

**BY-LAWS FOR THE DEPARTMENT OF NUTRITION**

**I. The Faculty**

1.1. Composition of the Faculty

1.1.1 The regular full-time and regular part-time faculty of the Department of Nutrition shall be composed of all persons in the department who hold the rank of Professor, Associate Professor or Assistant Professor and who each have been appointed for a period of not less than one academic year and who hold either academic year or twelve-month appointments

1.1.2 The non-tenure track paid faculty shall consist of full-time term, part-time term, continuing part-time, and full-time non-tenure track faculty

1.1.2.1 The full-time term and part-time faculty shall consist of all persons in the department who hold the rank of Instructor and Lecturer, respectively, whose service is for less than a 12-month period and who are not eligible for tenure.

1.1.2.2 The continuing part-time faculty shall consist of all persons in the Department granted continuing part-time status who work at least one semester each year; teach 1-2 courses over several years; have served at least 8 academic semesters of employment, not necessarily in succession and of which prior University or professional experience may apply; and who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor.

1.1.2.3. The full-time non-tenure track faculty shall consist of all persons in the department who hold the rank of Research Faculty (Assistant, Associate or Full Research Professors) and the title of dietetic internship director.

1.1.3 The non-tenure track non-paid faculty shall consist of Emeritus faculty, joint appointment faculty whose "home" department is not Nutrition, and adjunct faculty.

1.1.3.1. The Emeritus faculty shall consist of all persons in the department who are Professors at the time of retirement and who have distinguished themselves or special cases of long and meritorious service, associate professors, in their career by exhibiting excellence in teaching, demonstrating national recognition in scholarship, and demonstrating a distinguished professional service record.

1.1.3.1.1 The Emeritus faculty status shall be recommended by a vote of the faculty.

1.1.3.2. The joint appointment faculty shall consist of all persons in the Department involved in teaching and research in the Department and in one or more other departments and who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor.

1.1.3.2.1. The primary department with which each joint appointment faculty member is affiliated is the "home" department and through which all matters of promotion, salary raise, and tenure are processed.

1.1.3.3. The adjunct faculty shall consist of all persons in the Department having a professional relationship with the Department who are awarded "courtesy" appointments without rank and who include but are not limited to: a) distinguished non-University of Tennessee faculty; b) University retirees not seeking Emeritus status; c) non-University of Tennessee personnel assigned to graduate committees; or d) selected persons with work responsibilities tied to the University, such

as student supervision and collaboration with faculty.

1.1.3.3.1. The adjunct faculty may serve on departmental committees or provide consultation related to curricula, collaborate on research projects and participate in student supervision, such as field work and clinical, community, and food service management experiences

1.1.3.3.2 Adjunct faculty who are non-University personnel with a graduate degree and needed expertise may serve on graduate student committees, subject to approval by the Graduate School.

## 1.2. Voting Faculty

1.2.1 The voting faculty shall be all regular full-time faculty with the rank of Assistant Professor or higher.

## 1.3. Terms of Employment and Evaluation Procedure for Faculty

### 1.3.1 Selection of Regular Faculty

1.3.1.1 The Department Head shall consult with the voting faculty about program needs and the progress of any authorized searches.

1.3.1.2 The Department Head shall appoint an ad hoc search committee for the purpose of securing candidates.

1.3.1.3 The committee shall be comprised of two faculty members from the Department and one faculty member outside the Department, depending upon the nature of the position.

1.3.1.4 The committee shall follow the University and Affirmative Action guidelines in preparing the position description for review by the department faculty and with approval by the Department Head, Dean of the College, and Central Administration.

1.3.1.5 The committee shall make recommendations to the Department Head, who will get approval from the appropriate Deans for candidates to be interviewed; schedule; and participate in the interview process.

1.3.1.6 The committee shall, with total faculty input, present its recommendation for candidate selection to the Department Head, for forwarding to the appropriate Deans.

### 1.3.2. Selection of All Faculty Other Than Regular Faculty

#### 1.3.2.1 Selection of non-tenure track paid faculty

1.3.2.1.1 Full-time and part-time term faculty appointments at the rank of Instructor and Lecturer, respectively, are made by the Department Head.

1.3.2.1.2. Continuing part-time faculty shall be determined by formal departmental review and vote of the voting faculty.

1.3.2.1.2.1 Continuing part-time faculty shall be awarded a rank appropriate for the level of experience from Instructor to Professor.

1.3.2.1.3. The full-time non-tenure track faculty shall be selected through a formal search process used for regular faculty and as described in 1.3.1

1.3.2.1.3.1. All full-time non-tenure faculty appointments shall be subject to formal review every five years.

1.3.3 Selection of non-tenure track paid faculty

1.3.3.1. Emeritus faculty status shall be recommended to the Dean by the Department Head following faculty vote (see 1.1.3.1) for those who are Professors at the time of retirement. Emeritus rank shall be awarded as described in The University of Tennessee Faculty Handbook at the discretion of the Provost and upon the recommendations of the Department Head and Dean.

1.3.3.2. Joint appointment faculty shall be selected through consultation between the Department Head and the faculty member's "home" department.

1.3.3.2.1. Prior to initiating consultations with the faculty member's "home" department, the faculty entitled to vote in departmental deliberations as described in 1.2.1. will conduct a formal review and vote.

1.3.3.2.2 Joint appointment faculty shall be awarded the same rank as their "home" department

1.3.3.2.3. All joint faculty appointments shall be subject to formal review every five years.

1.3.3.3 Adjunct faculty appointments will be made by the Department Head and with no rank assigned.

1.3.3.3.1 Adjunct faculty appointments shall be reviewed by the Department Head every four years.

1.3.4. Review/Evaluation of Faculty

1.3.4.1. Planning conferences will be held for each faculty member with the Department Head annually. This shall take place in the fall for new faculty and in January for all other faculty.

1.3.4.2. A Review/Evaluation of each faculty member's contributions and performance shall be conducted each year. Evaluations will be conducted in relation to the plan as established in 1.3.4.1 and to student evaluations. This shall take place in January. Faculty members beginning employment in the fall will not be evaluated the first January of employment.

1.3.4.3. The Department Head shall share with the individual faculty member, keep on file and provide him/her with a signed copy of the Review/Evaluation form.

1.3.4.4. The Department Head is responsible for an annual retention review of probationary faculty in accordance with University procedure for considering tenure, promotion and retention. Probationary faculty will prepare material for review, and the Department Head will meet with the tenured faculty concerning the retention of probationary faculty. The Department Head will convey the outcome of this review to the probationary faculty. A written general record of the proceedings and findings will be maintained by the Department Head, and recommendations of the Department Head will be forwarded to the Dean.

1.3.4.5. Each retention review will address recommendations from the preceding review as well as current performance expectations.

1.3.5. Promotion and Tenure of Regular Faculty

1.3.5.1. Promotion and Tenure of faculty follows guidelines and timetables stated in the Faculty

Handbook and timetables distributed annually by the University.

- 1.3.5.2. All tenured faculty, except the Department Head, at or above the rank at which the faculty are being considered shall comprise the Department Promotion and Tenure Committee (DPTC).
- 1.3.5.3. The Department Head will initiate the process for consideration of probationary faculty members for tenure and promotion. The faculty member will submit all materials relevant to consideration for promotion and tenure to the Department Head. The Head and the faculty member shall work together to ensure that efforts and achievements are documented fully prior to consideration for tenure and promotion by the DPTC.
- 1.3.5.4. Any member(s) of the DPTC shall upon request by the candidate, review and offer suggestions for strengthening the relevant materials and submit advisory recommendations to the candidate.
- 1.3.5.5. The Head will request from the candidate the names of potential outside reviewers whose expertise is close to that of the candidate's. The Head will select and contact at least one reviewer from the candidate's list and at least one other reviewer of his/her choice for a total of at least three, but not more than 5, outside reviewers. Reviewers will be requested to provide in writing a thoughtful evaluation of the quality and importance of the candidate's achievements based on material provided by the Department Head. The review becomes a part of the candidate's relevant materials.
- 1.3.5.6. The DPTC shall review the candidate's relevant materials.
- 1.3.5.7. In the fall of each year, the DPTC will meet and elect a chair who will call a meeting to debate and discuss the candidate's record. The Department Head will attend meetings of the DPTC, serving as an information resource for the DPTC deliberations. Following discussion, a secret ballot of the DPTC will be taken, recorded, and reported to the Department Head. The vote of the tenured faculty is advisory to the head.
- 1.3.5.8. The Chair of the DPTC will write a report summarizing the meeting deliberations and recording the vote, which has been circulated and approved by all members of the D TPC and submit to the Department Head.
- 1.3.5.9. The Department Head shall review the materials. Results of the advisory vote of the DPTC, the Department Head's recommendation, a brief summary of faculty opinion expressed during the meeting (1.3.5.8.), and the candidate's materials will be forwarded to the Dean who will submit them to the CHE Promotion and Tenure Committee.
- 1.3.5.10. The Department Head shall provide a copy of his letter to the DPTC and, if the Department Head's recommendation is not the same as that of the faculty, he/she will explain to the tenured faculty (DPTC) the reasons for the decision and remind them of their right to forward a dissenting report, if they do not feel that the Head's summary of faculty opinion adequately describes their views.
- 1.3.5.11. The candidate will be informed of the status of his/her candidacy for tenure and promotion by the Department Head, Dean, and University administration at each step in the process.
- 1.3.5.12. The following criteria will be used by the DPTC to determine professional excellence and contribution to the University's mission.

Teaching and Advising:

Systematic student evaluation of classes; faculty member provides evidence of teaching/advising

excellence.

Teaching effectiveness may be determined by, (among other things) required student evaluations, course syllabi, handouts and tests, evidence of creative or innovative teaching, written comments from colleagues who have observed in the classroom.

Development of new courses or significant changes or development in established courses.

Evidence of quality supervision of teaching assistants, graduate students, or field placement students.

Evidence of interest and effectiveness in academic advising, recruitment of potential students, and retention of current students.

### Research and Scholarly Activity

Each faculty member is expected to provide direction and leadership to a specific line of scholarship that will lead to recognition of that faculty member as an independent scholar with particular expertise within the selected area of study.

Faculty are expected to be involved in an active research/scholarship program that leads to publication in peer-reviewed journals of national scope.

Tenure-leading faculty are expected to be continually involved in the discovery and investigation process. The expectation is that outcomes of this process should have an impact on the field in terms theoretical understandings or applications of knowledge to practice.

Issued patents will also be considered as evidence of scholarly activity.

No formal distinction is made between joint or single authorship. However, faculty must demonstrate the ability to lead a distinctive research effort and be recognized as an independent scholar. This guideline suggests that tenure-leading faculty must demonstrate distinctive contributions and expertise from collaborators.

Scholarly books with a national audience will be considered to be evidence of success. However, tenure-leading faculty should be aware that this activity can only be a part of the process and that nationally refereed publications must also be part of that faculty member's activities.

Presentations of research papers at professional conferences are considered an interim step to publication and in and of themselves are not evidence of successful scholarship.

Impact of research or scholarly activity is important. Measures of impact include perceived quality of journals, recognition of published materials (perhaps evidenced by invited presentations) and use by professionals in the field (evidenced by citations or adoption).

Faculty are expected to seek funding to maintain a consistent, sustained and high-quality research program. Faculty are expected to seek and obtain resources (i.e., grants and contracts) to fund a research program of significance and national stature. Although obtaining funds (esp. in nationally competitive programs) is considered evidence of scholarly achievement, the critical evidence lies in the outcomes of such grant activities (i.e., publications, patents, or programs). Technical reports, unless disseminated to a broad audience and subject to a review process, are generally not considered sufficient evidence of scholarship.

The development of scholarship potential in others will also be considered to be important,

especially for tenured faculty. This includes the involvement of undergraduate students in the research process, joint authorship with graduate students, and the mentoring of professional skills in other faculty. Service on or chairing graduate committees (even those that lead to theses or dissertations), in and of itself, is not considered scholarship but rather falls within the instruction role.

Membership on editorial boards of nationally recognized professional journals is considered evidence of professional leadership and thus is recognized as service rather than research.

Service:

Service is an important function of the university, although the importance to individual faculty members' contribution to departmental goals will vary with tenure status and departmental needs. For tenure-leading faculty, service is not a substitute for the establishment of a solid record of independent research and with quality instruction. Service should be viewed as consisting of three components: university operations, professional leadership, and community outreach.

University operations involves participation, representation and leadership in departmental, college, and university governance. For most tenure-leading faculty the level of expectation should focus more towards the department and college and more towards the participation and representation roles. Tenured faculty are expected to assume leadership roles at the department, college and university levels. Service activities should operate to make the department and college more efficient and/or effective in meeting defined goals.

Faculty should also assume leadership roles in the profession, including professional or industry-based organizations. Tenure-leading faculty are expected to be somewhat involved and active in professional organizations and in on-campus organizations. Excellence in professional leadership for tenured faculty is evidenced by providing direction and/or resources to the profession, field or industry. Service as an active officer professional or industry-based groups can be evidence of that professional leadership. The expectation is that faculty provide service to the field beyond the campus. Service to community organizations, not based within the field of the faculty members, is regarded as personal volunteer activities and though valuable to the community, does not fall within the guidelines of this document.

Membership on editorial boards of nationally recognized professional journals or as organizers of professional conferences or reviewers for granting agencies is considered evidence of professional leadership and thus is recognized as service.

Community or industry outreach can demonstrate excellence and contribution to the service function of the university.

- 1.3.5.13. The responsibilities of individual faculty members differ depending upon their job descriptions and assignments made in consultation with the Department Head. The weighing of criteria, therefore, will differ in terms of the amount of effort directed to activities by assignments.

All faculty are expected to be involved in research, and funded research may affect the amount of faculty time released from instruction. Therefore, faculty members with Agricultural Experiment Station appointments or external grants and contracts may have additional time released for research.

Some of the important factors to consider in weighing criteria are: teaching load; courses that include a laboratory experience; responsibility for clinical, intern, or student teaching supervision, large class enrollments; level of course; involvement in directing thesis and dissertations; total number of course preparations or new course preparations; research involvement; fieldwork

supervision; number and category of advisees; and service activities.

Faculty responsibilities include an obligation for excellence in teaching, research or other scholarly endeavors, and professional activities including public and institutional service related to the faculty member's position. In addition, faculty are expected to demonstrate professional integrity by competent performance of and willingness to accept and cooperate in appropriate assignments and duties.

## **II. The Students**

### **2.1 Student Constituency of the Department**

- 2.1.1. For the purpose of selecting student representatives from the college to university committees, from the department to college committees, and from the department to department committees, the student constituency shall be all students who have declared with the Registrar a major or a major preference in an academic program administered in the department.

## **III. Department Organizations**

### **3.1. Department Head**

- 3.1.1. The Department Head is responsible for educational, research and service programs of the Department. This responsibility includes budgetary matters, physical facilities and personnel matters under his/her jurisdiction, taking into account departmental faculty input.
  - 3.1.2.1. Decisions related to these responsibilities shall be reported to the faculty as per Section 3.3 at Department Faculty meetings.
  - 3.1.2.2. Should the Department Head be temporarily unable to meet these designated responsibilities, the Department Head shall select a department designee, whose identity is made known to the faculty via memo.
- 3.1.2. The Department Head shall be subject to regular review.
  - 3.1.2.1. The voting faculty of the department shall review the Department Head annually through evaluation of performance of assigned duties on a form provided by the All College Council. The review forms shall be returned directly to the Dean who will share a summary of the results with the Department Head.

### **3.2 Department Faculty Meetings**

- 3.2.1. The faculty of the Department will meet monthly on Tuesday afternoons, usually the second Tuesday of each month during the academic year for one and one-half to two hours. Classes will not be scheduled during regular faculty meeting times. The usual and any additional meetings shall be called by the Department Head.
  - 3.2.1.1. Notice of the Department Faculty Meetings and the tentative agenda shall be distributed and posted one week prior to the meeting date. New items from faculty shall be handed to the Department Head's secretary by Friday preceding the next Tuesday meeting.
- 3.2.2. The Department Head or designee shall attend and chair all Department Faculty Meetings.
- 3.2.3. Robert's Rules of Order, newly revised, shall constitute the parliamentary authority for the conduct of the

meetings of the department.

- 3.2.4. An agenda of items for the Department Faculty Meetings shall be prepared by the Department Head or designee or faculty petitioners.
    - 3.2.4.1. All faculty, graduate and undergraduate students may submit items for the agenda.
    - 3.2.4.2. All matters requiring faculty action, as described by the By-Laws, the Faculty Handbook or other University policies, shall be placed on the agenda of items.
    - 3.2.4.3. The agenda shall include a section for new business that may be introduced at the time of the meeting.
  - 3.2.5. Department Faculty Meetings shall be conducted for no more than two hours per session, unless extension of the session is approved by simple majority vote of those present.
  - 3.2.6. Minutes of the Department Faculty Meetings shall be prepared by the Department Head's designee and distributed to all faculty within one week of the meeting. Minutes shall consist of names of faculty members present, not present; announcements; reports; and actions involving vote of the faculty. The minutes shall be kept on file in the department office.
  - 3.2.7. At least once per year, a session will be planned to hear the concerns of undergraduate and graduate students.
- 3.3. Standing Committees of the Department
- 3.3.1. Members of Committees shall be appointed by the Department Head after consultation with the individuals to be appointed.
  - 3.3.2. Department Advisory Board (DAB)
    - 3.3.2.1. The DAB shall function as an advisory body of the faculty to the Department Head.
    - 3.3.2.2. Function
      - 3.3.2.2.1. The DAB shall advise the Department Head regarding decisions where faculty opinion is desired and consultation with all departmental faculty is not practical.
      - 3.3.2.2.2. The DAB shall act as a liaison between faculty members and the Department Head on concerns related to departmental welfare.
      - 3.3.2.2.3. The DAB shall have delegated authority to develop the charges and to make appointments for ad hoc committees in accordance with the goals of the department.
      - 3.3.2.2.4. The DAB shall act as a final authority on interpretation of the Department By-Laws with shared responsibility with the Department Head.
    - 3.3.2.3. Composition
      - 3.3.2.3.1. The membership of the DAB shall consist of one or more faculty members.
      - 3.3.2.3.2. The Department Head will appoint members based on: expertise, undergraduate and graduate representation, program areas, and other college and university

responsibilities of the faculty. Appointments will be made by September 1 of each year.

3.3.2.3.3. The Department Head or designee shall attend all meetings.

3.3.3. Graduate Committee (GC)

3.3.3.1. The GC shall consist of at least two faculty members and additional members appointed by the Head if appropriate to the tasks of the Committee.

3.3.3.2. The GC shall be responsible for reviewing and developing graduate policies and procedures. Recommendations for major changes will be presented to the voting faculty for action. Approved policies and procedures will be included in an annual revision of the Department of Nutrition Graduate Handbook.

3.3.3.3. The GC shall be responsible for reviewing projects involving the use of human subjects as prescribed by the University Committee on Research Participation.

3.4. Selection of Graduate Teaching Assistants and Graduate Assistants

3.4.1. Current Students

3.4.1.1. A department staff member appointed by the Head shall send letters to enrolled students soliciting applications for assistantships. They are requested to write a letter asking for assistance for the next academic year. The major professor shall write a letter supporting the student's request.

3.4.2. New Applicants

3.4.2.1. A departmental staff member shall condense student information onto a rating form. A copy of the rating form is given to all faculty who are asked to use folders at a central location to rate the students and to return the ratings by a date set by the Graduate Committee.

3.4.2.2. The faculty's ratings are summarized and a rank given to each student.

3.4.2.3. A meeting of all faculty is called by the Head. Using a summary of faculty ratings, faculty recommend to the Head assignments of students to specific courses. Alternates are named if the first choices do not enter the program.

3.4.3. Appointment and Review

3.4.3.1. The Head or designee completes recommendations for appointment of graduate assistantship or traineeship forms and send to Associate Dean for review and approval.

3.4.3.2. The Department Head sends the appointment letter that contains: title of assistantship; quarter-time or half-time appointment; length of appointment; in-state or out-of-state tuition; total worth of stipend; and a general statement on amount of work expected and number of credit hours student is to carry per quarter.

3.4.3.3. Students must send written acceptance/ rejection of their appointment within approximately two weeks following receipt of the letter.

3.4.3.4. The Department Head sends students a Tentative Job Description and a letter which includes faculty with whom they are working and meetings they are to attend, i.e., GTA Seminar, Fall Kick-Off, and Departmental Orientation.

3.4.3.5. Each Graduate Teaching Assistant will be evaluated by his/her supervising faculty member and a recommendation will be made on retention to the Department Head.

#### **IV. Grievance and Hearing Procedures**

- 4.1. All faculty members and students shall have the right to due process in settling grievances which may arise.
- 4.2. Procedures for resolving faculty grievances are outlined in the UTK Faculty Handbook.
- 4.3. Procedures for resolving student grievances are outlined in Hilltopics and in the University Catalogs.

#### **V. By-Laws**

- 5.1. Initial Approval
  - 5.1.1. Initial approval of these By-Laws shall be a shared responsibility of the Department Head and the faculty. Final approval shall be determined by a majority vote of the voting faculty.
- 5.2. Amendments
  - 5.2.1. Proposed amendments to these By-Laws may be forwarded by any department member to the Department Head. Proposed changes shall be distributed to the voting faculty of the Department at least one week prior to the faculty meeting at which the proposed change(s) is/are to be discussed.
- 5.3. Note of Intent
  - 5.3.1. It is not the intent of these By-Laws to limit or discourage the rights of groups or individuals, either faculty or students, from initiating actions or resolving problems, or the rights of the Department Head to discuss and formulate programs of action with groups or individuals.

#### **VI. Glossary**

- 6.1. Shared Responsibility: A deliberative body of faculty and/or students make recommendations in conjunction with an administrator authorized to make decisions.
- 6.2. Delegated Authority: A deliberative body of faculty and/or students is authorized to make decisions on specified matters. Such decisions are subject to administrative review, but will be altered only in exceptional circumstances and the reason(s) for altering the decision will be shared.