

## ***Section XII: Appendices***

---

### ***Appendix G: Departmental Procedures and Operating Guidelines***

#### **Preamble**

The Department of Animal Science, College of Agriculture, University of Minnesota, is dedicated to undergraduate and graduate education, basic and applied research, extension, continuing education and international programs in the area of Animal Science. These guidelines conform with the rules for operating a department in the College of Agriculture; as published in the Constitution of the College of Agriculture, September, 1975, and as an affiliated department of the College of Veterinary Medicine.

#### **Personnel**

The Department will operate under a system of shared responsibility by the Department Head and the Faculty.

#### **Department Head**

The Department Head shall be the executive officer of the Department. The person in this position shall fulfill the duties and have the authority for executing department policies specified in the Constitution of the College of Agriculture.

#### **Faculty**

The faculty of the Department shall be all academic personnel at the rank of instructor or above, having an appointment or a joint or adjunct appointment within the Department for teaching, research, extension, or international programs.

#### **Responsibilities**

##### **Department Head**

1. The Head shall provide leadership within the Department for formulating policies, introducing educational ideas and proposals and stimulating discussions leading to the improvement of departmental programs and courses.
2. The Head shall implement the policies relating to evaluation and recommendation for appointments, promotion, tenure, and salary adjustments of the department faculty and staff. He/She shall combine the results of the actions recommended by faculty members entitled to vote, add her/his own evaluations and recommendations, and submit these to the Dean.
3. The Head shall conduct an annual review (or more often if desired), with each faculty member concerning his/her progress and achievements in teaching, research, extension and international programs. In this review, the department Head shall encourage faculty members to identify and discuss matters of concern in the performance of their duties.

---

\* August 20, 1979; Revisions through 12/10/91; Revised 12/12/93; Revised 5/10/94; Revised 7/98; Revised 7/02; Revised 3/04.

4. The Head shall consult regularly with the Dean and appropriate College Directors on departmental budgets, appointments, salary adjustments and progress of work.
5. The Head shall preside at departmental staff meetings, according to the procedures outlined in Section VI.
6. The Head shall represent the Department to our clientele -students, industry and the public.
7. The Head shall frequently interact with the Department Consultative Committee regarding matters of long and short term concern for the Department.
8. The Head shall consult with the dean, department heads and faculty of the College of Veterinary Medicine to ensure communication and program enhancement between the units.

### **Faculty**

1. Individual faculty members shall be responsible:
  - a. To be productive, creative, and provide leadership in their respective areas of activity - teaching, research, extension or international programs. The proportion of effort shall be mutually agreed upon by the faculty member and the Department.
  - b. To seek continual upgrading of the individual's competence, through whatever means of self-renewal are available.
  - c. To communicate with colleagues and the Department Head to foster a climate that will be conducive to a free exchange of ideas.
  - d. To promote the well-being of the Department and the University.
2. The voting faculty shall consist of:
  - a. All academic personnel at the rank of instructor or above, having an appointment or joint appointment within the Department of Animal Science for teaching, research, extension, or international programs.
  - b. Faculty who hold adjunct appointments within the Department of Animal Science are encouraged to attend faculty meetings and have right of the floor, but do not have voting privilege. Faculty who hold adjunct appointments and who are serving on Departmental committees have voting privilege within committee.
  - c. Voting privilege can be extended to persons holding adjunct appointments who devote more than 50% of their time to the Department, or by petition to the Faculty Consultative Committee and subsequent approval by the faculty.
3. The voting faculty shall participate in:
  - a. Selecting and evaluating the performance of the Department Head.
  - b. Reviewing staffing needs in terms of objectives to be achieved, developing job descriptions, defining qualification of candidates to fill vacant positions, and in evaluating and selecting new staff.
  - c. In evaluating faculty performance for the purpose of tenure, promotion and salary adjustment.
  - d. Determining how the Head shall interact with faculty to promote highest departmental productivity and distinction in its efforts.
  - e. Setting extension, research and teaching priorities.
  - f. Deciding the extent of involvement in international programs (Article VIII, Sections 4, 8 and 9, Constitution of the College of Agriculture, University of Minnesota).

## **Departmental Procedures**

### **Faculty and PA Staff Appointments**

Criteria for each position are established in the position description and Form 16, and are specific to the position. Evaluation procedures follow established University and collegiate guidelines for equal opportunity and affirmative action.

1. Faculty shall participate in all decisions concerning faculty changes - creating new positions, filling open positions or deleting positions.
2. When a position is to be filled, the Department Head shall appoint a Search Committee. When shifts in position or retrenchment are necessary, the Department Head and the Department Consultative Committee shall formulate the recommendation for approval by the faculty.
3. A description of the position, including academic rank, shall be circulated to all staff members for consideration.
4. The Search Committee shall screen all candidates and arrange for the prospective candidates to interact with faculty by means of a seminar, with emphasis on a question or discussion period. Arrangements should include individual or small group discussions with faculty who have immediate interests in the area for which the position is open.
5. To be recommended for appointment, a candidate must meet with the approval of 60% of the faculty eligible to vote, as expressed by a vote arranged by the Search Committee. Voting shall be by secret ballot. Tabulation of the ballots shall be made by two members, designated by, but not including, the Department Head.

### **Evaluation of the Department Head**

Evaluation of the Department Head will be conducted in accordance with the procedures outlined in Article VIII, Section 7, of the Constitution of the College of Agriculture. The dean of the College of Veterinary medicine is to be consulted during the evaluation process.

### **Evaluation of Faculty Members**

Evaluation of faculty members for tenure, promotion and salary adjustment will be conducted in accordance with "Procedures for Reviewing the Performance of Probationary Faculty", as provided in Sections 16.3, 7.4 and 7.61 of the Regulations Concerning Faculty Tenure, and distributed annually by the Vice President for Academic Affairs. See separate documents for:

1. 7.12 Departmental Statement "Criteria, Standards and Procedures for Promotion and Tenure" (8/87)
2. Supplement to the 7.12 Statement. Additional Department Procedure for Promotion and Tenure (4/99)
3. Policy Statement. Procedures for Conduct of Annual and Special Faculty Post-Tenure Reviews. (4/00)
4. Department of Animal Science Peer Review of Teaching Statement (draft 1/04)

## **Budgets and Activities**

### **Preparation of Budgets**

The preparation of budgets and related fiscal matters shall be made in accordance with the University business procedures and administered by the Department Head. The Department Head shall consult with the Consultative Committee prior to long-term and annual budget planning.

### **Departmental Priorities**

There shall be opportunity for faculty participation in the determination of departmental priorities.

- **Research priorities.** Research planning within each area (discipline and/or species) and results of such deliberations communicated to the entire faculty. The final decisions on distribution of resources shall be made by the Department Head after consultation with the Consultative Committee.
- **Teaching priorities.** Periodic review of the curriculum within each area (discipline and/or species) shall be done by the teaching faculty of that area. The results of the deliberations shall be presented to the Undergraduate Studies Committee and/or the Graduate Studies Committee. Further, the deliberations by the teaching faculty of each area shall be presented to the entire faculty for information, review and discussion at periodic intervals.
- **Extension priorities.** Extension program priorities shall be developed by each planning unit in consultation with extension program leaders and the Department Head. Extension programs shall be presented to the entire faculty for information, review and discussion at periodic intervals.

### **Use of Travel Funds**

Travel to scientific and professional meetings shall be encouraged. The faculty member has the primary responsibility in determining the use of her/his project funds for travel to meetings for the faculty member, graduate students, and/or technicians, in accordance with Experiment Station and Extension Service policies.

### **Quarter Leaves and Sabbaticals**

Quarter leaves and sabbaticals shall be encouraged for all faculty members. The activities to be pursued during a leave are the responsibility of the individual faculty member. It is the responsibility of the faculty member to develop a proposal on how the particular activities will further the goals of the Department on her/his return.

### **Committees**

The faculty or the Department Head, with the approval of the faculty, shall establish standing committees as needed. The Department Head shall appoint the chairmen of elected committees from among the elected members. The Department Head shall designate the chairmen of appointed committees.

Where standing committee members are serving terms of more than one year, the initial appointment or election of a portion of the committee shall be for a lesser term so that all terms do not expire at the same time. New members thereafter shall serve for the full term. Member vacancies created prior to expiration of the full term should be filled for the unexpired portion of the term by appointment by the Department Head to provide appropriate continuity of terms.

Students may be represented on those committees that deal with issue of direct concern to them. Student members shall have voting rights on all issues of policy, but shall not vote on specific administrative matters pertaining to the faculty. The Department Head shall provide for appropriate selection of graduate and/or undergraduate students for committee assignments. The Department Head may appoint non-faculty representatives and students to committees he/she has authority to appoint.

The chairman of each committee shall have recorded the minutes of each meeting, including recording of votes taken and summaries of discussion. Copies of these minutes shall be placed on file in the department office for reference by faculty and staff.

### **Standing Committees**

#### ***Faculty Consultative Committee (FCC)***

Six faculty members shall be elected by the faculty, two from each of the following disciplines: Nutrition, Physiology and Growth Biology, and Production Systems. One of the six shall be a Research and Outreach Station faculty member. To ensure this, one Research and Outreach Station faculty must be elected from the discipline that contains the largest number of Research and Outreach Station faculty.

Each faculty member will vote for two representatives in the discipline that is most closely aligned with her/his responsibility in the department. Each faculty member may vote in only one discipline. Elected member will serve a two-year term and cannot serve consecutive terms. The terms for members from the same discipline will be staggered so that one new member from each discipline is elected each year.

A member from the previous year's consultative committee will be appointed Chair of the next year's committee by the Department Head. The Chair position is a one year term.

The Consultative Committee is to provide continuous faculty input into decision-making processes of the Department. It is to consider issues and make recommendations to the faculty and Department Head, identify program priorities in teaching, research, extension and international programs for faculty consideration; review budget considerations for allocation of funds and resources; plan for departmental review, assess recommendations for action by faculty and Department Head and serve as a nominating committee for faculty membership to other departmental committees.

### ***Tenure, Promotion and Salary Adjustment Committee***

Six tenured faculty members shall be elected by the entire faculty, two from each of the following disciplines: Nutrition, Physiology, Growth Biology and Production Systems. One of the six shall be a Research and Outreach faculty member. To ensure this, one Research and Outreach Station faculty member must be elected from the discipline that contains the largest number of Research and Outreach Station faculty. Each faculty member will vote for two representatives in the discipline that is most closely aligned with her/his major responsibility in the department. Each faculty member may vote in only one discipline. The Department Head shall be an ex-officio non-voting member of the Committee. Members shall be elected for a two year term and cannot serve consecutive terms. The terms for members from the same discipline will be staggered so that one new member from each discipline is elected each year.

### ***Graduate Studies Committee***

Five faculty members shall be elected by the graduate faculty for three- year terms. No member may serve more than two consecutive terms. Three graduate student members shall be elected by graduate majors in the Department for one-year terms. Student members may serve consecutive terms. The Graduate Studies Committee is responsible for overall co-ordination of graduate courses; recruitment and screening of applications for graduate study in Animal Science; making recommendations for granting fellowships and assistantships, and the assigning of graduate students to individual staff members; approving plans of study prior to forwarding to the Graduate School, development of preliminary and final examination procedures, and maintaining liaison with the Graduate School and other departments and programs closely related to the Animal Science Graduate Program.

### ***Undergraduate Studies Committee***

The Animal Science Undergraduate Studies (Curriculum) Committee will consist of the Department Head, Director of Undergraduate Studies, the Coordinators of the various major options and the Undergraduate Advising Counselor. Additional members may be appointed at the discretion of the Department Head. Four undergraduate student members shall be elected two each by the Block & Bridle Club and the Gopher Dairy Club. Student members shall serve one-year terms and may be re-elected to serve consecutive terms.

The Undergraduate Studies Committee is responsible for overall coordination of undergraduate teaching, student advising procedures, course scheduling, course evaluation; and maintaining liaison with the College office, other departments and programs closely related to the Animal Science undergraduate program. This committee is to create an awareness among students and faculty of scholarships and awards, recommend worthy applicants for scholarships and awards, and provide recognition for winners of these achievements. The Committee may identify appropriate recognition for alumni, staff, graduate

students and others for whom department involvement would be proper, and encourage action by the faculty.

### ***Grievance Committee***

Four faculty members shall be elected by the faculty for three-year terms. The Department Head shall appoint a civil service representative from the Department. The Department Head shall provide for selection of a graduate student member from the Department and an undergraduate student with animal science emphasis. This committee has the responsibility to oversee grievance procedures relative to academic freedom and responsibility and other grievances referred by the Department Head.

### ***Seminar Committee***

Five faculty members and three graduate students shall be appointed by the Department Head annually. This Committee is to plan and coordinate the Department seminar program. One faculty member of the Committee shall be designated each quarter by the Department Head as the person responsible for the Animal Science Graduate Seminar course, AnSc 8603, including assignments and grading.

### ***Social Committee***

This appointed Committee is to plan and coordinate social events for the entire departmental staff. The Department Head should provide for representation on the Committee from resident, joint and adjunct faculty, graduate students and civil service staff.

### **Ad Hoc Committees**

These may be established by action of the faculty or the Department Head. Committees are to be appointed by the Department Head for a specific term of assignment, and disbanded when the assignment is completed.

## **Departmental Meetings**

### **Regular Meetings**

1. A regular department faculty meeting shall be held quarterly and scheduled for the academic year prior to July 1.
2. An agenda for a regular department faculty meeting shall be prepared and distributed to the faculty and other concerned groups two weeks in advance.
3. Items to be included on the agenda may be submitted by any faculty member three weeks ahead of the meeting date.

### **Special Meetings**

1. A meeting of the faculty may be called for a specific purpose at any time by the Department Head or at the request of any three members of the faculty.
2. An agenda shall be distributed to the faculty prior to the meeting.

### **Conduct of Meetings and Recording of Minutes**

The Department Head shall preside at all meetings or designate an acting chairman. The minutes of all meetings shall be recorded and copies distributed to each faculty member after each meeting. The recording secretary shall be the departmental executive secretary or other person designated by the Department Head. The minutes of each meeting shall be read, amended or corrected and approved by the faculty at the following meeting. One copy of the minutes, as approved, shall be kept on file in the Department.

### **Voting**

All matters, except where otherwise specified in these guidelines, are to be decided by majority vote which may be by voice, hand or secret ballot. A secret ballot for voting on any item will be required when requested either by a minority of 1/5 of the voting faculty present, or by the Department Head. A quorum shall consist of 55% of the budgeted faculty in the Department. Those eligible to vote, except as specifically noted elsewhere, are all staff with rank of Instructor or above, two representatives of civil service staff, two representatives of undergraduate students with animal science emphasis and two representatives of graduate students of the Department. Any civil service staff of the Department, undergraduate students with animal science emphasis and any graduate student of the Department may attend meetings and be recognized to speak.

## **Operation of Facilities**

### **Individual Laboratories**

A laboratory is designated as one or more rooms in which work is directed toward a common objective, often an experiment station project(s). One person shall be designated as the Coordinator of each laboratory by the Department Head. All staff are to have access to service in all laboratories of the Department through the Coordinator of the units.

**Each unit with animals** is the responsibility of a person appointed by the Department Head. All staff are to have access to animals in all units, but only through the Coordinator of the units.

**Coordinators** of laboratories and animal units are to compile a listing of major equipment housed in each laboratory and the number and kinds of animals being used. Such listings are to be updated each January and the listings provided to each staff member.

**Conflicts** in the use of facilities, animals or equipment shall be resolved by the Department Head.

## **Guidelines and Operating Procedures**

### **Implementation**

These guidelines shall become effective immediately upon their adoption by a 2/3 majority vote of the Department faculty voting by mail ballot. All committees and policies for the governance and operation of the Department, in effect when these guidelines are adopted and that are not in conflict with these guidelines, shall continue until changed, according to the procedures in these guidelines.

### **Interpretation**

Final authority for interpretation of these guidelines shall reside with the faculty.

### **Amendment**

These guidelines may be amended by a 2/3 majority vote of the faculty voting by mail ballot. Amendments may be introduced by the Department Head, Department Consultative Committee or by written petition of at least ten Department faculty members. Notice of proposed amendments shall be sent in writing to all those eligible to vote at least 30 days before the mail ballot is conducted.