

**Department of Ecology & Evolutionary Biology University of Tennessee, Knoxville  
Departmental Bylaws**

Adopted: 15 November 2006

Last amended: April 2023

**ARTICLE I. INTRODUCTION**

**Section 1.** The Department of Ecology & Evolutionary Biology of the University of Tennessee, Knoxville, shall be governed by these bylaws.

**Section 2.** These bylaws are subject to all provisions of faculty governance that appear in the University Faculty Handbook and the bylaws of the College of Arts & Sciences. In areas not specified in the departmental bylaws, relevant sections of the University Faculty Handbook and the bylaws of the College of Arts & Sciences shall apply.

**Section 3.** In general, the actions of the department are determined by the recommendations of its standing and ad hoc committees, subject to the approval of its faculty. Governance will be in accordance with the bylaws of the College of Arts & Sciences, the University Faculty Handbook and the Manual for Faculty Evaluation.

**Section 4.** By adopting these bylaws, the faculty recognizes the responsibility for such fundamental areas as curriculum, including development and maintenance, and methods of instruction; research; service to the department, College, University, and community, and those aspects of student life which are related to the educational process. The faculty seeks herein to organize its resources as a community of scholars to serve the needs of the students of the University through the Department.

**ARTICLE II. FACULTY**

**A. Membership**

**Section 1.** The **Core Faculty** of the Department of Ecology & Evolutionary Biology shall consist of those tenured or tenure-track members of the faculty of the University of Tennessee, Knoxville who hold salaried appointments of 50% or greater in the department.

**Section 2.** The **Graduate Faculty** of the Department of Ecology & Evolutionary Biology shall consist of:

- 1) **Core Faculty** as defined in Article II, Section A1,
- 2) **Associated Faculty** (i.e., individuals who have salaried split appointments between the Department of Ecology & Evolutionary Biology and another department of the University of Tennessee, Knoxville in which Ecology & Evolutionary Biology accounts for less than 50% of the individual's salary),
- 3) **Non-Tenure track research faculty** (e.g., Research Professors)

- 4) **Non-Tenure track teaching faculty** (e.g., Distinguished Lecturers, Senior Lecturers, and Lecturers)
- 5) **Adjunct Faculty** (members of the faculties of other departments of the University of Tennessee, Knoxville, Oak Ridge National Laboratory, and other appropriate organizations).

All faculty-approved Graduate Faculty may serve as members of graduate student mentoring committees, as either internal or external members (i.e., external members if their primary appointment [ $> 75\%$ ] is in another department or institution, such as ORNL). Non-tenure track research faculty (i.e., Research Professors) may be primary mentors for graduate students but they must co-advise the graduate student with a member of the Core Faculty who provides access to laboratory and/or office space.

## **B. Decision-making Procedures**

**Section 1.** Decisions are made by the voting members of the faculty (see Article II, Sections B4 – B6) present at faculty meetings as described in Article VI.

**Section 2.** Decisions can be made only if a quorum is present. A quorum is defined as a majority of the voting members of the Core faculty as specified in Article II, Sections B4 – B6. Presence may be physical or by way of video conference, voice conference, or other appropriate technology that ensures a reasonable level of confidentiality. No votes will be taken unless more than 50% of the Core Faculty are present in a departmental faculty meeting.

**Section 3.** No proxy votes will be allowed.

**Section 4.** Members of the Core Faculty of the Department of Ecology & Evolutionary Biology as defined in Article II, Section A1 may vote on any issues that are brought before the department for a vote, including issues that relate to the graduate program, the undergraduate program, and personnel unless otherwise specified in the Bylaws (e.g., Article II, Sections D3 & D4).

**Section 5.** Members of the Associated Faculty and Distinguished Lecturers as defined in Article II, Section A2, may vote only on issues that relate to the undergraduate and graduate curriculum.

**Section 6.** Non-tenure track Research Professors, as defined in Article II, Section A2, may vote only on issues related to the graduate program (e.g., requirements for degrees, admissions). Adjunct faculty may not vote on any issues in EEB.

**Table 1. Summary of EEB Faculty Membership & Decision-Making Processes.**

| <b>Position Title</b> | <b>Description</b>   | <b>Voting Rights</b>   |
|-----------------------|--|--|
| Core Faculty          | Tenured & Tenure-track<br>(Assistant, Associate & Full Professors) | All EEB items  |
| Associated Faculty    | Faculty split between departments (<50%)                           | Graduate Program; Graduate & Undergraduate curricula             |
| Teaching Faculty      | Lecturers (Lecturers, Senior Lecturers & Distinguished Lecturers)  | Distinguished Lecturers only; Graduate & Undergraduate curricula |
| Research Faculty      | Research Professors  | Graduate Program   |
| Adjunct Faculty       | Faculty from other departments, ORNL, etc.                         | None   |

### **C. Appointment**

**Section 1.** All actions of the Department concerning the appointment of the Faculty, retention, tenure, and promotion, shall conform to the standards and procedures set forth in the University of Tennessee Faculty Handbook and Manual for Faculty Evaluation.

**Section 2.** When the department determines that there is the need for a new member of the faculty, and the department has received permission from the University to do so, the department Head will name a search committee, normally consisting of four members of the Core Faculty and a graduate student nominated by GREBE, the department's graduate student organization. The search committee will be charged with soliciting applications, screening applications that are received, identifying lists of finalists and alternates and, once permission has been granted by the University, inviting the finalists to visit the department and interview. Following the interviews, members of the Core Faculty, as defined in Article II, Section A1, will meet for the purpose of recommending to the department Head to which of the applicants interviewed an offer will be made. The department Head, unless compelling reasons dictate otherwise, will request permission from the Dean of the College of Arts & Sciences to make an offer and, if permission is granted, make an offer.

**Section 3.** The appointment of members to the Graduate Faculty who are not members of the Core Faculty of the Department of Ecology & Evolutionary Biology as defined in Article II, Section A1 (including non-tenure track teaching and/or research faculty) is initiated by submission of a written request and a curriculum vitae of the applicant to the Head, and may also include a letter of support from the applicant's supervisor. The written request must state how the appointment will benefit the applicant, and how it will benefit the academic mission of the department. Appointment requires an affirmative vote by a majority of the Core Faculty in attendance at the meeting in which the application is considered. The Head, however, may authorize a temporary and non-voting appointment.

**Section 4.** The appointment of members to the Graduate Faculty, as defined in Article II, Section 2, who are not also members of the Core Faculty of the Department of Ecology & Evolutionary Biology as defined in Article II, Section A1 (including non-tenure track teaching faculty, but not including Research Faculty – see below) shall be for a period of 3 years. Such appointments may be renewed upon written request, a review by the Executive Committee of the applicant’s contributions to the Department, and an affirmative vote by a majority of a quorum of the Core Faculty in attendance at the meeting in which the request for renewal is considered. Research Faculty appointments to the Graduate Faculty will be evaluated every five years unless a review of the appointment is initiated by the Research Faculty member or the Head.

#### **D. Retention, Tenure, Promotion, and Post-Tenure Review**

**Section 1.** The department Head is responsible for the annual review of all members of the Core Faculty as defined in Article II, Section A1. Annual review of probationary faculty will be conducted in consultation with the tenured faculty and in accordance with the guidelines and procedures laid out in the Faculty Handbook and Manual for Faculty Evaluation. Note: Standards for tenure with promotion to the rank of Associate Professor, and for promotion to the rank of Professor, appear in Appendix I to these bylaws.

**Section 2.** A faculty member wishing to be considered for tenure or promotion must submit their application notice to the Head by the date determined by the College and Provosts office of the year of consideration. The Head shall appoint a Recommendation Committee that will normally include the applicant’s mentor(s). The charge of this Recommendation Committee is to provide a list of external reviewers (i.e., not members of the faculty of the department of Ecology & Evolutionary Biology) for evaluation of the candidate’s research, provide a written evaluation summary of the candidate’s research, teaching, and service contributions, and present the application to the faculty at the called meeting. The opinions of a minimum of four external reviewers are to be included. A minimum of two of these reviewers may be selected from a list provided by the applicant, and a minimum of two from a list generated by the Recommendation Committee. At least half of the letters must be received from reviewers who were not on the list provided by the candidate. The thesis advisor and the postdoctoral supervisors of the applicant will be excluded from those whose opinions may be solicited for this purpose, as are close research collaborators (e.g., co-PIs on grant proposals or co-authors on recent research publications). The applicant is responsible for completing the promotion/tenure dossier.

**Section 3.** Prior to a tenure decision, all tenured members of the Core Faculty of the department shall be consulted in a meeting called expressly for that purpose. The chair of the meeting will be a member of the Mentoring Committee. The consultation shall be by secret ballot after appropriate discussion. A written record of the deliberations by the faculty will be provided to the Head to aid in preparing their recommendation to the Dean, and this record will be kept on file in accordance with University policies.

**Section 4.** Prior to promotion to a given rank, all voting members of the Core Faculty of that rank and of higher rank shall, after appropriate discussion, be consulted by secret ballot in a

meeting expressly called for the purpose. Presence for voting purposes will be defined following the guidelines in Article B, Section B2.

**Section 5.** The call for a meeting to evaluate a candidate for either promotion or tenure shall be issued not less than one week before the consultation; members of the faculty who expect to be absent may submit written comments to the Head in advance, and these will be reported at the meeting. Following the discussion and after a vote has been taken, the ballots shall be counted and the number of votes for and against shall be announced. When more than one candidate is being considered, this count and announcement will be made at the end of the consultation – after votes for all candidates have been collected. A faculty vote of at least 70% in favor is considered to justify a positive recommendation of tenure or promotion to the Head.

**Section 6.** In making a recommendation to the Dean concerning the retention or promotion of, or the granting of tenure to, a member of the department, the Head shall transmit the number of votes for and against the recommendation. The Head shall make known to all faculty members who were eligible to vote on the matter, and in a timely manner, their final recommendation to the Dean. The members of the faculty who are eligible to vote on the matter and disagree with the decision of the Head may submit a written statement to the Dean expressing their dissent and its justification.

**Section 7.** Meetings for consideration for promotion or tenure shall normally be held only once each academic year (although several consecutive sessions may be required for one meeting).

**Section 8.** Reviews of tenured faculty will occur as mandated by, and be consistent with, College and University policies and regulations. If reviews other than normal annual reviews are required by the College or University, they will be conducted following the guidelines and procedures indicated by the College or University at that time. Annual reviews will follow guidelines and procedures provided by the College and University policies and regulations.

**Section 9.** A member of the faculty, as defined in Article II, section A1, who has a joint appointment in the same department as a jointly-appointed candidate for promotion and tenure in the Department of Ecology and Evolutionary Biology, is expected to vote on that decision in only one department.

**Section 10.** See Article II Section C4 for procedures relating to the appointment of non-tenure track teaching and/or research faculty. Criteria for promotion of non-tenure track faculty (e.g., Lecturers, Research Faculty) shall be the same as for members of the Core Faculty except that Lecturers will not be evaluated on the basis of research or service, and research professors will not be evaluated on the basis of service. If the latter have no teaching responsibilities, they will be evaluated solely on the basis of research. Non-tenure track faculty who perform a mixture of roles will be evaluated on research and/or teaching based on their allocation of effort over the evaluation period. Annual review and promotion of non-tenure track faculty will follow applicable College and University policy. For promotion, this will involve development of a dossier to be evaluated by Core Faculty at or above the desired rank of the promotion (Core Faculty are expected to do service of this sort and have expertise in both teaching and research, and thus should form an informed group with time for this service load). Unlike tenure track

faculty dossiers, no external letters need be sought (this is in order to help remove one potential source of delay and reduce workload on potential letter writers). If the faculty member does wish to include letters, the letter writer invitation process shall follow the policy for tenure track faculty promotion.

**Section 11.** According to the university faculty handbook, faculty members may be awarded emerita or emeritus status at the time of retirement at the discretion of the chancellor and recommendation of the department head, dean, and chief academic officer. To advise the head in making this recommendation, full professors in the department may vote regarding the awarding of this status for the candidate near the time of the candidate's retirement after reviewing their curriculum vitae for evidence of "good standing," (i.e., evidence of sufficient contributions to the department and university in areas of research, teaching and/or service). The faculty only advise the head regarding the information in the CV; the head may weigh other factors.

### **ARTICLE III. DEPARTMENT HEAD**

**Section 1.** The Head is appointed by the Dean of the College of Arts and Sciences following consultation with the faculty of the department, and following the procedures and policies outlined in the Faculty Handbook and Manual for Faculty Evaluation.

**Section 2.** Departmental faculty members of a Headship search committee must be members of the Core Faculty as defined in Article II, Section 1. Departmental members of a Headship search committee, as well as non-departmental members and student members, if any, are to have equal roles in deliberations leading to a recommendation to the departmental faculty as a whole and, subsequently, to the Dean. The departmental vote will, however, be restricted to members of the Core Faculty.

**Section 3.** The Head does not have tenure in that office (tenure as a faculty member being a separate matter). The appointment is reviewed at the Dean's discretion with appropriate faculty consultation using standards and procedures set forth in the University of Tennessee Faculty Handbook.

**Section 4.** The Head serves as the chief representative of the department within the institution and the chief executive officer of the department with all the powers and duties that have been delegated to that office by the President of the University through the appropriate Chancellors and Deans.

**Section 5.** The Head shall preside over departmental faculty meetings and the Executive Committee.

**Section 6.** The Head may appoint one or more Associate Heads from among the faculty of the department to assist in administration of the department. The administrative rights and responsibilities of the Associate Head(s) are to be determined by the Head.

**Section 7.** The Head or Associate Head(s), as appropriate, shall seek the recommendations of the standing and relevant ad hoc committees regarding scheduling of courses, assignment of

instructors, registration policies, and other procedures necessary to administer the teaching program of the department, as well as space allocation (for offices, teaching, and research), expenditure of departmental funds, recommendations for hiring, tenure and promotions, recommendations for faculty and staff salaries, representing the department in matters involving other departments, persons, or agencies, and implementing the decisions of the department.

**Section 8.** The performance of the Head shall be reviewed by the faculty periodically, at least once every five years. The Executive Committee, as described in Article IV, is responsible for initiation of the review process. If the Dean undertakes similar reviews, the Executive Committee shall decide whether those reviews are sufficient for the purposes of these bylaws. If such reviews are not sufficient or are not available to the faculty of the department when needed, the Executive Committee shall promptly initiate a review by the faculty of the department. A summary of the findings of any such review shall be submitted to the Dean, with copies to the Head and Provost.

**Section 9.** The Head is expected to respect the role of the faculty and its committees in making decisions and to inform the faculty of decisions which concern them individually or as a whole, including decisions that run counter to the preferences of the faculty as expressed by votes conducted at faculty meetings.

## **ARTICLE IV. STANDING COMMITTEES**

### **A. Introduction**

**Section 1.** With the exception of the Executive Committee, all standing committees shall report directly to the faculty during departmental faculty meetings. The Executive Committee shall report directly to the Head who will chair the committee. Standing committees shall normally meet at least once during the fall and spring semesters of each academic year. Additional meetings of any committee can be called by the Head, the chair of that committee, or if requested by three of the members of that committee. The Head shall be notified of any scheduled committee meetings.

**Section 2.** The standing committees may use informal procedure, but the formal rules of procedures as designated for use in departmental faculty meetings shall be followed when requested by any committee member. A majority of the number of members of the committee shall constitute a quorum.

**Section 3.** Occasionally the Head may create a new committee. In such a case the committee may operate on an ad hoc basis temporarily (up to three years). If after two years the committee is seen as a necessary permanent standing committee, during the third year the Bylaws may be amended (Article VIII) to list it as a standing committee.

**Section 4.** A graduate student representative will be invited to sit on all standing committees (with the exception of the Graduate Student Admissions Committee [Article IV E]) and ad hoc committees as deemed appropriate by the Head. Graduate student members shall have full voting rights on such committees.

## **B. Executive Committee**

**Section 1.** The Executive Committee shall include the Head; Associate Head(s); the chairs of the Undergraduate Affairs, Graduate Affairs, Graduate Admissions and Diversity committees; a non-tenured, tenure-track member of the Core Faculty elected by the non-tenured, tenure-track members of the Core Faculty when there are three or more such members of the Core Faculty; and a graduate student elected by the graduate students. If the Head chooses to appoint additional committee members, the faculty shall have the opportunity to elect an equal number of additional members. As a special case not subject to the matching provision, the Head may elect to appoint any past Heads to the committee for a term of up to five years subsequent to their stepping down from the Headship.

The representation of pre-tenure assistant professors on the executive committee should be no less than one such person for every 5 pre-tenure assistant professors in the department.

Any elections shall be run by the/an Associate Head within a month after the Head appoints additional committee members. Each faculty member may nominate no more than two persons; self-nominations are acceptable. Any member who is nominated shall be named on the ballot unless that member declines nomination. Voting will be by secret ballot. The new Executive Committee shall take office at the start of the month after elections.

Special elections shall be held within 30 days to fill vacancies that may occur among elected members. When elected members are to be absent from the university for three months or longer, a special election shall be held to select a substitute for the absent member during his or her absence.

**Section 2.** Executive Committee meetings shall be held as deemed necessary by the Head, or upon petition by any three members of the committee.

**Section 3.** The Executive Committee shall advise the Head on policies and procedures, which may include: recruitment of new faculty members, salary determinations, allocations of funds, the assignment of committees and other administrative duties to faculty members, and any other matters designated by the Head.

**Section 4.** For purposes of voting, a quorum shall consist of a majority of the number of members of the committee, excluding the Head.

**Section 5.** The Executive Committee shall initiate faculty reviews of the Head as provided under Article III, Section 8.

## **C. Undergraduate Affairs Committee**

**Section 1.** The Undergraduate Committee shall consist of at least four voting members of the departmental faculty who are eligible to vote in such matters as specified in Article II, and a graduate student representative. The committee chair and members shall be appointed by the



Head. The graduate student member will be chosen by the graduate students and approved by the Head. The graduate student member of the committee shall have voting rights. The term of office of members of the committee shall be two years but renewable, up to three terms. Chairs of the committee should ideally serve on the committee for two years before serving as Chair. The terms of the individual members of the committee are to be staggered such that, in a given year, at least two members of the committee had been members the previous year.

**Section 2.** The committee shall concern itself with determination of the nature of the majors, including, but not limited to, curricular matters in the undergraduate program, the development of interdisciplinary undergraduate programs, approval of new courses which are to receive undergraduate credit, and any other matters of educational policy pertaining to undergraduate programs for which the department bears sole or partial responsibility.

**Section 3.** Any proposed changes in the undergraduate catalog shall be reviewed by the committee and presented in finished form to the faculty for a vote. Those changes that are approved by the faculty shall be forwarded to appropriate College and University committees for approval.

**Section 4.** Periodic reviews of degree requirements and course offerings shall be made by the committee with the objective of adding or deleting courses and requirements when necessary. The Committee shall review and retain on file the syllabi for each undergraduate course taught by the department and other guidelines as needed to insure consistency of course content and objectives.

**Section 5.** The committee shall monitor and be responsible for recommendations for the undergraduate courses in the Division of Biology that are entirely or partially the responsibility of the department.

**Section 6.** The committee shall facilitate the process of advising undergraduate students by providing supplementary written material as needed for students and advisors.

**Section 7.** The committee may monitor the spaces, equipment, and administrative services available to the teaching faculty and make recommendations to the Head regarding any inadequacies in these facilities that require correction. When appropriate, the committee may suggest priorities regarding the improvement of facilities.

#### **D. Graduate Affairs Committee**

**Section 1.** The Graduate Affairs Committee shall consist of at least four voting members of the departmental faculty who are eligible to vote in such matters as specified in Article II. The committee chair and faculty members shall be appointed by the Head. In addition, the committee shall have one graduate student member chosen by the graduate students and approved by the Head. The graduate student member of the committee shall have voting rights. The term of office of members of the committee shall be two years but renewable, up to three terms. Chairs of the committee should ideally serve on the committee for two years before serving as Chair. The

terms of the individual members of the committee are to be staggered such that, in a given year, at least two members of the committee had been members the previous year.

**Section 2.** The Graduate Affairs Committee shall concern itself with standards for retention and graduation of graduate students enrolled in the department, curricular matters in the department's graduate programs, development of interdisciplinary programs and new graduate programs within the department, support of graduate students, and with any other matters of educational policy pertaining to the department's graduate programs.

**Section 3.** Any proposed changes in the Graduate Catalog shall be reviewed by the committee and presented in finished form to the faculty for a vote. Those changes that are approved by the faculty shall be forwarded to appropriate College and University committees for approval.

**Section 4.** The committee shall make periodic reviews of degree requirements and graduate course offerings with the objective of adding or deleting courses and requirements when necessary.

**Section 5.** The committee shall advise the Head regarding criteria for appointment and retention of Graduate Teaching Assistants.

**Section 6.** The committee shall ensure that student progress on degrees is satisfactory.

**Section 7.** A member of the committee, usually the chair, shall act as liaison with the University Graduate Office in matters concerning graduate students enrolled in departmental graduate programs.

**Section 8.** The committee shall consider, advise and make recommendations to the Head regarding graduate students' rights and responsibilities and provide for graduate student advising as needed.

**Section 9.** The committee may monitor spaces, equipment, and services available for graduate student research and make recommendations to the Head regarding inadequacies and priorities for improvements.

## **E. Graduate Admissions Committee**

**Section 1.** The Graduate Admissions Committee shall consist of at least four members of the Core Faculty. The committee chair and faculty members shall be appointed by the Head. Normally, the committee will be made up of two tenured and two non-tenured, tenure-track members of the faculty. The term of office of members of the committee shall be two years but renewable, up to three terms. Chairs of the committee should ideally serve on the committee for two years before serving as Chair. The terms of the individual members of the committee are to be staggered such that, in a given year, at least two members of the committee had been members the previous year.

**Section 2.** The committee shall concern itself with the standards upon which admission to the departmental graduate program is based.

**Section 3.** The committee shall evaluate applicants to the departmental graduate programs, identify finalists for admission, and make offers of admission following consultation with the Head and those members of the faculty who have agreed to serve as graduate advisors for finalists should they be offered and accept admission.

**Section 4.** The committee shall coordinate the department's graduate student recruitment activities during which finalists for admission to the departmental graduate programs visit campus.

**Section 5.** A member of the committee, usually the chair, shall act as liaison with the University Graduate Office in matters concerning graduate admissions.

#### **F. Seminar Committee**

**Section 1.** The composition of the Seminar Committee shall be determined by the Head.

**Section 2.** The committee shall be responsible for organizing the departmental seminar series, including inviting speakers, establishing the schedule of presentations each semester and announcing these to the members of the departmental faculty and others, managing the logistics associated with speakers who are not members of the department and of the individual seminar presentations.

#### **G. Diversity Committee**

**Section 1.** The composition of the Diversity Committee shall be determined by the Head and can include members of the Graduate Faculty, EEB staff and a graduate student. The Chair of the Diversity Committee shall be a member of the Executive Committee (see Article IV, B, Section 1).

**Section 2.** The committee shall be responsible for the EEB Diversity Statement, organizing diversity, equity and inclusion events and recommending policy change.

### **ARTICLE V. OTHER COMMITTEES**

**Section 1.** Additional committees may be formed by either the Head (e.g., search committees) or by the faculty at a departmental faculty meeting. Committees formed by the faculty may be dissolved only by the faculty at a faculty meeting.

**Section 2.** The members and chairs of committees formed by the Head shall be designated by the Head, and such committees can be dissolved by the Head. The chair of such a committee shall be a voting member of the departmental Core Faculty (as defined in Article II, section 1). The Head shall have the authority to remove or replace appointed members, or to appoint new members to fill vacancies when they occur. Members of such committees will normally be members of the

departmental Core or Teaching faculty (see Table 1). Committees formed by the Head report directly to the Head unless the Head specifies that they report directly to the faculty.

**Section 3.** A membership of a committee formed by the faculty shall be drawn by election from among the voting members of the departmental Core Faculty (as defined in Article II, Section 1). The chair of such a committee shall be determined by a majority vote of the members of that committee. Vacancies on elected committees shall be filled by special elections. Committees formed by the faculty shall report directly to the faculty during departmental faculty meetings.

**Section 4.** The Head shall neither preside over any committee except the Executive Committee nor serve as a voting member of any committee.

**Section 5.** Committee membership shall be considered a duty of a faculty member. The Head shall not assign an excessive amount of committee work to a faculty member.

## **ARTICLE VI. FACULTY MEETINGS**

**Section 1.** There shall be a faculty meeting at least twice in both fall and spring semesters of each academic year. Additional faculty meetings shall be held as deemed necessary by the Head, or upon petition by any five members of the faculty.

**Section 2.** Meetings must be announced by the department Head at least one week prior to the date and time of the meeting and must be accompanied by a tentative agenda. The Head shall distribute the agenda for faculty meetings at least five calendar days before the meeting. Items may be placed on the agenda by the Head, any standing committee of the faculty, faculty action at a previous faculty meeting, or petition signed by fifteen percent of the voting faculty. Additional items may be added to the agenda prior to or at the meeting.

**Section 3.** Faculty meetings shall be conducted in accordance with the procedures set down in the revised Robert's Rules of Order except as otherwise provided in these bylaws.

## **ARTICLE VII. CURRICULUM CHANGES**

**Section 1.** The addition or deletion of courses from the catalog, substantial changes in course descriptions, or any changes in admission or graduation requirements must be approved by a faculty vote.

**Section 2.** These matters will be referred to the Undergraduate Affairs or Graduate Affairs Committees (or both committees in matters which overlap) for review prior to being placed on the agenda of a departmental meeting. These committees are responsible for having appropriate catalog changes drafted, and other relevant information (course outlines, etc.) prepared and distributed before the faculty meeting at which discussion and possible voting will take place.

**Section 3.** Curriculum changes to be recommended shall be distributed to the faculty in writing at least five calendar days before the faculty meeting. These changes, if approved by a majority

of those present at the meeting, will be forwarded to the appropriate college and university bodies and become effective upon approval by those bodies.

**Section 4.** Curriculum changes, proposed from the floor at a faculty meeting, which have not been distributed five calendar days prior to the meeting, other than amendments to those proposed in accordance with Section 2 of this article, shall become effective if and only if approved by a three-fourths vote of those present at the meeting.

**Section 5.** In unusual cases where consideration of proposed curriculum changes at a departmental meeting is considered impracticable by the Executive Committee, the Head may poll the voting faculty through the use of paper or electronic ballots. Changes, which are approved by more than three-fourths of the voting members, will become effective following a count of the ballots by the Executive Committee.

## **ARTICLE VIII. AMENDMENTS TO THE BYLAWS**

**Section 1.** The Core Faculty shall have the power to amend these Bylaws according to the following procedures:

A. Amendment proposals may originate either (1) from the Executive Committee, or (2) through a petition signed by at least 25% of the voting members of the Core Faculty.

B. Proposed amendments shall be presented to the Core Faculty in writing at least seven calendar days before the faculty meeting during which the proposal will be discussed.

C. At that faculty meeting (or subsequent meetings, when needed) a motion to poll the faculty for the purpose of adopting the prospective amendment may be made and voted upon according to the usual rules of parliamentary procedure, a majority vote being sufficient to carry the motion. The Core Faculty may choose whether to vote immediately or over the course of a week.

D. When a motion to poll the Core Faculty has carried, a ballot shall be distributed that same day to the voting faculty members. If the ballot is distributed to count later, the Executive Committee shall count votes after seven calendar days; otherwise votes will be counted at the time of balloting. An affirmative vote by two-thirds of the voting faculty shall constitute an enactment of the amendment. The voting faculty shall be informed in writing of the amendment when it is enacted.

**Section 2.** Amendments shall become effective immediately following a favorable vote by a quorum of the Core Faculty.

**Section 3.** The Executive Committee shall review the Bylaws at least once during each five year period to determine their effectiveness and propose amendments if necessary.

## **Appendix I. Criteria for Retention, Tenure, and Promotion**

The department expects that all members of its faculty contribute with respect to research, teaching, and service. A clear record of accomplishment and potential in these areas is absolutely necessary for positive tenure and promotion actions. It is recognized that the level of contribution and achievement in each of these areas may not be equal. Accordingly, limited achievement in one area may be offset by excellence in the others. The following metrics of professional ability and accomplishment, not presented in rank order, will be among the key factors included in deliberations regarding annual retention review of tenure-track Assistant Professors, awarding of tenure and promotion to the rank of Associate Professor, promotion to the rank of Professor, and for annual and accumulative post-tenure reviews.

### Metrics:

#### **Teaching ability and effectiveness**

- Compilations of student evaluations
- Reports from peer teaching review committee with comments by colleagues (including external reviewers) who have first-hand knowledge of the faculty member's teaching performance and/or communication skills
- Written comments of students
- Curriculum or pedagogical activities and accomplishments
- National and/or local teaching awards
- Contribution to the teaching mission of the department

#### **Research and Scholarly Activities**

- Level of external support is relative to peers in equivalent or similar scientific areas
- Significance of comments by peer reviewers in the faculty member's relevant field
- National or international awards and recognition
- Significance and number of publications in refereed journals, as well as contributions to scientific monographs and textbooks
- Invited presentations at scientific meetings
- Contributed presentations and involvement in contributed presentations, organize symposia, prepare monographs, edit volumes, etc.
- Awards

#### **Service**

- Participation in departmental Faculty Meetings
- Participation in departmental, College, and University committee activities
- Professional outreach, including involvement with K-12 schools, regional industry, or community organizations
- Contributions to national, regional, and local agencies
- Membership and participation in professional organizations
- Participation in meetings and symposia as organizer or chairperson
- Reviewing and editorship efforts

## **Criteria by Academic Rank**

### **I. Retention**

A non-tenured **Assistant Professor** should:

- A. Hold a doctorate in an appropriate field
- B. Have an active research program with the goal of establishing a strong record of accomplishment involving the factors listed above by the time of consideration for tenure and promotion
- C. Demonstrate a strong commitment to teaching and clear promise of excellence in classroom performance
- D. Participate significantly in professional activities in the discipline beyond formal teaching and research

### **II. Tenure and Promotion to Rank of Associate Professor (and Expectations of an Associate Professor undergoing Annual or Cumulative Review)**

An Assistant Professor applying for tenure and promotion to the rank of **Associate Professor, or an Associate Professor undergoing annual or cumulative review**, should:

- A. Hold a doctorate in an appropriate field
- B. Normally have served as an Assistant Professor for a minimum of four years
- C. Have a strong internationally-recognized record of research and scholarly activity, as measured by the metrics listed above, with clear promise that promotion to Professor is likely at some point in the future
- D. Successfully mentored M.S. and/or Ph.D. students
- E. Show clear evidence of competent teaching
- F. Have a reasonable and balanced record of contributions to meeting the service needs of the University, the discipline, and the community

### **III. Promotion to Rank of Professor (and Expectations of a Professor undergoing Annual or Cumulative Review)**

An Associate Professor applying for promotion to the rank of **Professor, or a Professor undergoing annual or cumulative review**, should:

- A. Hold a doctorate in an appropriate field
- B. Normally have served as an Associate Professor for at least four years
- C. Have acquired an international record of research and scholarly activity according to the factors listed above that is indicative of continuous and progressive professional development since appointment to the faculty of the University
- D. Have successfully mentored Ph.D. students
- E. Have achieved a demonstrated record as a conscientious and effective teacher in their field
- F. Have contributed significantly and substantially in some combination to meeting the service responsibilities of the University, the discipline, and the community.

## **Appendix II: Guidelines for Meeting Expectations at Each Rank in EEB in annual review**

The department expects that all members of its faculty contribute with respect to research, teaching, and service. A clear record of accomplishment and potential in these areas is necessary for positive tenure and promotion actions. It is recognized that the level of contribution and achievement in each of these areas will differ among individuals, as it will with those faculty with administrative or other special appointments\*. Accordingly, lower achievement in one area may be offset by excellence in the others.

According to UTK policy, harassment of any kind, to any person, will not be tolerated and will be dealt with promptly by the university administration. See UTK policy for details: <https://titleix.utk.edu/university-policy-procedures/>. Reports or complaints of sex discrimination or prohibited conduct, or questions about the university's policies, procedures, resources, or programs concerning any of those issues, may be directed to the university's Title IX coordinator or one of the university's deputy Title IX coordinators. The following metrics of professional ability and accomplishment, not presented in rank order, will be among the key factors included in deliberations regarding annual retention review of tenure-track Assistant Professors, awarding of tenure and promotion to the rank of Associate Professor, promotion to the rank of Professor, and for annual and accumulative post-tenure reviews.

Note that bulleted items are examples of indicators used to assess merit in each category, but they are not an exclusive list, nor must every item be achieved to indicate success in an area. Some faculty may have accomplishments normally associated with, and thus listed at, higher levels than their current ones; these may also be evidence for meeting expectations (for example, assistant faculty typically do not serve on university committees, and so this is not an expectation of them; however, if they do, it can be noted as evidence for service at their current level). For annual retention review, evaluation is based on the three-year reporting period. For appeals of decisions, or at the discretion of the Head or the faculty member being evaluated, additional faculty appointed by the Head can also evaluate the materials and participate in writing an evaluation report.

\*(Faculty with appointments that differ from the standard tenure track position (e.g. TENN Herbarium Director, Director of Spatial Analysis Lab, Director of Mathematical Modeling Center, NIMBioS Director, Director of Biology Teaching and Learning, etc.), will discuss and create a written document of the expectations of their appointment and how they alter the expectations described in this document).

### **Assistant Professor:**

#### Teaching:

- Evidence of development and successful teaching of course(s) in EEB and/or BIO
- Strong peer evaluations of teaching and positive comments from mentor/mentoring committee
- Evidence of graduate student mentoring as student progress in degree program and productivity, as assessed by the Graduate Affairs committee
- Undergraduate student mentoring



- Student-generated evidence of quality of teaching (positive or improving student evaluation scores or other measures)

Research:

- Evidence of research program development and scholarship through active application for grants. EEB acknowledges the current funding climate; excellent if grant is awarded. [Note: Use mentoring committee and colleagues for feedback on unsuccessful proposals and realize when to move on.]
- Publication of research results of PI, postdocs, and students from the lab in peer-reviewed journals
- Contributed presentation(s) at national and/or international meetings

Service:

- Participation in EEB-related committees as committee member
- Participation in public outreach initiatives
- Other service consistent with directorship duties

Other:

- Meet with mentoring committee each year

**Associate Professor**

Teaching:

- Positive to strong peer evaluations of teaching
- Possible development of specialty courses or seminars
- Evidence of graduate student mentoring measured as student's timely progress in degree program and their productivity, as assessed by the Graduate Affairs committee
- Undergraduate student mentoring
- Student-generated evidence of quality of teaching (positive or improving student evaluation scores or other measures)

Research:

- Evidence of scholarship through active application and receipt of external funding award(s)
- Sustained publications of research results of PI, postdocs and students in peer-reviewed journals across three-year period
- Regularly contributed presentations at national and/or international meetings
- Invitations to symposia at national and/or international meetings, departmental seminars

Service:

UTK

- Evidence of successful leadership and outcomes, for example as chair of EEB standing committees, ad hoc, and/or search committees
- Service on College or University Committees Professional
- Refereeing or reviewing manuscripts and grant proposals for national and/or international agencies
- Service on federal agency or other grant panels

- Service on editorial board
- Development of public outreach initiatives

### **Full Professor**

#### Teaching:

- Positive to strong peer evaluations of teaching
- Development of specialty courses or seminars
- Evidence of graduate student mentoring, measured as student's timely progress in degree program and their productivity, as assessed by the Graduate Affairs committee
- Undergraduate student mentoring
- Leadership on teaching initiatives/grant proposals in support of teaching
- Student-generated evidence of quality of teaching (positive or improving student evaluation scores or other measures)

#### Research:

- Maintain external funding for research across three-year period, including grants providing graduate student support (e.g. NSF NRT, DOE fellowships)
- Evidence of active application effort of diverse grant proposals (across multiple agencies or programs within a single agency) to support research (or teaching)
- Sustained publications of research results of PI, postdocs and students in peer-reviewed journals across three-year period
- Consistent presence of lab through contributed talks or posters at national and/or international meetings
- Invitations to symposia at national and/or international meetings, departmental seminars, working groups, task forces
- Organizer or co-leader of symposia, working groups, or task forces
- Leadership on initiatives/grant proposals in support of graduate program research and training

#### Service:

##### UTK

- Evidence of successful leadership and outcomes as chair of EEB standing committees and/or search committees
- Service and/or Leadership on College or University Committees

##### Professional

- Refereeing manuscripts and grant proposals for national and/or international agencies
- Service on grant panels
- Service on editorial board or service as editor-in-chief of peer-reviewed journals
- Offices and leadership positions held in scientific societies, service of boards of directors, advisory panels, etc.
- Service as scientific and/or educational advisor or evaluator of other universities or departments, local, national or international institutions, NGOs, government agencies, non-profits, etc.