announcing election results for officers, representatives, and committee members, approving the Standing Rules of the organization for the following year, receiving reports of officers and committees and for any other business that may arise.

V. Section C. Executive Committee Meetings. The Executive Committee comprising the Chair, Chair Elect and Past Chair shall meet at least one week in advance of the regularly scheduled meetings of the Faculty Organization to review and define the agenda.

V. Section D. Special Meetings. Special meetings may be called by the Executive Committee, or upon written request of either the Dean, or at least three Committee Chairs, or no less than 15 faculty members. A statement of the purpose for the meeting and the spokesperson(s) for the issue(s) must be included in the letter of request to the Executive Committee. Notice must be sent to all members at least 7 days prior to the date of the meeting. Notices shall be provided by University e-mail and shall include the specific items of business to be conducted at the meeting.

V. Section E. Quorum. A quorum for the transaction of business at an officially called meeting shall consist of 10 percent of the total membership as defined by a faculty roster requested from Human Resources within 15 days prior to scheduled meeting.

V. Section F. Electronic Meetings. All committees, including the Executive Committee, standing committees, and special committees are authorized to meet by
telephone or web conference, or through other electronic communications media so long as all the members may simultaneously hear each other and participate during the meeting. Such participation shall be at the discretion of the committee chair and shall constitute presence at the meeting, and thus count towards a quorum.

V. Section G. Action without Meeting. Any executive committee, standing committee, or special committee may act without a meeting if the action taken is by unanimous consent of all members of the committee. The action must be evidenced by written consent describing the action taken and signed by each committee member. Written documentation can be provided through official University email.

V. Section H. Voting. Voting in elections is by secure and secret electronic ballot supervised by the Nominations and Elections Committee. All other voting, including but not limited to amending Bylaws may be by mail-in ballot, voting in person at a time and place designated, or by electronic means, including but not limited to secure and secret website voting. The Executive Committee shall designate the voting method.

ARTICLE VI. COMMITTEES

VII. Section A. - Standing Committees. There shall be the following fifteen standing committees (listed alphabetically): Academic Standards Committee; Caucus of Agricultural Sciences Senators to the University Faculty Senate; Distinguished Professorship Review Panel/Committee; Executive Committee; Faculty Advisory Committee to the Dean; Faculty Awards Committee; Faculty Development Committee; Graduate Faculty Review Committee; Instruction and Curricular Affairs Committee; Libraries, Information Systems, and Technology Committee; Nominations and Elections Committee; Non-tenure-line Faculty Promotion Review Committee; Promotion and Tenure Review Committee; Student Activities Committee; and Student Scholarships and Awards Committee.

VII. Section B. – Committee Duties. Committees should work to address their assigned purpose and complete their assigned duties as defined in the Standing Rules of the organization. Committees are to submit a written report of annual activity via email to the Chair at least 7 days prior to the Annual Meeting.

VII. Section C – Composition of Standing Committees. College of Agricultural Sciences Faculty members serve on standing committees and special committees to further the purposes set forth in the preamble. Composition of specific committees is defined in the Standing Rules of the organization.

VII.C.1. Vacancy. Should a vacancy in any elected position on a standing committee occur, the term shall be completed by the individual identified by the Nominations and Elections Committee who received the next highest number of votes in the most recent election. This process will be repeated until the vacancy has been filled. If no other candidate is available, the Executive Committee may appoint a replacement member.
VII. C. 2. **Appointments.** Administrators of the college, staff and/or students enrolled in the college may be appointed by the Executive Committee as needed, to fulfill committee duties and/or representation needs.

VII. Section D. **Election to Standing Committees.** Nominations, including self-nominations will be accepted by the Nominations and Elections Committee in writing or via electronic communication prior to the posting of the election ballot at least 28 days prior to the Annual meeting in the spring. The nominating committee must complete and communicate the election ballot at least 21 days prior to the Annual meeting with voting open for a minimum of 14 days and results determined at least 5 days prior to the Annual Meeting. Members of standing committees shall be elected by secure and secret electronic ballot. Elections results will be determined by the Nominations and Elections Committee prior to the Annual Meeting.

VII. Section E. **Committee Member Term Lengths.** Except as specifically provided in the Bylaws or the Standing Rules to assure continuity and change in membership, there shall be staggered three-year terms of office. Committee terms of office and assigned duties shall begin annually on July 1st and end on June 30th.

VII. Section F. **Committee Member Term Limits.** Elected members of standing committees may not serve more than two consecutive terms on the same committee.

VII. Section G. **Operation of Standing Committees.** The Chair of each standing committee shall be a faculty member selected from among the faculty members on the committee by the voting committee members, unless otherwise specified. A standing committee will meet on the call of its Chair. The annual organizing meeting of each committee to determine committee leadership shall be called by the longest serving member of that committee. An annual written report shall be filed with the Chair of the Faculty Organization, 7 days prior to the Annual Meeting.

VII. Section H – **Special Committees.** Special Committees may be appointed by the Chair of the Faculty Organization at the request of the Executive Committee, the Dean, or the Faculty.

VII. Section I. **Removal of Committee Members.** A committee member may be removed from a committee for three unexcused absences from committee meetings in a single year.

**ARTICLE VII. DELEGATION OF AUTHORITY**

The authority vested in these governing documents has been delegated by the University Faculty Senate.
ARTICLE VIII.  PARLIAMENTARY AUTHORITY
The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the organization may adopt.

ARTICLE IX. AMENDMENT OF BYLAWS
The Bylaws may be amended by two thirds vote of the members voting at any meeting with a quorum present, provided that at least 30 days written notice shall have been given to the members concerning such proposed amendment. Amendments may be proposed by (1) the Executive Committee, (2) any committee appointed for the purpose of proposing amendments; or (3) by any group of 5 or more current members. It shall be the duty of the Chair to provide notice to the membership if the proposed amendment meets any one of the three requirements listed above.

IX. Section A. Ratification of Bylaw Amendments by University Faculty Senate.
Following approval, the Amendments to the Bylaws will be submitted by the Chair to the University Faculty Senate for ratification. An amendment shall take effect upon approval by the University Faculty Senate.

Ratified at

College of Agricultural Sciences Faculty Meeting November 7, 2019
ARTICLE I: UTILIZATION OF THE STANDING RULES

The Standing Rules for the Faculty Organization will be reviewed and adopted on an annual basis during the first regular business meeting of the academic year. In accordance with the parliamentary authority, these Standing Rules may be amended and/or suspended with no previous notice and a majority vote at any properly called meeting of the organization. Following approval, amended Standing Rules will be submitted by the Chair to the Faculty Senate for ratification by Senate Council.

ARTICLE II: STANDING COMMITTEES

Listing of Standing Committees (listed alphabetically)

a. Academic Standards Committee (refer to II. Section A.)
b. Caucus of Agricultural Sciences Senators to the University Faculty Senate (refer to II. Section B)
c. Distinguished Professorship Review Panel/Committee (refer to II. Section C.)
d. Executive Committee (refer to II. Section C.)
e. Faculty Advisory Committee to the Dean (refer to II. Section E.)
f. Faculty Awards Committee (refer to II. Section F.)
g. Faculty Development Committee (refer to II. Section G.)
h. Graduate Faculty Review Committee (refer to II. Section H.)
i. Instruction and Curricular Affairs Committee (refer to II. Section I.)
j. Libraries, Information Systems, & Technology Committee (refer to II. Section J.)
k. Nominations and Elections Committee (refer to II. Section K.)
l. Non-tenure-line Faculty Promotion Review Committee (refer to II. Section L.)
m. Promotion and Tenure Review Committee (refer to II. Section M.)
n. Student Activities Committee (refer to II. Section N.)
o. Student Scholarships and Awards Committee (refer to II. Section O.)
Section A. Academic Standards Committee

(1) Membership

1. Three elected faculty members (at least one must be from the graduate faculty).
2. An undergraduate student in Agricultural Sciences selected each year by the Agricultural Sciences Student Council.
3. A graduate student in Agricultural Sciences selected each year by the Graduate Student Association.
4. An Agricultural Sciences Faculty Senator from the Senate Committee on Undergraduate Education when available
5. The Associate Dean for Undergraduate Education
6. Associate Dean for Research and Graduate Education
7. A staff administrative assistant from the College of Agricultural Sciences Office for Undergraduate Education (Non-Voting)

(2) Purpose

To review and recommend action to the Deans on matters relating to undergraduate and graduate academic standards and policies.

(3) Duties

a. Recommend to the Deans, on behalf of the Faculty, action to be taken on reinstatement of students, and cases of academic dishonesty.
b. Recommend to the Deans changes or modifications in policies related to the academic conduct of students.
c. Assist the Deans in gathering and interpreting information on matters of academic standards related to the educational functions of the college.

Section B. Caucus of Agricultural Sciences Senators to the University Faculty Senate

(1) Membership

Duly elected representatives to the University Faculty Senate whose academic home is in the College of Agricultural Sciences will comprise the membership of this caucus. It will operate as a standing committee.

(2) Purpose

To effectively advocate and represent the best interests of the faculty in the College of Agricultural Sciences.

(3) Duties

a. Represent the college in University Faculty Senate business.
b. Provide reports to Faculty Organization at regularly scheduled meetings.
c. Recommend legislative matters for consideration by the Faculty Organization through the Executive Committee.
d. Mentor newly elected Senators for success in the University legislative process.
Section C. Distinguished Professorship Review Panel/Committee

(1) Membership

In accordance with The Pennsylvania State University Academic Policy (AC10 Distinguished Professorships), a committee of nine (9) professors that represent a balance among extension, research, and teaching, as well as among academic units within the college, shall be elected by the faculty.

(2) Purpose.

To be available to the Dean as specified in University Academic Policy AC10 to request, recommend and review nominations for the award of Distinguished Professor.

(3) Duties

a. Solicit and forward nominations from the membership for consideration of the Distinguished Professorship to the Dean.

b. To be available to the Dean for review and recommendations upon nominations for the award of Distinguished Professor.

Section D. Executive Committee

(1) Membership

The Executive Committee shall comprise the Chair, the Chair Elect and the Past Chair.

(2) Purpose.

To provide leadership to and facilitation of the work of the Faculty Organization.

(3) Duties

a. Ensure effective communication among the membership across the College of Agricultural Sciences.

b. Systematically review the governing documents of the Faculty Organization to evaluate whether current practices are consistently aligned with those documents and recommend amendments when warranted.

c. Coordinate all committee work and mobilize committee chairs to take action.

d. Ensure the organization has an accurate member list for determining voting privilege and quorum mandates. This member list will be maintained through a coordinated effort between the Chair and the college's Office of Human Resources. Within 1 week of a faculty member being hired or leaving employment in the college, administrative support staff in the college Office of Human Resources will provide the Chair with an updated member list.
Section E. Faculty Advisory Committee to the Dean

(1) Membership

a. A representative elected by the faculty of each academic unit in the college. Those eligible to be elected must hold membership and voting rights in the Faculty Organization.
b. The Chair of the Faculty Organization.
c. The Chair Elect of the Faculty Organization.
d. The Agricultural Sciences Senators Caucus Representative to the Faculty Senate Council.
e. An additional seat on the committee may be filled at the discretion of the Dean by appointment of any member of the faculty who holds membership and voting rights in the Faculty Organization.

(2) Purpose.

The Faculty Advisory Committee to the Dean, hereafter referred to as the Faculty Advisory Committee, shall be an instrument of the faculty for consultation with the Dean, without legislative authority. Elected representatives from each academic unit in the college shall serve as representatives of their faculties to bring issues and questions from the faculties to the committee and as messengers back to the faculties of the nonconfidential discussions held by the committee.

(3) Duties. To meet regularly (monthly, or upon request) with the Dean, to discuss issues or concerns relevant to the College of Agricultural Sciences. Unless specifically requested by the Dean, issues discussed at meetings of the committee shall not be considered confidential and a summarized record of such meetings will be made and circulated among committee members following each committee meeting.
Section F. Faculty Awards Committee

(1) Membership.

Three elected faculty members.

(2) Purpose.

To coordinate and propose activities involving awards for faculty, alumni, and other appropriate individuals. The actions of the Committee are intended to support, not supersede, activities and responsibilities of the academic units in the college.

(3) Duties

a. Review and maintain a list of University awards, eligibility criteria, and nomination deadlines in cooperation with college administration. The list will be updated each semester and maintained on the college’s website.

b. Communicate with award granting entities (i.e. alumni, etc.) as needed to offer services and assistance.

c. Collect, screen, rank and forward nominations as appropriate for college, University and external awards.

Section G. Faculty Development Committee

(1) Membership

Six elected faculty members representing resident education (2), research (2), and extension (2).

(2) Purpose.

To promote improved quality of instruction, research and extension in the college through programs designed to fulfill the needs of experienced and new faculty and foster of an open and inclusive culture of professional development for faculty.

(3) Duties

a. Communicate as needed with the college Deans, Associate Deans, and Assistant Deans to meet the professional development needs of the organization’s membership.

b. Assist the Deans in the annual New Faculty Orientation Program as requested.

c. Assist the Deans in the annual promotion and tenure informational workshop as requested.

d. Offer occasional professional development opportunities to faculty, utilizing workshops and seminars.

e. Assist Departmental faculty mentoring programs to identify mentoring opportunities across the college as requested.
Section H. Graduate Faculty Review Committee

(1) Membership

a. Five elected faculty who are members of the graduate faculty.

b. Faculty elected must be representative of the biological sciences, social sciences, engineering, and other appropriate disciplines.

c. (2) Purpose.

To review and evaluate candidates for the graduate faculty with adjunct, affiliate, part-time or fixed-term status.

(3) Duties

a. Review and evaluate candidates with adjunct, affiliate, part-time or fixed-term status for graduate faculty membership.

b. Submit recommendations to the Graduate School through the Dean of the college.

Section I. Instruction and Curricular Affairs Committee

(1) Membership

a. Each department will provide a faculty representative to the committee. Each department can choose the representative from their unit, but the recommendation is that the representative be either the chair of the department’s curriculum committee or an undergraduate major program coordinator.

b. The following college based undergraduate and graduate interdisciplinary majors and minors will provide a faculty representative: Environmental Resource Management (Graduate); International Agriculture (Undergraduate); International Agriculture and Development (Graduate)

c. The Associate Dean of Undergraduate Education

d. A staff administrative assistant from the Undergraduate Education Office (non-voting member).

e. A college representative of the University Faculty Senate. It is recommended that, when possible, this person have a resident education appointment and be a member of the Senate Committee on Curricular Affairs or Education.

f. A college representative to the Graduate Council.

g. A dean representing graduate programs.

h. If a committee member is unable to attend a scheduled meeting, they must provide the name of a proxy directly to the Undergraduate Education Office.

(2) Purpose.

To provide faculty oversight to the curricular affairs of the college and to serve as an advisory and facilitating body to the college and to the Associate Dean for Undergraduate Education and the Associate Dean for Research and Graduate Education on matters that may affect the attainment of instructional objectives in undergraduate and graduate programs, while ensuring conformity of curricula with Senate and the Graduate School guidelines.
(3) Duties

a. Review all undergraduate and graduate course and curriculum proposals submitted by the academic units and make recommendations to the University Faculty Senate Committee on Curricular Affairs.

b. Consult with the Associate Dean for Undergraduate Education and the Associate Dean for Research and Graduate Education on such matters as admission standards and requirements, general requirements for all students, and graduation requirements.

c. Distribute to the faculty a report of all committee actions taken according to (3) (a).

d. Communicate to the faculty for review and comment all committee actions taken according to (3) (b).

e. Serve as a source of advice and consultation on procedural matters related to instruction or curricular matters for the various academic units.

Section J. Libraries, Information Systems, and Technology Committee

(1) Membership.

a. Three elected faculty members.

b. The Agricultural Sciences Librarian.

c. An Agricultural Sciences Faculty Senator from the Senate Libraries, Information Systems, and Technology Committee on Libraries when available.

(2) Purpose.

To ensure bidirectional communication between the Penn State libraries and College of Agricultural Sciences faculty regarding information technologies, collections, and/or services needed and their availability.

(3) Duties.

a. Facilitate the surveys of College of Agricultural Sciences faculty regarding the faculty's needs and concerns regarding library resources.

b. Coordinate seminars or workshops so that library experts can make needed presentations to the College of Agricultural Sciences faculty on targeted topics.
Section K. Nominations & Elections Committee

(1) Membership.

   a. The Past Chair of the Faculty Organization, who will also serve as chair of this committee.
   b. Six elected faculty members representing a balance among academic units within the college. No two members may be from a single department.
   c. The Senators' Caucus Representative to the Faculty Senate Council.

(2) Purpose.

To prepare an annual slate of nominees for election to the following offices: 1) the Chair Elect; 2) the standing committees of the College of Agricultural Sciences Faculty; 3) the Faculty Senate; and 4) the Graduate Council. In addition, the nominating committee is tasked with providing the Dean with nominees to serve as representatives to faculty meetings of other colleges.

(3) Duties

   a. Solicit nominations from the faculty for all elected positions within the Faculty Organization at least 42 days prior to the Annual Meeting. The solicitation should indicate that nominations are due 28 days prior to the Annual Meeting.
   b. Submit a ballot to the membership of names and brief biographical sketches of nominees at least 21 days prior to the Annual Meeting.
   c. Tally the ballots and announce the individuals elected at the Annual Meeting.
   d. Maintain a record of vote totals by candidates so that if a person elected cannot, for whatever reason, continue to serve, the next highest vote getter able to do so will serve for the remainder of that person's term.
   e. Provide the Dean with a list of people who have agreed to serve as representatives from the College of Agricultural Sciences to the faculty meetings of other Colleges. The faculty does not vote on these representatives.
Section L. Non-tenure-line Faculty Promotion Review Committee

(1) Membership

a. Five non-tenure-line faculty members elected by the non-tenure-line faculty.

b. Two non-tenure-line faculty members appointed by the Dean of the college to reflect the diversity of the college.

c. Nominees should provide adequate representation of all non-tenure-line categories and ranks, except that Rank I (see AC21) faculty will not normally serve on this committee. Every effort should be made to also have representation of different academic units in the college. At least five members shall possess a terminal degree, and at least 5 members shall be at the Rank III level. Exceptions may be necessary until sufficient numbers of non-tenure-line faculty are in the Rank III level. Requests for these exceptions will be submitted to the Vice-Provost for Faculty Affairs for approval. Deans in the college with expertise in the applicant’s area may provide input to the committee.

d. The five elected members shall serve three-year terms. Any individual may serve no more than two consecutive three-year terms, before being required to take at least a two-year hiatus from this committee.

e. The Executive Committee, in consultation with the Dean of the college, shall appoint annually a chairperson from among the five elected members.

f. When an elected member cannot serve, the vacancy will be filled from the unelected nominees of the most recent election. The individual of this group who had received the highest number of votes will serve the remainder of the three-year term.

(2) Purpose.

To review and evaluate all non-tenure line faculty candidates recommended for promotion.

(3) Duties

a. Review and evaluate all non-tenure line faculty candidates recommended for promotion by academic units, with the opportunity to secure additional information or engage in consultation with unit leaders as needed.

b. Submit to the Dean all Committee recommendations on promotion. [See Non-tenure-line (Fixed-term or Standing) ranks and promotion procedures, AC21].
Section M. Promotion and Tenure Review Committee

(1) Membership

a. Five senior faculty members (full professors with tenure) elected by the tenure-line faculty.
b. Two senior faculty members appointed by the Dean of the college to reflect the diversity of the college.
c. The five elected members shall serve three-year terms. The appointed members shall serve one-year terms and not more than three consecutive one-year terms. Faculty with more than 50% of their time assigned to an academic administrator position are not eligible for appointment.
d. Nominees for the five elected positions shall represent a balance among extension, research, and teaching as well as among academic units within the college. The Dean shall consider this balance when appointing members to the committee. On the seven-member committee, there shall be at least two representatives with a major commitment to each of these areas. The Nominations and Elections Committee and the Dean shall attempt to ensure that all program areas (i.e., biological sciences, social sciences, engineering, and other appropriate disciplines) of the college are represented on the committee.
e. The Executive Committee, in consultation with the Dean of the college, shall appoint annually a chairperson from among the five elected members.
f. When an elected member cannot serve, the vacancy will be filled from the unelected nominees of the most recent election. The individual of this group who received the highest number of votes will serve the remainder of the vacated three-year term.

(2) Purpose.

To review and evaluate all candidates recommended for promotion, tenure, or sabbatical leaves.

(3) Duties

a. Review and evaluate all candidates recommended for promotion or tenure by academic units, with the opportunity to secure additional information or engage in consultation with unit leaders as needed.
b. Submit to the Dean all Committee recommendations on promotion and tenure. [See Promotion and Tenure Procedures and Regulations, AC23; Administrative Guidelines provided by the Provost; and Criteria and Procedures for Promotion and Tenure-College of Agricultural Sciences].
c. Review all requests for sabbatical leave [See The Pennsylvania State University Policy, AC17].
d. Submit to the Dean all committee recommendations on sabbatical leave.
Section N. Student Activities Committee

(1) Membership
a. Three elected faculty members.
b. An undergraduate student in the College of Agricultural Sciences selected each year by the Agricultural Sciences Student Council.
c. The Associate Dean for Undergraduate Education or a representative from the Office of Undergraduate Education (non-voting member).

(2) Purpose.
To advise and make recommendations regarding the disbursement of funds set aside by the administration for use by college undergraduate clubs or organizations, including competitive/judging teams.

(3) Duties
a. Establish application procedures and criteria and publicize such procedures and criteria as well as related time schedules.
b. Maintain a list of college clubs or organizations eligible for using such funds.
c. Review applications for use of such funds.
d. Submit recommendations to the Associate Dean of Undergraduate Education regarding the relevant disbursements of funds.

Section O. Student Scholarships and Awards Committee

(1) Membership
a. Three elected faculty members.
b. The Associate Dean for Undergraduate Education or a representative from the Office of Undergraduate Education (non-voting member).

(2) Purpose.
To serve as the principal awarding authority for scholarships and awards controlled by the college.

(3) Duties
a. Selects recipients for scholarships and awards controlled by the college.
b. Serve as the central oversight authority for scholarships in the college. As such, it is responsible for reviewing all scholarships awarded by individual academic programs in the college for compliance with general University regulations, donor stipulations, and academic requirements.
c. Consult and cooperate, when necessary, with the Office of Student Aid and the Office of the Bursar in the discharging of these administrative duties.
d. Serve as the principal advisory group to the Dean on matters related to scholarships and awards.
ARTICLE III – Relationship of the Ombudsperson to the Faculty

In accordance with the Pennsylvania State University Policy AC76, Faculty Rights and Responsibilities, an Ombudsperson and Alternate Ombudsperson shall serve as mediators and conciliators in disputes between and among faculty and administrators in the college, when requested by any of the parties involved. The Ombudspersons should be acceptable to both faculty and administrators. The nomination and election process will follow this procedure:

1. Nominations from the faculty will be solicited by the Nominations and Elections Committee, which will prepare a slate of candidates from nominations it receives.
2. The Ombudsperson and Alternate Ombudsperson shall be elected to serve three-year terms. Ombudsperson and Alternate Ombudsperson terms commence and expire one year apart, and both are eligible to run for re-election.
3. If an Ombudsperson is unable to complete the term of office, a replacement Ombudsperson will be elected at the next faculty-wide election to serve the remainder of the uncompleted term.