

BYLAWS OF THE  
DEPARTMENT OF CROP AND SOIL SCIENCES  
Adopted 1 October 2008

ARTICLE I. NAME AND PURPOSE

SECTION 1. *Name.* The name of the department is Department of Crop and Soil Sciences, hereafter referred to as CRSS. The department consists of CRSS faculty, staff and students and facilities located in Athens, Griffin and Tifton. CRSS is a department within the College of Agricultural and Environmental Sciences (CAES) which includes the Georgia Agricultural Experiment Stations, Georgia Cooperative Extension Service, and CAES Resident Instruction.

SECTION 2. *Purpose.* The purpose of CRSS is to discover new knowledge that is relevant to crop, soil and the environmental sciences; develop practical methodologies and extend this information to user groups and other stakeholders; and be actively engaged in undergraduate and graduate educational programs that are both academically challenging and produce society-ready students. As part of the Land Grant mission, these programs seek to serve the needs of the people of the state of Georgia, the nation, and the world.

ARTICLE II. FACULTY

SECTION 1. *Faculty.* The faculty is defined as all CRSS personnel appointed to the rank of professor, associate professor, assistant professor, instructor, public service faculty, or research scientist employed to do work of instruction, research, or service.

SECTION 2. *Adjunct Faculty.* Adjunct faculty is defined as all personnel appointed to the rank of adjunct professor, adjunct research scientist, or adjunct lecturer, in CRSS.

SECTION 3. *Emeritus Faculty.* Emeritus faculty is defined as all former CRSS faculty members that have been appointed to an emeritus faculty rank by the Board of Regents.

SECTION 4. *Graduate Faculty.* The CRSS Graduate Faculty consists of CRSS faculty members with Graduate Faculty appointments.

ARTICLE III. STAFF

The staff is defined as all CRSS classified personnel in non-faculty positions.

ARTICLE IV. DEPARTMENT HEAD

The Department Head is the chief administrative officer of the department, as defined in Section 5, Article IX of the Statutes of the University of Georgia. The Department Head is responsible for providing a work environment that promotes effective use of the department's resources and for providing leadership and focus for the department. The Department Head shall administer the rules, regulations, and policies of the CRSS, CAES, University, and Regents. The Department

Head will appoint the Graduate Coordinator, Undergraduate Teaching Coordinator, Research, Extension and Instructions Leaders (REI) and Extension Coordinator.

#### ARTICLE V. RESEARCH, EXTENSION AND INSTRUCTION LEADERS (REI) AND EXTENSION COORDINATOR (EC)

REIs and EC will work with the Department Head to help coordinate the department at all three locations. The REIs will have limited administrative responsibilities but will provide location-specific management (could include but will not necessarily be limited to minimal signatory authority , first contact for personnel issues, serve as local inventory coordinator, designate location-specific committee assignments, serve as departmental liaison to assistant dean at the respective campus, and help coordinate logistical aspects for new hires) and advisement to the Department Head. The EC will help coordinate and advise the Department Head on all extension related activities. REIs and EC will help execute CRSS, CAES, University and Regents' policies that affect the unit. Each of the three locations will have an REI; however there will be only one EC who will have state-wide responsibilities. REI and EC will also serve as standing members of the Executive Committee to help provide the department head advice and counsel on proper administration and management for the state-wide mission of the department.

#### ARTICLE VI. GRADUATE COORDINATOR

SECTION 1. *Graduate Coordinator.* The Graduate Coordinator is appointed by the Department Head for a term of three years and can be reappointed. The Graduate Coordinator is in charge of supervising the CRSS Graduate Program and will serve as chairman of the Graduate Coordinating Committee. The Graduate Coordinator is responsible for assuring that graduate students satisfy the requirements specified by the CRSS Graduate Faculty. The Graduate Coordinator is responsible for all communications between CRSS and the Graduate School.

SECTION 2. *Course Additions and Changes.* Proposals to create new graduate courses or make course changes to graduate level courses shall be submitted to the Graduate Coordinator who will distribute to the Crop and Soil Sciences Graduate Faculty for a vote via electronic means. The proposal shall be passed by a simple majority of the respondents voting yea.

#### ARTICLE VII. UNDERGRADUATE CURRICULUM COMMITTEE

SECTION 1. *Membership.* The Committee shall be composed of one member representative from each major and area of emphasis coordinated through the department. The Undergraduate Coordinator is appointed by the Department Head for a term of three years and can be reappointed. The Undergraduate Coordinator is responsible for insuring that undergraduate students satisfy the requirements specified by university guidelines. The Undergraduate Coordinator is chairman of the Undergraduate Curriculum Committee.

SECTION 2. *Curriculum Committee.* The Curriculum Committee shall:

1. Review all majors offered in CRSS at least every seven years to coincide with the University Review process. Recommended changes will be considered by the Curriculum Committee

and voted on by the CRSS faculty; and complete a major assessment on a three-year basis as required by the University.

2. Review proposed undergraduate, 4000/6000, and 5000/7000 level course changes and new course applications.

Proposed new courses or course changes shall be submitted to the Undergraduate Coordinator who will distribute to the CRSS faculty for a vote via electronic means. The proposal shall be passed a simple majority of the respondents voting yea.

3. Act on proposals for changes in and/or additions of majors or areas of emphases coordinated by the department.

Proposed changes to majors or areas of emphases must be submitted to the Department Head who will review and transmit to the Undergraduate Coordinator. Such proposals will be distributed to the Undergraduate Curriculum Committee 14 days prior to a meeting to discuss the proposal. Proposals that are supported by a simple majority of curriculum committee members shall be forwarded to the faculty for discussion and vote at a full faculty meeting (i.e. usually the fall or spring faculty meeting).

4. Advise the Department Head on other curricula matters which may affect CRSS.
5. Make recommendations concerning academic advising.
6. Review undergraduate student appeals and petitions
  - a. For courses in Area A-E, the student needs to write a letter of petition providing a rationale for waivers or substitutions. The letter will be provided to the student's advisor. The advisor will submit to the undergraduate curriculum committee for approval. Pending approval, the letter will be submitted to the CAES Student Affairs Committee for approval.
  - B. Academic Dismissal: For students desiring to return to the University of Georgia from academic dismissal, a letter of intent needs to be submitted to the department head. The department head will make a decision in consultation with the undergraduate and graduate coordinators. If approved, the letter must be submitted to the Associate Dean of Academic Affairs for CAES. Generally students that are allowed to return after academic dismissal will be required to participate in the CAES Academic Counseling Program.
7. Make recommendations concerning improvement of teaching and learning.
8. Make recommendations concerning student Recruitment/Retention/Life.

### SECTION 3. *Teaching Faculty matters.*

1. Courses: The Department Head will decide on course assignments in consultation with the Graduate and Undergraduate Coordinators.
2. Evaluations: All courses and laboratory sections taught in CRSS shall be evaluated by students enrolled in the course every semester the course is taught. The departmental degree program assistant will coordinate the evaluation process.
3. Peer evaluation of teaching: Assistant Professors who have a teaching appointment shall have one course peer-evaluated before the third year review and before submitting their dossier for promotion to Associate Professor. Associate Professors who have a teaching appointment shall have one course peer-reviewed before promotion to Full Professor. This evaluation shall take place after their promotion to Associate Professor. Full Professors with a teaching appointment shall have at least one course peer-evaluated during each post-tenure review cycle.

SECTION 4. *Student Grade Appeals.* University of Georgia students have the right to appeal academic decisions. Usually the appeal goes first to the unit responsible for the decision (for example, grades to the faculty members who assigned the grades; department requirements to the department; college or school requirements to the school; university requirements to the Educational Affairs Committee). An unfavorable ruling at one level can be appealed to the successive levels (viz., a faculty decision can be appealed to the department; a department ruling can be appealed to the college in which the instructional unit is located; a college-level ruling can be appealed to the Educational Affairs Committee; the Educational Affairs Committee ruling can be appealed to the President of the University; and, except for grade appeals, the President's ruling can be appealed to the Board of Regents). All grade appeals must be initiated within one calendar year from the end of the term in which the grade was recorded

## ARTICLE VIII. INSTRUCTOR OF RECORD

The definition of "Instructor of Record" shall be the professor who is responsible for course development, content and grading. A professor who teaches in CRSS shall be a tenure-track faculty member. The CRSS Curriculum Committee shall be responsible for any exceptions. Possible exceptions are: (1) a professor with adjunct status in CRSS; (2) a rehired professor previously employed in CRSS; and (3) Public Service faculty. Requests to teach must be approved by the CRSS Curriculum Committee, Department Head, CAES Dean and, where applicable, Dean of the Graduate School, and Provost. Such approvals will be on a case-by-case basis.

## ARTICLE IX. FACULTY MEETINGS

SECTION 1. *Frequency and Location.* As specified in the Statutes of the University of Georgia, the CRSS Faculty will meet at least once a semester. In addition the Department Head shall meet with faculty at each location two additional times annually. Along with other departmental business, academic matters related to undergraduate and graduate courses, degree requirements, student

admission requirements, and faculty evaluation, promotion, and tenure will be discussed at these meetings. Meetings of all faculty will be held in the Spring and Fall of each year. Spring meetings will be held on the Monday and/or Tuesday of UGA's Spring Break, typically in March, at a central location (i.e., Macon). The Fall meeting will be held in Athens on the Monday and/or Tuesday prior to the start of Fall semester classes, typically in August. The Department Head shall keep a written record of motions passed during the Spring and Fall faculty meetings.

SECTION 2. *Agenda.* Items requiring a vote of the CRSS Faculty must be made available to all CRSS Faculty at least seven days prior to the meeting. Only informational, non-action items can be placed on the agenda after this period prior to the scheduled meeting. Emergency meetings can be called without the necessary seven-day period, however, a quorum for these meetings will be 51% of the eligible faculty.

SECTION 3. *Voting.* All members of the CRSS Faculty are eligible to vote at a CRSS Faculty Meeting except on matters related to graduate programs and graduate courses where members of the CRSS Graduate Faculty are eligible to vote; and matters of CRSS Faculty evaluation, promotion, and tenure where only CRSS Faculty Members of higher rank than the individual being considered are eligible to vote. CRSS Adjunct Faculty and CRSS Emeritus Faculty Members are encouraged to participate in discussion at CRSS Faculty Meetings, but are not eligible to vote except on matters related to graduate programs and graduate courses where CRSS Adjunct Faculty that are also members of the CRSS Graduate Faculty are eligible to vote.

A simple majority of the quorum will constitute a standard except for proposals to alter, amend, or abolish these bylaws (see Article XII Section 1).

SECTION 4. *Graduate Representative.* The Department Head will appoint a graduate student representative to attend the faculty meeting. Should there be a topic deemed to be sensitive by the Head, the student will be asked to leave.

## ARTICLE X. QUORUM

A simple majority of CRSS Faculty shall constitute a quorum. Motions may be passed by a majority of those present and voting. A Crop & Soil Sciences Faculty meeting may not conduct normal business if a quorum is called and found lacking.

## ARTICLE XI. STANDING COMMITTEES

SECTION 1. *Executive Committee.* The CRSS Executive Committee is composed of the Department Head, Research, Extension and Instruction Leaders, Extension Coordinator, Graduate Coordinator, and Undergraduate Coordinator. The Department Head will serve as Chairperson of the Executive Committee. The Executive Committee will establish the agenda for faculty meetings and serve a role as part of the CRSS Grievance Procedure (see Article XI Section 1).

SECTION 2. *Graduate Coordinating Committee (GCC).* This committee is responsible for administering the policies and procedures of the Graduate School and CRSS Graduate Faculty at the

departmental level. The GCC consists of five members of the CRSS Department, including the Graduate Coordinator and four other members which shall include one member each from the Griffin and Tifton locations. All members of the GCC shall be full members of the Graduate Faculty, appointed by the Department Head for three-year terms. This committee will evaluate and recommend CRSS students for admission and graduate student awards. Proposed changes in the requirements for the graduate program and curriculum will be evaluated by the GCC prior to consideration by the CRSS Graduate Faculty.

*SECTION 3. Undergraduate Teaching Committee.* This committee will consist of the Undergraduate Coordinator, acting as chair, and the program coordinators for CRSS majors: Agriscience and Environmental Systems, Environmental Resource Science, Environmental Chemistry, Environmental Soil Science, and Turfgrass Management and from areas of emphases in which CRSS participates, i.e., Applied Biotechnology. This committee will oversee undergraduate curriculum matters for CRSS Faculty as a whole. The specific roles of the program coordinators will be to: 1) Provide leadership in recruiting new students for the major, 2) Coordinate the internship program for the major, 3) Assist in placement of students graduating from the major, 4) Call meetings of CRSS faculty associated with the major to improve curriculum, internship programs, recruiting, and job placement programs, and 5) Assist the Department Head in assigning advisees to faculty.

Proposed changes in the requirements of undergraduate programs and curricula will be reviewed by the Undergraduate Teaching Committee prior to consideration by the CRSS Faculty.

*SECTION 4. Awards Committee.* The research or extension leader of each unit will appoint a unit awards committee. The unit awards committee will nominate faculty and staff for appropriate unit, local, and departmental awards. The chairs of the four unit awards committees will serve as the CRSS Awards Committee. The CRSS Awards Committee will nominate faculty and staff for college, university, state, regional, national, and international awards. The nomination of an individual by this committee does not preclude nominations of other CRSS Faculty or Staff for the same award by other CRSS personnel.

*SECTION 5. Other Committees.* The Department Head has the authority to appoint additional committees within CRSS. Each unit within the CRSS has the authority to appoint appropriate committees to address unit-specific needs.

## ARTICLE XII. FACULTY AND STAFF GRIEVANCE PROCEDURE

*SECTION 1. Procedure.* If a faculty or staff member has a grievance, the following procedures should be followed. First, the employee should submit the grievance in writing to the appropriate Research or Extension Leader stating the grievance and request for redress in an attempt to resolve the matter directly with the Research or Extension Leader. The Research or Extension Leader should respond in writing within one week of the receipt of the written grievance. If no solution agreeable to both parties is obtained, the grievance and response shall be submitted to the Department Head. The Department Head should answer in writing within two weeks of the receipt of the written grievance and response. If no solution agreeable to both parties is obtained, the grievance and responses shall

be submitted to the Grievance Committee. The Grievance Committee consists of the Department Head and the Extension and Research Leaders. If a member of the Grievance Committee is directly involved in the grievance, this individual will be excused from the Grievance Committee's deliberations related to the grievance. The Grievance Committee has the power to call witnesses and obtain any necessary evidence to resolve the grievance. The plaintiff has the right to appear before the Grievance Committee to present the grievance, but can not call witnesses or bring an advisor to the hearing. In all deliberations, both parties shall have equal access to the committee hearings. The Grievance Committee, proceeding in a timely manner, may take one of the following actions: 1) Dismiss the grievance (for example, for insufficient supporting evidence, or if redress involves violation of university statutes). 2) Attempt to resolve the grievance by suggesting a solution agreeable to the plaintiff. 3) Appoint an appropriate mediator (full professor or senior staff member from the university community) to help the involved parties reach a mutually agreeable resolution of the grievance. 4) Recommend that the grievance be taken directly to another forum within the university because the circumstances surrounding the grievance mandate a formal hearing by a disinterested group or involve parties outside of the CRSS Department. The Grievance Committee shall report any action that it takes on grievances promptly to all involved parties. Any resolutions achieved by this process shall be considered as good-faith agreements among members of the university community. The goal of this process is to obtain expedient mutually satisfactory resolution of grievances in lieu of invoking the formal grievance procedures of the University Council, or the Consolidated Grievance Procedures of the University of Georgia. Nothing in this bylaw prevents a faculty or staff member from directly invoking formal grievance procedures at a higher level if they feel such action is justified.

### ARTICLE XIII. AMENDMENTS

A proposal to alter, amend, or abolish these bylaws must be made available to the CRSS Faculty at least one month prior to the vote on the bylaws change. Approval of a change requires a two-thirds majority of the eligible faculty (as defined in Section 1 of Article II) on a written ballot.

The above bylaws are intended to augment and provide for specific needs of the department. They should be viewed as a supplement to University of Georgia Academic Affairs Policy Manual which can be found at [www.uga.edu/provost/polproc/aapm/faculty/main.html](http://www.uga.edu/provost/polproc/aapm/faculty/main.html). These bylaws cannot supersede any college, university, or Board of Regents policy statements.