

CONSTITUTION OF THE DEPARTMENT OF PLANT PATHOLOGY

*As adoption by the Department of Plant Pathology faculty in 1984,
and revised and ratified in 1996 and 2007

PREAMBLE

The Department of Plant Pathology is dedicated to serving students and faculty of the University of Minnesota and the citizens of Minnesota through instruction, research, and service. In fulfilling this mission, the Department adheres to the principles of employment responsibility, academic freedom, and equal opportunity as specified by the Board of Regents of the University of Minnesota *and* holds itself accountable in meeting the needs of its varied constituency. To provide order to these obligations and intentions the Department established the following Articles and By-Laws.

MISSION STATEMENT

The mission of the Department of Plant Pathology is education, research, and outreach focused on plant diseases and the biology of plant-microbe interactions to ensure sustainability of agricultural, forest, and natural ecosystems for the benefit of society.

EXPANDED MISSION- PLANT PATHOLOGY

The mission of the Department of Plant Pathology is to serve the people of the State of Minnesota, and where possible citizens of other states and nations in the diagnosis, understanding, management, and control of plant diseases caused by biotic and abiotic agents, and the deterioration of plant products. The Department also carries on broad-based, fundamental investigations at the practitioner and theoretical level of plant pathogenic and related agents, and their by-products, which affect human endeavors related to food and fiber production and utilization. The beneficial use and genetic modification of microorganisms as agents of plant health and plant evolution, and the genetic modification of plants when related to disease resistance is within the mission of the Department.

This mission is accomplished by research, by extending information to clientele through a variety of methods, and by the formal teaching of undergraduate and graduate courses in plant disease, disease control and management, disease theory at all levels of biological organization from molecular to populations, and plant pathogenic and related agents (including fundamental materials related to mycology, plant virology, plant bacteriology, plant nematology and other biotic agents as well as abiotic agents of plant disease).

ARTICLE I. GENERAL POWERS

Section 1. Distribution of Powers

All powers exercised by the Department of Plant Pathology, in its Constitution and By-laws, are delegated by the Board of Regents in accordance with the Constitutions of the University Senate, and by the College of Food, Agricultural and Natural Resource Sciences (CFANS). These powers may be modified at any time by subsequent action of the Board of Regents or by changes in the CFANS Constitution.

Section 2. Departmental Autonomy

The Department shall have autonomy in its internal affairs consistent with CFANS, and University policies, and with appropriate academic and administrative relations with other departments and units in CFANS and the University.

ARTICLE II. DEFINITION OF THE HEADSHIP, FACULTY, ACADEMIC PROFESSIONALS, CIVIL SERVICE, AND STUDENT MAJORS

HEADSHIP, DEFINED

The Department of Plant Pathology has a headship. The Head is the executive officer of the Department and the general duties and authority of the Head are as defined in the College of Food, Agricultural and Natural Resource Sciences Constitution. The selection, appointment, and term of office of the Head are stipulated in the CFANS Constitution. Specific Departmental duties and responsibilities of the Headship are detailed in the Department of Plant Pathology By-laws Appendix, attached to this Constitution.

Section 1. Faculty

The Faculty of the Department includes three groups: Tenured and tenure-track faculty, Adjunct faculty and Emeriti faculty.

1.1 State-supported faculty. These faculty include all those appointed to faculty rank by the University of Minnesota and tenured in the Department or employed (paid at least 50% time) by the Department at the Instructor, Assistant, Associate, or Full Professor rank, tenured, tenure track or non-tenure-track. This faculty must assume all contractual obligations and legal responsibilities of a state-supported Departmental faculty member including teaching, research, student advising, service on departmental committees, and voting membership obligations in the General Assembly and Faculty Assembly of the Department.

1.2 Adjunct faculty. These faculty include all those not directly employed as state-supported faculty (paid 50% or more by the Department) but holding Assistant, Associate, or Full Professor rank as approved by the University of Minnesota and approved by 2/3 majority of the Faculty Assembly. Adjunct faculty have the general privileges and obligations of a University of Minnesota faculty member, are expected to serve on departmental committees if elected or appointed, are requested to attend General Assembly meetings of the Department, and may or may not choose to be considered for voting membership on the Faculty Assembly and General Assembly (see By-Laws, Section I B for voting membership status in the General and Faculty Assembly).

1.3 Emeriti faculty. This faculty includes all those officially recognized as emeritus faculty of Plant Pathology by the University of Minnesota. Emeriti faculty, if in residence, are requested to attend General Assembly meetings of the Department, as honored *guests*, and are required to serve on departmental committees if appointed. Voting membership in the Faculty Assembly and General Assembly does not continue into retirement (see By-Laws, Section I, B-1 & D for voting membership status in the Faculty Assembly and General Assembly).

Section 2. Professional and Administrative Staff (P&A)

Departmental staff not holding civil service appointments, and who are not on tenure-track appointments, and who hold a 75% appointment or greater (whether pursuing a degree program or not) are designated as Professional and Administrative Staff (P&A). Academic professionals should serve on departmental committees when appointed, attend General Assembly meetings of the Department, and must on a yearly basis elect 1 voting member and one alternate to represent them in votes of the General Assembly.

Section 3. Civil Service

The civil service staff of the Department shall include all civil service staff budgeted at, or greater than 75% time in the Department (this includes all persons so defined, irrespective of collective bargaining representation.) Civil Service staff should serve on departmental committees when appointed, attend General Assembly meetings of the Department, and must on a yearly basis elect 1 voting member and one alternate to represent them in votes of the General Assembly.

Section 4. Students

4.1 Majors

Majors in the Department shall include all graduate and undergraduate students registered with the University of Minnesota Graduate School or the College of Food, Agricultural and Natural Resource Sciences for a baccalaureate or post-baccalaureate degree with a major in Plant Pathology (should one exist) or with an emphasis in plant health or plant pathology - defined as the student having taken 2 or more full semester courses in Plant Pathology). Equal status will be granted students with a major that does not specifically fall within the Department but whose major advisor is a voting member of the Faculty Assembly of the Department of Plant Pathology. All majors, here defined, should serve on departmental committees when appointed, attend General Assembly meetings, and must on a yearly basis elect 1 voting member and one alternate to represent them in votes of the General Assembly.

4.2 Non-majors

Non-majors should include all graduate and undergraduate students enrolled in a Departmental course during an academic year but who are not registered as majors, defined above. Non-majors may attend General Assembly meetings of the Department, do not serve on departmental committees, and are not represented in any vote of the General Assembly.

ARTICLE III. THE DEPARTMENTAL GENERAL ASSEMBLY

Section 1. Definition of Plant Pathology General Assembly.

In matters of general departmental interest the deliberative and legislative body of the Department shall be called the General Assembly. Its voting membership shall be composed of a representative from: The Academic Professional & Administrative Staff, The Civil Service Staff, Graduate and Undergraduate Student Majors, and All members of the Faculty Assembly. Voting membership in the General Assembly is as specifically defined in Section I, B-1 of the By-Laws; with the specific voting modes and procedures outlined in Section I, B-2 & B-3.

Section 2. Authority for Setting Policy

The General Assembly shall debate and vote (by those with voting status) on departmental policies as empowered by the Constitution of the College of Food, Agricultural and Natural Resource Sciences, and in the Departmental By-Laws.

Section 3. General Assembly Meetings

The General Assembly shall meet at least twice during the regular academic year, upon call by the Head. Special meetings may be held whenever the Head deems necessary, or when members of the Faculty Council mandate a meeting as specified in the By-Laws.

Section 4. Method of Exercising Powers

The General Assembly shall exercise its powers and responsibilities by assembled action of those eligible to vote. Actions taken by the General Assembly are recorded in written form and become permanent records open to all Assembly members empowered to vote in the Assembly. Voting procedures not specified in the By-Laws of the Department or other procedures not covered should follow Roberts Rules of Order, Newly Revised.

Section 5. Duties and Responsibilities

The duties and responsibilities of the Plant Pathology General Assembly include the establishment of general policies and procedures in matters concerning departmental operations. The General Assembly should debate all issues of concern, but shall not act as a legislative body when considering issues clearly within the established and written domains of Civil Service rules and regulations, Student Governance, or University Policy and Procedures of Faculty domain and responsibility.

ARTICLE IV. OTHER ASSEMBLY GROUPS IN THE DEPARTMENT

Section 1. Definition of Assembly Groups

All departmental groupings mentioned in Article II, Sections 2-4 of this Constitution are free to meet as separate assembly groups providing they have established by-laws that are both attached as appendix items to the Departmental Constitution and By-Laws, and are not in conflict with this Constitution and By-Laws. Thus, Academic Professional Staff, Graduate and Undergraduate Student Majors, and Civil Service Staff may meet as separate and unique assemblies without representation from other groupings. These assemblies shall not act in a legislative mode on general departmental matters assigned to the General Assembly but shall act in their own interests on matters clearly in the written and established domain of their group.

Section 2. Assembly Group Meetings

Assemblies of groups listed in Sections 2-4 of Article II of this Constitution shall meet on their own schedules and are governed by their respective By-Laws.

ARTICLE V. THE PLANT PATHOLOGY FACULTY ASSEMBLY

Section 1. Definition of Plant Pathology Faculty Assembly

In matters of faculty responsibility and interest, and on items of faculty domain, the deliberative and legislative body of the faculty shall be called the Faculty Assembly. Its voting membership shall be composed of faculty as defined in Article II, Section 1 of this Constitution and Section I, B of the By-Laws; with specific voting modes and procedures outlined in the Department of Plant Pathology By-Laws.

Section 2. Faculty Assembly Meetings

The Faculty Assembly shall meet, as a separate entity, at least once every three months during the academic year upon call by the Head. Special meetings may be held whenever the Head deems necessary, or when members of the Faculty Council mandate a meeting as specified in the By-Laws.

Section 3. Method of Exercising Powers

The Faculty Assembly shall exercise its powers and responsibilities by assembled action in accordance with established, written, University of Minnesota Policies and Procedures, and in accordance with Departmental By-Laws. Actions taken by the Faculty Assembly are recorded in written form and become a permanent record open to all Faculty Assembly members. The Faculty Assembly may invite non-members to assembly meetings. They may also invite administrative staff to assist in recording their discussions and votes, but faculty reserve the privilege of conducting all or a portion of every meeting with only faculty present. Procedures not specified by established Departmental By-Laws should follow Roberts Rules of Order, Newly Revised.

Section 4. Duties and Responsibilities

The duties and responsibilities of the Plant Pathology Faculty Assembly shall include the deliberation of all matters of faculty responsibility and interest, and establishment of policies and procedures in matters of faculty domain.

ARTICLE VI. COMMITTEE STRUCTURE WITHIN THE DEPARTMENT

There shall be only 5 permanent standing committees in the Department, and they are 1) Graduate Education Committee 2) Undergraduate Education Committee, 3) Science and Outreach Committee 4) Awards and Honors Committee, and 5) Development, Alumni and External Relations Committee. The charges and memberships of these 5 committees are spelled out in Section II, A & B of the Departmental By-Laws. The 5 Chairpersons of these standing committees constitute Council and its functions and responsibilities are found in Section II, C of the Departmental By-Laws.

While there may be other ad hoc committees established by the action of the General Assembly, Faculty Assembly, or by the Head, such committees shall not duplicate charges given to existing Standing Committees or the Faculty Council, and should be formed only upon exceptional need - see Section II, D of the Departmental By-Laws for specifics.

ARTICLE VII. RATIFICATION, IMPLEMENTATION, INTERPRETATION, AND AMENDMENTS

Section 1. Ratification

The constitutional format for Departmental organization and governance became effective in 1984 upon its adoption by the Department of Plant Pathology faculty as defined in Article II, Section 1. A two-thirds vote of the faculty, by written ballot, was required for adoption (the 1984 vote was 26 in favor, 2 against). Revisions were made again in 1996 and ratified by a unanimous vote. Further revisions were made in 2007 and ratified by a unanimous vote).

Section 2. Implementation

Departmental committees, policies and procedures in existence (written form) at the time of the 1996 revision, which were not in violation of this constitution, may continue until modified in accordance with the provisions and procedures established in this constitution and By-Laws.

Section 3. Amendments

This constitution may be amended (after 2007) by a two-thirds, ballot vote of the General Assembly members eligible to vote. Amendments shall be proposed by at least 20 percent of the voting membership of the General Assembly.

Proposed amendments shall be presented in writing to all eligible General Assembly voters, at least three weeks prior to amendment balloting.

BY-LAWS DEPARTMENT OF PLANT PATHOLOGY CONSTITUTION

*As adoption by the Department of Plant Pathology faculty in 1984,
and revised and ratified in 1996 and 2007

Section I. Department Structure

A) Headship

The Department Head shall perform all duties and assume all responsibilities laid down by the Constitution of the College of Food, Agricultural and Natural Resources Sciences, and by the Constitution of the Department of Plant Pathology, including those dealt within the By-Laws, which by departmental action, become an accepted part of the departmental constitution.

- 1) Role shall be specified by the Constitution College of Food, Agricultural and Natural Resource Sciences Constitution and by the Department of Plant Pathology Constitution.
- 2) Special Duties shall be as specified by the Department of Plant Pathology By-Laws (see By-Laws appendix).
- 3) Review shall be as specified in the College of Food, Agricultural and Natural Resource Sciences Constitution.
- 4) Selection shall be as specified in the College of Food, Agricultural and Natural Resource Sciences Constitution.

B) General Assembly and General Assembly Membership

The General Assembly of the Department of Plant Pathology shall be defined as in Article III, Section 1-5 of the Department of Plant Pathology Constitution. The General Assembly is a forum for deliberation of reports from the 5 Departmental Standing Committees and of general policies and procedures in matters concerning departmental operations. The legislative actions of the General Assembly are through voting procedures of those eligible to vote. The General Assembly must meet at least twice each regular academic year upon call of the Head of the Department, and may meet more frequently as the Head deems necessary. The Faculty Council Secretary may call special meetings of the General Assembly by a 3/5 vote of the Faculty Council.

B-1) Voting Membership of the General Assembly

The voting membership of the General Assembly is outlined in Article III, Section 1, and includes one voting representative and designated alternate, from the Academic Professional Staff, the Civil Service Staff, the Graduate and Undergraduate Student Majors, and all members of the Faculty Assembly. Voting members of the General Assembly from the Academic Professional Staff, Civil Service, and Graduate and Undergraduate Student Majors are chosen according to the respective By-Laws of these groups, respective group By-Laws attached as appendix materials to these By-Laws.

B-2) Voting procedures of the General Assembly

A Quorum shall consist of 60% of all General Assembly members eligible to vote (Article II, Section 1-4 of this Constitution). No binding votes shall be made at meetings for which a quorum is not present.

Written ballots are required for all binding votes taken by the General Assembly.

Majority Vote shall refer to a simple majority of a quorum of the voting membership assembled at the legally convened meeting (Article III, Section 1-5 of this Constitution).

C) Other assembly groups in the Department

Article IV, Section 1, 2, of this Constitution provides for the existence of assembly groups for Academic Professional Staff, Graduate and Undergraduate Student Majors, and Civil Service employees (membership defined by Article II, Section 2-4 of this Constitution). These assemblies are free to meet as separate groupings, providing they have established, written By-Laws that are both attached as appendix items to the Departmental Constitution and its By-Laws, and are not in conflict with this Constitution (see Article V, Section 1, of this Constitution).

Joint Assembly Meetings

Assemblies meeting the above criteria may also meet in joint. Such assemblies should vote annually (in April), by simple majority present, on whether they wish to meet in joint with other assemblies. Once an assembly votes to exercise the right to meet jointly with other assemblies the issue need not be revisited until the next calendar year. Such joint assembly meetings have no Departmental governing status and shall not act as voting entities nor construct By-Laws; they exist solely for information exchange and collegial discussion or debate.

For example, the Professional and Administrative Assembly may meet in joint with the Faculty Assembly if both groups agree by simple majority votes of their respective assemblies. One voted upon the joint assembly meeting may be called by the Department Head or by mutual agreement of the separate assemblies themselves (again a simple majority vote is needed). When such joint assemblies meet either as called by the Department Head or by mutual consent written meeting notices (electronic and hard copy) should be posted. Such meeting notices will clearly state, in writing, that the meeting is a "Joint Meeting of the Assemblies the Professional and Administrative Staff and the Faculty for information exchange and collegial discussion or debate".

Under no circumstances shall a Department Head or any other individual substitute joint assembly meetings for individual assembly meetings. Under no circumstances shall a Department Head or any other individual use a joint assembly meeting as a voting or legislative body.

D) Faculty and Faculty Assembly Membership

Because of the unique contractual and legal relationships and obligations of faculty to the University, Article V, Sections 1-4 of this Constitution provides for the existence of a Faculty Assembly, which in matters of faculty responsibility and interest, and on items of faculty domain, is the deliberative and legislative body of the faculty.

The Faculty of the Department of Plant Pathology shall be defined as in Article II, Section 1 of this Constitution. Faculty Assembly membership is as follows: (1) All tenured and tenure-track academic appointments to the Department are voting members of the Faculty Assembly, (2) For adjunct faculty to be added they must be approved for faculty status by a 2/3 vote of the Faculty Assembly. Adjunct faculty admitted by a 2/3 vote will then be subject to official approval by the University of Minnesota. (3) To become voting members of the Faculty Assembly, Adjunct faculty must be approved by a second 2/3 vote of the Faculty Assembly.

Adjunct faculty who are or become voting members but who cannot consistently attend Faculty Assembly meetings may be asked to drop voting status, or by a 2/3 vote of the Assembly have voting rights revoked. (4) Professors emeriti may be invited to Faculty Assembly meetings as honored guests, by consent of the Head or by a majority vote of the Faculty Assembly, but are not voting members since voting rights do not continue into retirement (Article II, Section 1.3 of this Constitution).

As with other assembly groups, the Faculty Assembly has the right to meet as a separate and unique assembly without representation from other groupings (Article V, Section 1 of this Constitution). Faculty Assembly meetings shall take place at least every three months during the academic year. Special meetings may be called by the Department Head, or by the Council Secretary upon a 3/5 vote of the Council. It is the responsibility of the Head to provide administrative assistance in taking minutes of Faculty Assembly meetings, but Faculty reserve the privilege of conducting all or part of every meeting with only faculty present. Minutes of Assembly meetings need to be approved by the Assembly before being placed in a permanent file kept in the Department Office.

D-1) Faculty Assembly Voting Procedure

- 1) A Quorum shall consist of 50% of all Faculty Assembly members with voting eligibility as defined above. No binding votes shall be made at meetings at which a quorum is not present.
- 2) Majority Vote, except where otherwise stated in these By-Laws shall refer to a simple majority of a quorum. Normally a show of hands is used for voting procedure.
- 3) Secret Ballots shall be substituted for a show of hands if requested by at least 5 voting members. The Council Secretary or a designated Council member shall determine the method of the secret ballot and shall appoint at least 2 other Faculty Assembly members to count the vote in full view of the Faculty Assembly.
- 4). Absentee, circulating or electronic ballots may be used for Faculty Assembly voting when requested and approved by a simple majority vote of the Faculty Assembly. In the case of absentee or circulating ballots these must be returned in a sealed envelop to the Council Secretary or his or her designee. In the case of electronic ballots they must be simultaneously returned to the Department Head and the Faculty Council Secretary. The Council Secretary or designated Council member shall or his/her designee shall count the vote and transmit that vote in writing to all faculty members. All absentee ballots and circulating ballots must be signed in order to be counted. All ballots regardless of format will be held for a period of at least one year and will be

open to examination by any faculty member during that period, and may be brought to subsequent faculty assembly meetings for examination and discussion.

- 5) **Tenure and/or Promotion Votes.** Any vote involving granting of faculty tenure is predicated solely upon the evaluation elements outlined in the Departmental Tenure and Promotion Document of 1996 and upon criteria mandated by CFANS or the Board of Regents. Votes involving tenure or tenure-track faculty shall be by secret ballot of only those tenured faculty above the rank of candidate being considered, and be permanently recorded and sent forward with tenure documentation.

Non-tenured members of the Faculty Assembly shall not vote on promotions involving tenure or tenure-track faculty; however, they may be requested to give informal written and signed opinions if requested by the Head or by a simple majority of tenured members of the Assembly.

Non-tenured members of the Faculty Assembly above the rank of the candidate being considered for promotion may vote on all promotions that do not involve tenure-track or tenured faculty.

All votes, whether involving tenure and/or promotion will be counted by the Faculty Council Secretary and 2 other faculty members and will be immediately announced to the Faculty Assembly only, results of such votes remain faculty domain and shall not be relayed outside the Faculty Assembly.

Censure Votes. For activities or lack of activities deemed sufficiently serious, the Faculty Assembly may vote, by a 2/3 majority, a motion of censure towards individual faculty members. Once approved the fate of the censure motion will be decided by a simple majority vote of the Faculty Assembly.

Restrictions on Voting. Any voting procedures established by All-University policies (for example, changes in granting tenure and promotion) shall take precedence over those procedures specified in this By-Law.

Section II. Standing Committees and Departmental Organization

A) Standing Committees

There are five standing committees in the Department, as outlined in Article VI of this Constitution, and they are responsible for caring out committee charges. Determination of implementation strategies, and budgetary recommendations are within each committee's domain. Standing committees shall not, however, be in conflict with Headship responsibilities as defined in the Appendix to these By-Laws. Standing committee progress reports must be presented in written form to the Faculty Assembly and the General Assembly, and be approved by the General Assembly. The five Departmental standing committees with designated charges are: 1) Graduate Education Committee 2) Undergraduate Education Committee, 3) Science and Outreach Committee 4) Awards and Honors Committee 5)-Development, Alumni and External Relations Committee.

1. Membership of Standing Committees

Each committee consists of a minimum of three and maximum of five Faculty Assembly members. The chairperson of each committee must be a voting member of the Faculty Assembly and is elected for a 3-year term by the Faculty Assembly. Elections for committee chairpersons shall be held in the 4th week of April, yearly. No chairperson of a standing committee may hold consecutive terms as chairperson of the

same committee, but may be elected to chair a different committee on a consecutive basis. The initial election of committee chairpersons shall be held on the fourth week of April when mandated. Thus:

**If the 2007 Constitution revision is approved the following enactment protocol, designed to stagger committee service, and refresh the Faculty Council yearly would be as follows: In April of 2008 the Faculty Assembly would elect the Chairs of all Standing Committees. The Science and Outreach Committee would be formed (as below) and serve one year, until 2009. In 2009 the Science and Outreach Committee would, with a newly elected chair, begin a 3-year cycle. In April of 2008 the Awards and Honors Committee and the Development, Alumni and External Relations Committee would be formed and serve for two years. In 2010 these two committees would begin a 3-year cycle. Again, in April of 2008 the Undergraduate Education Committee and the Graduate Education Committee would be formed and serve until 2011, and then continue on a 3-year cycle thereafter.*

The remaining two to four faculty members serving on any standing committee will be appointed by and serve at the discretion of the Head of the Department of Plant Pathology. One of these appointments shall be for a 2-year term and all others for 3-year terms. The Head may reappoint these committee members to consecutive terms if necessary for continuity. The Head must appoint one representative to these standing committees from the following groupings; academic professionals, civil service, graduate and undergraduate student majors; in such headship appointments the Head should seek nominations from these groups through their recognized assemblies (see appendix for By-Laws of these assemblies). Thus each standing committee is restricted to a maximum of 8 members, three to five faculty and one each from the academic professional staff, civil service, and graduate and undergraduate student majors. The Chairperson of each committee is responsible for voting procedures in this committee, and in the case of tie votes the Chairperson decides the issue. Additionally, the Head may appoint 3 ex-officio members to any standing committee; such members have advisory roles but do not have voting rights.

B) Standing Committees and Their Charges

1. Undergraduate Education Committee

- a) The Chairperson of this committee represents the Department in the College's Curriculum Committee.
- b) The committee, in concert with the Department Head, shall annually review tuition revenue generated by undergraduate courses and the amount of tuition revenue credited to the Department by the College. The Committee reports its findings yearly to the Faculty Assembly.
- c) The committee shall review the College's curriculum areas that Departmental courses and proposed courses might fit, either as mandatory or optional parts of programs.
- d) Make suggestions to the Department Head and faculty for action relative to the College's undergraduate and continuing education or distance education.
- e) Interface with the College's and University's non-Graduate School masters programs and the Master Gardner program. Identify participation opportunities for Plant Pathology.
- f) Interface with University honors, and other University of Minnesota teaching opportunities (like LibEd Requirement Courses) and identify participation opportunities for Departmental faculty and staff.
- g) Coordinate peer-teaching evaluations for undergraduate course instructors.
- h) Advertise undergraduate level courses within the University in order to reach prospective students not enrolled in the Department as graduate majors.
- i) Coordinate and continuously upgrade related Departmental Web site(s).

**This committee may never assign faculty or staff to teaching duties; teaching duties are assigned by Head of the Department (see Headship Responsibilities, Item 4 - By-Laws appendix).*

2. Graduate Education Committee

- a) Act as an admissions committee for screening graduate applicants.
- b) Nominate students for fellowships, honors, and awards and assist DGS in preparing nomination packages.
- c) Annually, prepare and ensure rapid grading of Ph.D. written qualifying examinations (the Director of Graduate Studies – a permanent member of this committee - will be in overall charge of exam composition and administration). The DGS has the responsibility for reviewing exam outcomes with graduate students and their advisors).
- d) Conduct annual student progress evaluations with the DGS.
- e) Advertise graduate level courses within the University in order to reach prospective students not enrolled in the Department as graduate majors.
- f) The committee shall review the College's curriculum areas that Departmental courses and proposed courses might fit, either as mandatory or optional parts of programs.
- g) Periodically review the graduate curriculum and student and faculty evaluations of graduate level courses. Make suggestions to the Department Head and graduate faculty for action relative to curriculum and course reviews.
- h) Act on graduate education issues, like teaching, training internships, and fellowship grants, and other items not specifically charged to other Departmental entities in the Department's Constitution or its By-Laws.
- i) Coordinate peer-teaching evaluations of graduate course instructors.
- j) Assist DGS in recruitment of graduate students.
- k) Coordinate and continuously upgrade related Departmental Web site(s).

**This committee may never assign faculty or staff to teaching duties; teaching duties are assigned by Head of the Department (see Headship Responsibilities, Item 4 - By-Laws appendix).*

***The DGS would not be expected to serve as the Chair of the Graduate Education Committee; DGS duties are separate from those of the Graduate Education Committee.*

3. Development, Alumni and External Relations Committee

- a) Work with the Department Head and the College Development Office to facilitate departmental endowment fund raising. Meet at least annually with College Development Office personnel.
- b) Prepare and publish annually the Department's Alumni News Magazine, the Aurora Sporealis. Enclose departmental endowment fund information with each issue.
- c) Advocate for Plant Pathology library resources with the University of Minnesota Central Library System.
- d) Assist Department Head in preparing an annual report on Departmental endowments.
- e) Coordinate and continuously upgrade Departmental Web site(s) to advertise and communicate departmental research, teaching and extension to our alumni and the general public.

4. Awards and Honors Committee

- a) Solicit and select candidates for Departmental awards, honors, and scholarships and conduct the annual Awards and Honors Day for the Department.
- b) When appropriate or when requested by the Head, prepare and submit documentation for teaching awards granted by the University of Minnesota.
- c) When appropriate or when requested by the Head, prepare and submit documentation for International and National awards like APS Fellows and other even more prestigious awards.

- d) Advertise and prepare press releases for the purpose of enhancing department visibility (e.g. items for Phytopathology News etc).
- e) Coordinate and continuously upgrade information on Awards and Honors on Departmental Web site(s), including research grant awards, and publications.

5. Science and Outreach Committee

- a) Coordinate the departmental seminar series with input from the PIPa8200 instructors.
- b) Facilitate interactions for communicating research and outreach programs ongoing within the Department.
- c) Assist the DGS with the graduate student internship program.
- d) Serve as a review and advisory committee for student poster and presentations for local, national, and international meetings.
- e) Promote public engagement of plant pathology through participation in outreach programs, e.g. science fairs, state fair, classes without quizzes.
- f) Update and maintain information on research and outreach efforts, on departmental web site.

C) Faculty Council

The faculty council is composed of the 5 chairpersons of the 5 standing committees described in Section II, A of these By-Laws (See By-Laws Appendix for structural outline). The primary purpose of the Council is to facilitate communication between the standing committees and the Head, and to relay information from the Head to standing committees. Council shall meet at least monthly during the academic year with the Head.

1. Council Charges

The Council is charged with reading standing committee charges each year and planning courses of action for itself and standing committees.

The Council establishes criteria and provides annual input for faculty merit based salary increases.

The Council, separate from its other functions, also acts as a Tenure and Promotion Committee and Post Tenure review panel to assist the faculty and Head in these endeavors (the Council shall function in this manner except if prohibited by the CFANS or by the Board of Regents). If a Council member is either not tenured nor at equal or greater rank than the faculty member under review then the Head shall temporarily replace that Council member with an appropriate tenured faculty member, recommended by the Council, only for review purposes.

The Faculty Council also acts as a universal ad hoc committee for special needs not covered by standing committees or other ad hoc committees in the department.

* It is recommended, although not mandated, that no non-tenured assistant professors be elected to serve as a Standing Committee Chairperson and thus a Faculty Council member until they have completed at least 3 full years of in rank service to the Department of Plant Pathology at the University of Minnesota. It is recommended that such faculty be appointed to and do serve on standing committees immediately upon hiring.

2. Council Structure

The Council must elect among itself, by a 3/5 vote, a Council Secretary who must be a faculty member tenured in the Department of Plant Pathology (no non-tenured faculty member shall serve as Council Secretary). The Council Secretary is empowered to call Council meetings, and either General Assembly or Faculty Assembly meetings upon a 3/5 vote of the Council. Assembly meetings originating from the Faculty Council can be called for any purpose consistent with that Assembly's interests and responsibilities.

D) Other Committees

Other or ad hoc committees may be established by action of the General Assembly or Faculty Assembly, or by the Head following consultation with the Faculty Council. A Committee established in this manner can only exist for 12 calendar months, and is automatically terminated at that time interval. Such committees shall not duplicate charges given to existing Standing Committees, and should be formed only upon exceptional need.

1. Committees established by the General Assembly or Faculty Assembly shall be terminated by the General Assembly or Faculty Assembly, unless they exist for 12 months...then they are automatically terminated. The Head shall terminate committees established by the Head; unless they exist for 12 months, after which they are automatically terminated.

2. Normally no tenure-track, but non-tenured faculty member, academic professional, student, or civil service employee shall be asked to serve on more than one standing or ad hoc committee.

Section III. Amendments to By-Laws

These By-Laws may be amended (after 2007) by a 2/3 written ballot vote of the General Assembly members eligible to vote. Proposed amendments shall be presented in writing and made available to all voting General Assembly members, accompanied by petition signed by at least 20% of the voting members of the General Assembly, at least three weeks prior to amendment balloting.

APPENDIX TO DEPARTMENTAL BY-LAWS

Headship Responsibilities - Plant Pathology

- 1) Know and carry out the duties and responsibilities of department heads as stated in the College of Food, Agricultural and Natural Resource Sciences Constitution. Interact with all levels of university administration, promote departmental stature.
- 2) Act as the contact between the College of Food, Agricultural and Natural Resource Sciences Constitution and higher administration and the Department. Relay policy from College and University sources and, the Departmental responses back to college and University in a timely and clear manner.
- 3) Abide by and support Departmental Constitution and By-Laws. When changes are desired, work with the faculty, staff and students in making necessary changes.
- 4) Budget preparation for Department, and budget review for grant proposals.
- 5) Assign faculty and staff responsibilities in teaching and other necessary activities.
- 6) Evaluate, through individual consultation, faculty performance. Initiate tenure and promotion procedures for faculty, and follow through. Assign merit pay increases to faculty relative to performance evaluation, while considering Faculty Council recommendations.
- 7) Development, implementation, and evaluation of Departmental policies.
- 8) Supervise and evaluate administrative, clerical and general departmental support staff.
- 9) Present an annual "state of the department" report for the General Assembly. Use report contents as the basis for preparing the Department CSREES, Graduate School and other administratively requested evaluations and review.
- 9) Maintain departmental records.
- 10) Establish and maintain public relations with governmental agencies, commodity groups, and alumni.
- 11) Call faculty assembly and departmental staff meetings for information, policy, implementation, and other purposes, as provided in the Departmental Constitution and By-Laws.
- 12) Protect departmental integrity and autonomy.
- 13) Review departmental goals and suggest revisions.
- 14) Provide leadership for departmental endowment efforts and prudent endowment fund management.
- 15) Promote faculty development, participation in college and university committees and governance structures, and in professional societies and obligations.
- 16) Resolve and prevent conflicts within and external to the Department.
- 17) Know the entire curriculum organization of the department and know class schedules.

- 18) Seek outside funding opportunities for the Department and its programs.
- 19) Motivate faculty and staff towards departmental goals.
- 20) Know the research, extension, and teaching activities of departmental faculty and staff.

Faculty Responsibilities

- 1) Teaching and instruction as assigned by the department Head.
- 2) Curriculum development and policy
- 3) Research
- 4) Extension and Outreach
- 5) Director of Graduate Studies (proxy)
- 6) Recommendations for selection of faculty
- 7) Recommendations for tenure and promotion of state-supported faculty
- 8) Space assignments
- 9) Determine faculty membership
- 10) Active participation in departmental, college, and University committees.
- 11) Call faculty meetings for committee reports and faculty issues.
- 12) Budgetary recommendations where appropriate, i.e., capital and equipment requests for department-wide items, maintenance and enhancement of departmental facilities.
- 13) Participate in departmental goal setting and implementation of policy.
- 14) Promote and support Departmental goals and policies within the University and to the public.
- 15) Abide by and support Departmental Constitution and By-Laws. When changes are desired work with other faculty to bring about changes.

APPENDIX - HISTORICAL FOUNDATION OF 1984 CONSTITUTION

FROM: Committee on Departmental Organization and Communications (Pfleger, Roelfs, Wilcoxson, Meronuck, & Zeyen - Chair).

TO: All faculty members, Department of Plant Pathology (please review document and feel free to contact any committee member for clarification - Faculty Meeting at 1:30 p.m., Wednesday, March 14th, 1984 in room 401 Stakman Hall

FROM: R.J. Zeyen - Committee Chairperson

COMMITTEE PROCEDURE

The Committee's first step in determining an organizational structure was to identify the role and responsibilities of the headship and the faculty (defined here as those faculty who are tenured, tenure-track, or hold graduate school appointments) in the Department of Plant Pathology. These roles and responsibilities are listed on attached pages. The second step was to solicit from graduate faculty members their views on departmental organization from a faculty perspective. The third step was to examine the current departmental structure relative to suggested changes submitted by faculty members, and suggest a model for structural organization.

COMMITTEE FINDINGS

Current departmental structure and communications. The existing Departmental structure consists of 16 committees in which faculty participated (attached). Many of these committees have narrowly defined subject areas or appear to overlap areas, do not meet on a regular basis, and have unclear functions (are they policy, planning, implementation, or advisory?) It is also unclear to whom the current committees report their activities (to the head only, to the faculty, to the faculty-staff-student or whole department?). What is clear is that some faculty are frustrated by this structure, feel ill informed, and sometimes feel that committee effort within the department is wasted.

Communication among faculty on matters of professional concern, departmental plans and objectives, and college-level policy appears weak; some faculty feel cut off from timely and clearly stated information. There is no mechanism for committee's to relay findings to the faculty, or for faculty serving on college or university committees to get information to the faculty as a whole. There is no mechanism for calling faculty meetings other than by the head of the Department. There is no faculty-elected group that represents the views of the faculty and knows the workings and findings of the main departmental committees that the head can regularly consult with on issues or for an immediate updating of committee activities and findings.

COMMITTEE RECOMMENDATIONS

Faculty submitted models on organization & committee synthesis of these. Most faculty submitted models were quite similar, so the committee made a synthesis of these models and created the attached model for departmental consideration. This model distinguishes between "the faculty" as a group (THE FACULTY ASSEMBLY - ORGANIZATIONAL CHART) that has distinct functions, purposes, and professional interests from the "departmental faculty-staff-student" or whole department body. Within this model is the recognition that the head should call meetings of both groups, but the faculty has the right and obligation to meet as a separate entity on matters of faculty concern. None of the "powers" of the

headship are diminished by this model organization; however, faculty responsibilities are focused by the committee structure. The model also recognizes that the head and department have other committees in which the faculty may or may not participate; committees that are mandated (Grievance for example)

In terms of responsibilities and interests of the faculty the model represents several factors that the committee viewed as necessary, these are:

1) Reduce the number of departmental committees in which faculty participate to a minimum, and make committees multiple purpose and more active in interrelated areas of faculty interests and responsibilities. Thus, the recommendation is that only five multiple-purpose, standing committees of direct faculty interest be permanent - these are - PHYSICAL RESOURCES; EDUCATION; RESEARCH; EXTENSION & COMMODITIES; AND PUBLIC INSTITUTIONAL, & ALUMNI RELATIONS (SEE ATTACHED DIAGRAM). The suggested interest areas for these committees are listed on the diagram and the committee functions are; policy, planning, implementation, and fiscal recommendations.

2) Increase faculty communication on matters that affect faculty directly in areas of faculty responsibility. Multiple purpose committees achieve this goal by having a minimum of 5 faculty familiar with the functions of each committee.

3) To establish a faculty elected, "Faculty Council" for working with the department head. The members of this council, in this model, are the chairpersons of the 5 standing committees elected for 2 year terms (except in the year of initial implementation when 3 of the 5 chair would be 1 year terms - see below) by the faculty. In the initial year of implementation the chair persons would be elected as follows to insure continuity and rotation:

- | | | |
|----|---|---------|
| a) | Education Committee - Chair elected for a 2 year term. | 1984-86 |
| b) | Public, Institutional, and Alumni Relations - Chair
elected for 2 year term. | 1984-86 |
| c) | Research Committee - Chair elected for a 1 year term. | 1984-85 |
| d) | Extension and Commodities Committee - Chair elected
for a 1 year term. | 1984-85 |
| | Physical Resources Committee - Chair elected for
a 1 year term. | 1984-85 |

Following the year of implementation all chair elections would be for 2 year terms. The "Faculty Council" would elect its own secretary who would have the authority to call council meetings, faculty meetings for the purpose of presenting committee reports, election of chairs of the 5 permanent committees, and on other matters of faculty interest. In this model, no chairperson could repeat him or herself as chair of any standing committee (no consecutive terms), although an individual may be elected to chair a different standing committee in a consecutive pattern... i.e., the chair of the Education Committee would serve 2 years and not be allowed a consecutive term but might be elected to chair any of the other 4 committees at the end of the 2 years as Education Committee chairing. Continuity in committees would be the responsibility of the headship by appointing the faculty members; 2 for 1 year terms, and 2 for 2 year terms. The 5 faculty members (faculty elected chairs and head appointed 4 members) of these committees would be the only ones with voting powers in the committee, other representation would be ex officio (non-voting members).

4) That faculty not be assigned more than 2 standing committees in any academic year, because these multiple-purpose committees will be very active. The 5 standing committees require 25 faculty members

to fill these need, insuring that all faculty can participate but need not have over 1 or 2 standing committee assignments.

5) The head have an elected faculty group that he/she can work with for immediate advice and counsel, for direct input into standing committees, and for promoting head-faculty communication (the 5 faculty elected chairpersons constitute a "Faculty Council" for this purpose). The Faculty Council would also serve as a tenure and promotion review board, could call faculty meetings for committee reports or other business that has direct bearing on faculty interests, and could take on short-term issues on an "ad hoc" basis for items that are not covered by standing committees.

BY-LAWS OF THE STUDENTS IN PLANT PATHOLOGY ASSEMBLY

ARTICLE I - GENERAL

Section 1: The official name of this organization shall be the Students in Plant Pathology Assembly.

Section 2: The Students in Plant Pathology Assembly shall operate as a non-profit organization

Section 3: The Students in Plant Pathology Assembly shall abide by the applicable rules and policies of the University of Minnesota pertaining to student organizations.

Section 4: This Assembly shall exist for the following purposes: a. To provide academic activities of timely interest to members on contemporary aspects of plant pathology and related sciences. b. To provide social activities and events for the membership. c. To participate in formulating and implementing policy of the Department of Plant Pathology according to the department's Constitution and By-Laws.

ARTICLE II - MEMBERSHIP

Section 1: Voting membership is open to all Plant Pathology students at the University of Minnesota.

Section 2: Membership is open to all students without regard to race, creed, color, sex, national origin, or handicap.

Section 3: Graduate and undergraduate students in Plant Pathology, or students of faculty who are members of the Department of Plant Pathology, shall become active members by attending any regular meeting of the organization. An Assembly member shall be considered inactive when he/she is not present at two consecutive meetings.

Section 4: Any member may be impeached for misconduct (for example - failure to perform duties, attendance, misuse of funds, etc.)). The member/ officer shall be given a seven (7) day notice and an opportunity to defend him/herself. This impeachment vote shall require a 2/3 majority vote.

ARTICLE III - OFFICERS

Section 1: The officers of this organization shall consist of Chairperson, Vice-chairperson, and Secretary/treasurer.

Section 2: All officers must be currently enrolled students at the University of Minnesota. Exceptions to the requirement are permitted for graduate students upon receipt of a letter from the Director of Graduate Studies of the student's department certifying that the student is actively pursuing a degree.

Section 3: Officers shall be elected before the end of spring, assume responsibilities on the first day of summer quarter, and serve for a period of one year. Nominations for officers shall be made and seconded at a regularly scheduled meeting. The Secretary/treasurer shall distribute a secret ballot to all members, and officers shall be elected by plurality of the votes returned to the Secretary/treasurer.

Section 4: The duties of the officers are as follows:

- a. Chairperson - Call and preside over all regular meetings of the organization and serve as Chairperson of the Executive Committee. Act as official representative of the club at other meetings and events.
- b. Vice-chairperson - Assist the chairperson and assume his/her responsibilities when he/she is absent. The person shall serve as the graduate student representative on the Council of Graduate Students, or the person shall find another graduate student to serve as COGS representative.
- c. Secretary/treasurer - Record and produce minutes of and attendance at all meetings. Handle the organization's correspondence. Handle all financial transactions of the organization. Maintain thorough and accurate records of all transactions. Produce financial reports during the first week of each academic quarter. Administer election of officers as described in Section 3.

ARTICLE IV - COMMITTEES

Section 1: Executive Committee - Consists of the elected officers and all committee officers. Sets meeting dates for the organization. Sets membership dues with approval of the membership. Determines committee assignments. Acts on behalf of the organization during the summer.

Section 2: Special committees may be established to carry out special assignments as mentioned in the organization's by-laws or as approved by the membership at a regular meeting.

ARTICLE V - MEETINGS

Section 1: A regular meeting shall be held once each month during the academic year. A special meeting may be called and convened by the Executive Committee or by a petition of ten percent of the active membership.

Section 2: A quorum shall be present in order to conduct official business of the organization. A quorum shall consist of 50 percent of the active membership plus one.

Section 3: Decisions of the organization shall be enacted by a majority vote of the active membership present.

Section 4: Members shall receive a written notice one week in advance of all meetings.

Section 5: Members may submit signed absentee votes to the Secretary/Treasurer for any issue listed on the agenda. This action shall maintain active status for an individual.

ARTICLE VI - FINANCIAL MATTERS

Section 1: The organization shall not provide monetary gain, incidentally or otherwise to its directors or membership.

Section 2: Unless otherwise specified by the membership at the time of dissolution of the organization, residual assets shall be distributed to the following not-for-profit organizations according to the proportions below:

Department of Plant Pathology (University of Minnesota) 100%

ARTICLE VII - BY-LAWS

Section 1: By-laws may be proposed by the membership and may be adopted or amended by a majority vote of those present at a meeting when a quorum is present.

ARTICLE VIII - AMENDMENTS

Section 1: Amendments to the constitution may be proposed by any member of the organization. Such proposals shall be submitted in writing to the Executive Committee for a first reading to the membership at the regular meeting prior to the meeting at which the proposed amendment is to be voted on.

Section 2: Duly proposed amendments shall be submitted to a vote of the active members providing a quorum is present. A two-thirds majority vote in favor shall be required for adoption of such amendment.

BY-LAWS OF THE ACADEMIC PROFESSIONAL STAFF OF THE DEPARTMENT OF PLANT PATHOLOGY

AUTHORIZATION OF ORGANIZATION

The Professional Academic Staff (P&A) of the Department of Plant Pathology, i.e., all staff not holding civil service appointments, who are not on tenure track, nor on state supported faculty appointments, and who hold 75% appointment or greater (whether they are pursuing a degree program or not), hereafter referred to as P&A, was established and authorized in the 8 month of 1996 by the University of Minnesota Department of Plant Pathology under article II Section 2.

Purposes:

- 1) To elect a representative and an alternate to the College of Food, Agricultural and Natural Resource Sciences(CFANS) Professional Academic Advisory Council if requested.
- 2) To inform and advise the Department Head of Professional Academic domain issues. This would include adhering to the University of Minnesota Professional Academic rules and regulations.
- 3) To elect voting representatives to the department committees and to the Department Assembly.
- 4) To participate in the University Senate structure.

Membership

The P&A membership shall consist of any employee (and those non-civil service and non-faculty employees) holding a 75% time or more appointment. Members are eligible for voting rights, committee service and election to office after they have passed their probationary period in the Department.

Election and Duties of Officers

The officers shall consist of Chairpersons and Secretary (Chairperson Elect). A Chairperson and Secretary will be elected at the first meeting. Their term is for one year and they assume their responsibilities in January. The term of office for each is one year and in January a new Secretary is elected. A vacancy created by the Chairperson

shall be filled by electing a replacement at the following meeting. Election shall be by secret ballot and based on a plurality of votes.

Duties of the Elected Officers

Chairperson

- Prepare and distribute meeting agenda
- Organize and chair bi-annual meetings
- Represent P&A as a voting member at the Department Assembly
- Provide information to P&A members on a quarterly basis
- Inform P&A members of domain issues Secretary (Chairperson Elect)
Secretary (Chairperson Elect)
- Record and distribute minutes of all meetings to members and Dept. Head
- Maintain files and distribute pertinent information
- Schedule room for meetings
- Represent the P&A as an alternate (voting member in absence of Chairperson) at the Department Assembly
- Become Chairperson the second year
- Handle all financial transactions.

Meetings

Annual meetings will be held in January of each year. A minimum of two meetings a year will be held. A quorum shall be present in order to conduct official business. A quorum shall consist of 50% of the active membership plus one.

By-Laws and Amendments

By-Laws and amendments may be proposed by the membership and may be adopted or amended by a majority vote when a quorum is present.

BY-LAWS OF THE CIVIL SERVICE EMPLOYEES OF THE DEPARTMENT OF PLANT PATHOLOGY

Authorization of Organization

The Civil Service Employees of the Department of Plant Pathology organization (hereafter referred to as CSEPP) was established and authorized in April 1987.

Objectives

The objectives of this organization are as follows: to elect a representative and an alternate to the College of Food, Agricultural and Natural Resource Sciences (CFANS) Civil Service Advisory Council, inform and advise the Department Head of civil service domain issues, and recommend civil service representatives to the department head of Plant Pathology committees. The organization would adhere to University of Minnesota Civil Service rules and regulations.

Membership

The CSEPP shall consist of any non-academic civil service employee holding a 75% time or more appointment. Members are eligible for voting rights, committee service and election to office after they have passed their probationary period in the Department. The CSEPP accepts all persons as defined above irrespective of collective bargaining status.

Election and Duties of Officers

The officers of SCEPP shall consist of Chairperson and Secretary (Chairperson Elect). The secretary will be elected at the annual April meeting and officers will assume responsibilities on May 1. The term of each office shall be for one year, with the Secretary becoming Chairperson the second year. A vacancy created early by the Chairperson shall be filled by the Secretary and a new Secretary shall then be elected by the CSEPP. A vacancy created by the Secretary shall be filled by electing a replacement in a special session.

Duties of the Elected Officers

Chairperson

- Prepare and distribute meeting agenda
- Organize and chair quarterly and special meetings
- Represent the CSEPP as a voting member at the Department Assembly
- Provide information to members as needed

Secretary (Chairperson Elect)

- Record and distribute minutes of all meetings to members and Department Head
- Maintain files and distribute pertinent information
- Schedule and set up room for meetings
- Represent the CSEPP as an alternate (voting member in absence of Chairperson) at the Department Assembly
- Become Chairperson second year

Meetings

Quarterly meetings will be called by the chairperson. Special meetings will be called as needed. The election meeting will be held each April.

Voting

All adoptions of by-laws, amendments, elections and voting shall be adopted or amended by a majority vote when a quorum is present.

By-laws

By-laws may be proposed by the membership at any meeting when a quorum is present.