

Department of Food Science BYLAWS

Voted upon and adopted on 3/2/2016

Amended, voted and adopted on 5/9/2016

Amended, voted and adopted on 3/10/2017

Amended, voted and adopted on 1/31/2019

1. **Department name & general provisions.** In accordance with Article 12 of the UMass-MSP *Collective Bargaining Agreement* (CBA), these Bylaws have been adopted by a majority vote of the faculty of the *Department of Food Science* (the “Department”) in the *College Natural Sciences* (the “College”) at the *University of Massachusetts Amherst* (the “University” or “UMass”). Federal and state laws, UMass Trustee policies (including, but not limited to, T76-081, the Academic Personnel Policy, aka the “Red Book”), the CBA, and other established university policies will prevail in instances of conflict with these bylaws. These bylaws may not be construed to limit the rights of the Administration as preserved by Article 4 of the CBA. As required by Article 12, these bylaws are subject to review by the Administration and MSP to ensure that the bylaws do not conflict with prevailing laws, policies, and the CBA; such review must occur before the bylaws or their amendments take effect.
2. **Faculty membership, rights, privileges, and responsibilities.** The Department’s faculty (the “Faculty”) includes all faculty and extension specialists in the Department without regard to tenure status. All members of the Faculty and Extension Specialists have both the right and duty to participate in governance of the Department, including voting on matters brought before the Faculty, except as specified otherwise below and elsewhere in these Bylaws.
 - 2.1 *Non-Unit Faculty.* Non-unit faculty (department chair/head, associate deans, deans, and other non-unit administrators) may not participate as voting members in personnel actions and may not participate as members of the Faculty in promotion and tenure cases. Non-unit faculty may participate in other aspects of academic governance (such as curricular decision-making and faculty searches), provided those faculty do not have separate administrative purview over the same matters.
 - 2.2 *Access & Voting Rights.* All bargaining-unit Faculty may have access to relevant information and may deliberate and vote on all promotion and tenure cases
 - 2.3 *Duty to Participate in Governance.* Except where the composition of an individual’s assigned workload would prohibit such an obligation, all members of the Faculty have a responsibility to participate in governance of the Department and in service to the Department, the School/College, and the University.
 - 2.4 *Rights and Duties of Faculty on Leave.* Faculty on full-time paid leave (including parental leave and sabbatical leave but excluding sick leave) maintain their rights during the leave to exercise their rights to participate in the governance of the Department. Faculty on full-time paid sick leave and on full-time unpaid leave forfeit their rights of governance for the duration of such leave. Unless the leave is taken in an emergency, faculty on leave must make prior arrangements for students whose grades may be affected by the leave.
3. **Standing Committees:** The Department maintains the following standing committees:

3.1. *Departmental Personnel Committee (DPC)*

3.1.1 Membership- All of the Department's Faculty will annually elect a DPC consisting of four faculty members to perform the functions assigned to it by the CBA, including reviewing the *Annual Faculty Review (AFR)* of every member of the Department's Faculty with appointments over 50% FTE; reviewing and making recommendations on all promotion and tenure applications within the Department; reviewing and making recommendations on all reappointments of tenure-track Faculty within the Department; reviewing and making recommendations on all promotions of non-tenure-system faculty; participating in Periodic Multi-Year Review of Faculty as prescribed by the CBA; reviewing and determining Pool A allocations of merit pay among the Department's eligible Faculty as provided for by the CBA; reviewing and making recommendations for anomaly adjustments to salaries as provided for by the CBA; leading the review process for potential reappointment of the Chair/Head.

3.1.1.1. Term of Office. Members of the DPC shall be elected for a twelve-month term beginning September 1st of each year and should be elected in the process outlined in Appendix I.

3.1.2. Leadership. Once elected, the members of the DPC will select their own committee chair, as outlined in Appendix I

3.1.3. Annual Faculty Review and Merit Pay Evaluation. Annual faculty reviews will be evaluated as outlined in Appendix I. Merit pay will be assigned based on AFR rank as described in Appendix I

3.2. *Graduate Program Committee (GPC)*. The GPC will be chaired by the *Graduate Program Director (GPD)*, and other members will be appointed by the Department Head. The committee will consist of graduate faculty who will be responsible for reviewing graduate student applications, coordinating written PhD exams, awarding scholarships and awards, and proposing policy for graduate students. Any policy changes to graduate student programs should be brought to a vote first by the GPC, and then by the entire faculty.

3.3. *Undergraduate Program Committee (UPC)*. The UPC will be chaired by the *Chief Undergraduate Advisor (UCA)* and members will include the *Honors Program Coordinator (HPC)*, and other faculty to be appointed by the Department Head. The committee will be responsible for all policy for undergraduate students, maintaining IFT Approval, and reviewing and awarding of scholarships. Any policy changes to undergraduate students should be brought to a vote first by the UPC, and then by the entire faculty.

3.4. *Undergraduate Recruiting Committee (URC)*. The URC will be made up of faculty assigned by the Department Head and is responsible for increasing and maintaining Undergraduate student numbers. Responsibilities of the URC include, but are not limited to: development of promotional materials, attending major's fairs and open houses, and meeting with prospective undergraduate students.

3.5. *Internship Committee (IC)*. The IC will be made up of faculty assigned by the Department Head and is responsible for communicating with industry interested in hiring students as

interns. Responsibilities include recruiting companies to participate in intern programs, communicating opportunities to students, and coordinating Departmental visits.

3.6. *Pilot Plant Committee (PPC)*. The PPC is responsible to the running of the Food Science Pilot plant.

3.7. *Diversity Committee (DC)*. The Food Science DC will consist of representation of faculty, staff, and student (graduate and undergraduate) representatives to support diversity in all aspects of the Food Science programs. The chair of the FSDC will serve on the CNS

4. **Administrative and Coordinator Positions.** The following are departmental administrative roles assigned by the Department Head:

4.1. *Graduate Program Director (GPC)*. A faculty member responsible for the Graduate programs within the Department. Responsibilities relate to the administrative aspects of incoming and matriculating graduate students including but not limited to: chairing the Graduate Policies Committee, initial reviews of applications to the Graduate Program, preparation of documents associated with the milestones of the M.S. and PhD programs.

4.2. *Chief Undergraduate Advisor (CUA)*. A faculty member responsible for the Undergraduate programs within the department. Responsibilities include chairing of the UPC, maintaining undergraduate scholarship program, attending the College and University CUA meetings, assigning academic advisors, supporting Undergraduates within our program, graduation clearance, and participation in the CNS Graduation Celebration.

4.3. *Honors Program Director (HPD)*. A faculty member responsible for the Honors program within the department. Responsibilities include maintaining Honors Program, approving honors applications, approving honors courses, honors project/thesis proposals, and honors thesis, facilitating honors thesis assignment, attending Honors College meetings, supporting Honors students within our program.

4.4. *Scheduling Officer (SO)*. Responsible for communicating with the Registrar's office, registering students for courses, reserving rooms, and scheduling Food Science courses.

4.5. *Building Coordinator(s) (BC)* Faculty or staff member(s) responsible for communicating with the Physical Plant about building maintenance and renovation.

4.6. *Laboratory Safety Coordinator(s) (LSC)* Faculty or staff member(s) responsible for laboratory safety within the department. Responsibilities include attending LSC meetings with Environmental Health and Safety (EHS), communicating policies and maintaining laboratory safety logs.

4.7. *Web Page Coordinator(s)* Faculty or staff member (s) responsible for maintaining departmental web page.

5. **Department Faculty Meetings.**

- 5.1. Department Faculty meetings will be called by the Department Head when necessary.
 - 5.2. All faculty are expected to participate, however if faculty are unable to attend, votes may be given by proxy or via e-mail.
 - 5.3. All faculty and extension faculty will have the right to vote on all matters, unless there is a significant conflict of interest or as described earlier (section 2.1)
 - 5.4. Meeting minutes and record keeping will be done by the Department Head.
- 6. Reappointment, promotion, and tenure**
- 6.1. Personnel actions (reappointment, promotion, and tenure) shall be initiated through a discussion between the faculty member and Department head.
 - 6.2. The Department head will be responsible for soliciting 8-10 external reviews (except for 4.2 review), some of which will be suggested by the faculty member.
 - 6.3. The DPC is responsible for the case review of faculty members. Each case review will be based the Red Book Standards. The Cultural Standards in Food Science (Appendix II), shall be used as basic guidance for evaluation within our department.
 - 6.4. If the DPC vote is *not unanimous*, the DPC will be temporarily expanded to include the entire faculty, without respect to rank or status, and will be asked to review the case and vote upon the decision.
- 7. Departmental Searches**
- 7.1. When needed, the Department head will form *ad hoc* faculty search committees (FSC) and assign a chair.
 - 7.2. The FSC will write a draft position advertisement that must be voted upon by *the entire faculty* and approved by the college, Office of Equal Opportunity and Diversity (EO&D) and provost prior to posting.
 - 7.3. The FSC will be trained by the EO&D on university, state and federal search requirements, and all committee members must comply with these regulations throughout all stages of the search process.
 - 7.4. The FSC will review applicants, select a “short list” of the most qualified applicants and discuss this list with the entire faculty. The FSC will coordinate the campus interview process, which will *typically* include: (i) a research presentation open to faculty, students and staff, (ii) a teaching presentation open to faculty, students and staff, (iii) opportunities for all faculty to meet one-on-one with candidates, (iv) meeting with current graduate and undergraduate students, (v) meeting with departmental staff, (vi) formal exit interview with the FSC. However, the interview format can be modified by the FSC to be appropriate to the position for which they are hiring.

- 7.5. After each candidate interview, the FSC will draft advantages and disadvantages of each candidate.
- 7.6. After the interview has been completed, the entire faculty should meet to discuss the interviewed candidates, review the strengths and weakness of each candidate, and hold a formal vote, prior to passing the recommendations onto the Dean of the College of Natural Sciences.
- 7.7. Once a recommendation has been made, the *ad hoc* search committee will be dissolved.
8. **Statement on Equity and Inclusion.** All faculty shall be treated equally regardless of disability, ethnicity, gender, religion, or sexual orientation, as defined by the University, State and Federal Regulations.
9. **Implementation of these bylaws.** These bylaws were voted upon on March 2, 2016 and will be applicable after this date.
10. **Amendment of these bylaws** will take place by full faculty vote. At least 2/3 of the faculty must be present, although votes may be given by proxy or via e-mail. Dates of amendments will be posted at top of document.

Appendix I Food Science Personnel Committee Guidelines

A. MERIT REVIEW GUIDELINES

The annual faculty reports will be ranked by the personnel committee on a 4 point scale in 0.25 increments, with 0 being no merit and 4 being exceptional merit. The following ranking scale is provided as a basis to rank accomplishments outlined in the annual reports.

Merit	Accomplishments
0	Poor: The faculty member is making a balance of research, teaching, and service contributions at their professional level* and responsibilities ⁺ that are <i>far below</i> what is typical for someone in their field of expertise.
1	Fair: The faculty member is making a balance of research, teaching, and service contributions at their professional level* and responsibilities ⁺ that are <i>typical</i> for someone in their field of expertise.
2	Good: The faculty member is making a balance of research, teaching, and service contributions at their professional level* and responsibilities ⁺ that somewhat exceed what is typical for someone in their field of expertise.
3	Very Good: The faculty member is making a balance of research, teaching, and service contributions at their professional level* and responsibilities ⁺ that <i>greatly exceed</i> what is typical for someone in their field of expertise.
4	Excellent: The faculty member is making a balance of research, teaching, and service contributions at their professional level* and responsibilities ⁺ that <i>far exceed</i> what is typical for someone in their field of expertise.

Professional level*: Assistant, Associate or Full Professor or Extension Professional. Faculty may be evaluated for merit only on the basis of their assigned duties.

Responsibilities⁺: Balance of Research, Teaching, Service and Extension

Assessment of faculty members will be based on their contributions and accomplishments relative to other faculty members in food science departments at the similar professional level and within a similar or closely related field of expertise. The committee will take into account that there are important differences in expected accomplishments in different fields of expertise. Individual Annual Faculty Reports will be evaluated by each member of the Personnel Committee and given a numerical rating from 0 to 4 in 0.25 increments. The whole Personnel Committee will review cases in which there is a wide range of individual judgment. Merit recommendations will then be based on the average numerical rating of the Committee members. That is, each Personnel Committee member will evaluate the performance of each Faculty member and assign him/her an overall rating from 0 to 4. The average of these 4 ratings will be the recommended rating of the Committee. Recommendations for percentage share distribution of merit funds available will then be made in direct proportion to average Committee ratings for each Faculty

member. As a hypothetical example, 10 Faculty members of the XYZ Department might be evaluated as follows:

Faculty Member	Merit Rank	Merit Recommendation	% Share
A	3.0	3.0	12.0
B	2.8	2.8	11.2
C	2.2	2.2	8.8
D	3.4	3.4	13.6
E	3.0	3.0	12.0
F	3.6	3.6	14.4
G	4.0	4.0	16.0
H	1.0	1.0	4.0
I	0.5	0.5	2.0
J	1.5	1.5	6.0
Totals	25.0	25.0	100.0

B. GUIDELINES FOR THE ELECTION OF THE DEPARTMENT REPRESENTATIVE TO THE COLLEGE PERSONNEL COMMITTEE

1. Term – The Department Representative to the College Personnel Committee (DRCPC) shall be elected for a three-year term of office.
2. Timing – In a year when a DRCPC is to be elected, he or she shall be elected before the election of the Department Personnel Committee begins. Election of the DRCPC shall take place in the Spring semester and be completed by end of classes in the academic year prior to that in which service begins.
3. The Election Process
 - (a) Responsible parties: The outgoing DRCPC (who may not succeed himself/herself) shall be responsible for the election and all matters connected therewith.
 - (b) Voting: All votes shall be by written ballot and at least 2 members of the Department Personnel Committee shall be present when ballots are opened and tabulated.
 - (c) Nominations: Nominations, in writing, shall be received by the outgoing DPCPC
 - (d) Elections The election shall be in two stages. In the first stage, the field of nominees shall be narrowed to vote for two candidates. In the second stage, one candidate shall be elected to fill the position. The first stage of election shall be held as soon as possible, but no earlier than one week after announcing the nominees.

In the first stage, each faculty member shall cast two votes for the nominee of his/her choice. The nominees receiving the two highest number of votes shall enter the second stage election, each faculty member shall have one vote. In the event of a tie there shall be a run-off election.

C. GUIDELINES FOR THE ELECTION TO THE DEPARTMENTAL PERSONNEL COMMITTEE

1. Membership – The Department Personnel Committee (DPC) shall consist of 4 members
2. Term of Office – Members of the DPC shall be elected for a one-year term beginning September 1st of each year.
3. The Election Process:
 - (a) Timing – the elections shall take place in the Spring semester preceding the term of office, and shall be completed by the last day of classes for that semester.
 - (b) Responsible Party – the Chairman of the outgoing DPC shall be responsible for the elections and on matters connected therewith.
 - (c) Voting – All votes shall be by written ballot. At least 2 members of the DPC must be present when ballots are opened and tabulated.
 - (d) Nominations – Nominations, in writing, must be received by the Chairman of the DPC no later than May 1.
 - (e) Elections – The election shall be in two stages: the first stage is designed to narrow the field of nominees without regard to rank and tenure status, and choose candidates; the second stage is to choose the members of the DPC from among these candidates.

The first stage election shall be held as soon as possible, but no earlier than one week, after the list of nominees has been circulated.

In the first stage, each faculty member may cast three/four votes (one less than the number of vacancies) with not more than one vote per nominee. The six/seven nominees receiving the highest number of votes shall become candidates for election to the DPC and go forward to the second stage. In the event of a tie for sixth/seventh place (but not earlier places) all the tied candidates shall go forward to the second stage.

The second stage of the election shall be held as soon as possible after selection of the candidates but no earlier than one week after announcing the list of candidates to the faculty. In the second stage voting each faculty member may cast three/four votes, with no more than one vote being cast per candidate.

Those candidates receiving the four/five highest number of votes shall be deemed elected. In the event of a tie for last place, a run-off election shall be held in which each faculty member may cast one vote less than the number of tied candidates: (i.e. for a two-way tie – one vote; for a three-way tie – two votes).

4. First Committee Meeting

The first meeting of the Personnel Committee shall be held after completion of the election process for the purpose of electing a chair. The DPC shall elect from among themselves.

Appendix II. Cultural Standards in Food Science (As voted upon on May 9, 2016)

Food Science is a highly interdisciplinary subject that utilizes biochemistry, chemistry, physics, biology, microbiology, nutrition, engineering, molecular biology, and sensory science to ensure that food is safe, healthy, desirable, and economical. The subject matter of food science is broad and diverse including: agricultural food production; food processing, transport, storage, and preparation; the eating experience; and, the impact of food on human health and the environment. Consequently, expectations for promotion and tenure can vary depending on the nature of faculty research (*e.g.* animal models versus *in vitro* models), sources of external funding (federal, commodity, and industrial), and the nature of undergraduate and graduate courses taught. Individual faculty may have appointments with different allocations (research, teaching, and service) that are agreed upon by the faculty member and department head, and appointments for individuals may vary year to year. As a result, the expectations for publications, grants, teaching, extension, and other activities may vary with the faculty member's discipline and the nature of the appointment. Therefore the 'standard practices' should only be viewed as guidelines.

Research expectation

In the Department of Food Science, for tenure and/or promotion candidates, excellence in research is recognized by: the number and quality of publications; the ability to secure external research funding; awards and fellowships from scientific organizations; invited presentations of research at scientific or industrial meetings; membership of editorial boards; integrative extension research activities.

Expectations for Grant Funding.

- We expect all faculty members to regularly seek external funding to support their research or outreach programs as a Primary Investigator.
- Most funding comes from the USDA, NIH, NSF and other federal agencies, but we also encourage seeking funding from food commodity organizations, private industry, and nonprofit organizations.
- Being granted an external grant from a federal agency is typically recognized as a measure of excellence for predominantly research faculty. Greater weight is given to faculty members who are principal investigators (PI) on a grant than to co-principal investigators.
- Historically, tenure has not been conditional on research grants, but it has been conditional on a record of actively seeking external funding.

Expectations for Publications

- Work published while working as a faculty member at UMASS is given greater weight than work published elsewhere. However, research that was carried out at a prior institution but that was completed and published while working at UMASS is also recognized.
- We expect to see a mix of peer-reviewed journal articles, review article, and book chapters.
- Peer-reviewed original research journal articles are valued more than review articles, book chapters, and conference proceedings. Nevertheless, review articles are strongly encouraged as they are recognition of expertise in a particular field.
- Given the research timelines outlined below, it is not unusual to see variations in the number of publications each year.
- One indication of excellence would be that a faculty member's publication record match or exceed that of faculty members in food science departments in peer universities.

- Our Faculty members publish in a wide variety of journals that match their particular research fields and audiences (*e.g.*, academics, industrial scientists, regulatory agencies, consumers). While the quality of the journals is important and faculty are encouraged to publish in the highest impact journals possible, the impact factor by itself has not been used as a major determinant in tenure and promotion recommendations, although a significant number of research papers in peer reviewed journals is expected.
- Invitations to speak as a plenary lecturer or keynote speaker are also recognized as a measure of national and international reputation.

Authorship Order

- Across Food Science, there is no consistent practice for determining the senior contributors' position in the author list.
- In most cases, the graduate students or post-doctoral fellows who made major contributions to the work are first and the faculty directing the research is the last in the authors' list. However, the primary author may also appear elsewhere in the author list, but be indicated as the corresponding author in the manuscript.

Awards

Awards provide evidence of recognition by one's peers and can support tenure and promotion, but they are not required.

Teaching expectations

- The teaching load of a particular faculty member is typically assigned by the department head based on the overall teaching needs of the department.
- When possible, the food science department has a policy of delaying full teaching loads for junior faculty members for the first year.
- In food science, a typical teaching load is 6 to 10 academic credits per year (2 to 4 courses), depending on other instructional duties and the individual's research and service load. Teaching load, however, also includes consideration of the number of laboratories and multiple sections taught; student enrollment; course level; number of independent study students; the establishment of new courses; and extension/outreach teaching and workshops.
- The department encourages excellence in teaching. Student evaluation of teaching is recognized as an important measure of teaching quality. However, we recognize that there are major differences between student evaluations depending on the nature and level of the course being taught. An average ranking of 3.9 or higher (on the range of 1 to 5 of the "global items" identified by the Center for Teaching) in the SRTI response summary is one indication of teaching excellence.
- Department faculty members teach nearly all the courses in the food science department. Graduate students assist with labs and some classes, but generally do not serve as instructors of courses. All faculty members advise undergraduate students. Junior faculty usually have a reduced teaching load and reduced undergraduate advising, but this is usually only for their first year.
- Graduate student mentoring is expected of all faculty members, which may be a mixture of MS and/or PhD students.

Service Expectations

- Faculty members in the Food Science department are expected to serve on a number of committees at the department, college and University levels, and will be recognized for carrying out particular service roles within the department.
- Faculty members are expected to advise Undergraduate students. The number of advisees will be dependent upon the rank of the faculty (junior faculty have lower numbers of advisees), and other departmental service obligations.
- Faculty members are also expected to give service to their profession by reviewing articles for journals and by reviewing grants for funding agencies. In addition, it is strongly encouraged that faculty members serve on grant funding agency panels and on editorial boards of scientific journals, as well as to help organize meetings or symposia.
- In Food Science, there is a policy of protecting junior untenured faculty members from excessive service obligations. They are asked to serve less than senior faculty members.

Extension Expectations

Extension supports research by engaging faculty and stakeholders in the identification of particularly important problems and issues and facilitating access to funding for applied research to address these issues. The primary obligation of an Extension Faculty is to conduct a program of integrated research and extension in which academic research and the resulting scholarship is integrated with educational programs, resources, tools or technologies that meet the needs of citizens, communities, organizations, businesses, government agencies, or policy-makers. Extension faculty also work with other faculty in their departments to create sustained research programs integrated with extension education to address critical issues and needs. A vigorous extension program also provides a mechanism for technology transfer and community engagement that are increasingly becoming required elements of research grant proposals.

The critical criteria for meeting high standards for performance in the Extension Faculty role include:

- Conducting an active and successful program of applied research and associated scholarship
- Establishing a reliable network of external partners and collaborators
- Exercising leadership in the development, implementation and dissemination of educational products and activities
- Producing substantive external, community and public impact

Factors that may impact productivity differently than in other CNS departments

Teaching Load.

- Faculty teach almost all of the courses offered in Food Science, Graduate students do teach in some of our Gen Ed courses and in the labs of the courses for our majors.
- Course size ranges from about 10 (in graduate courses) to over 200 (in University service courses).
- Teaching assistants are allocated to only a few courses.

Research Timelines

- The time involved in conducting a single experiment in Food Science varies widely. Some faculty, particularly those in our Food for Health and Food Safety programs, run studies with animals or biological models that can take months to years to complete. Other faculty conduct experiments in which data collection and analysis is completed more rapidly.
- There is no prototypical size for a paper in Food Science, as is the case in any field of Life Science. Research papers may be published as Notes of one or two pages in length or more frequently as full research papers of 5 to 20 pages. Reviews may extend to 50 or more final printed pages.
- The manuscript review process usually takes anywhere from 2 to 9 months per cycle, multiple review cycles are sometimes encountered. The time between a paper's acceptance and its publication can be as long as 12 months but an increasing number of articles are now posted on the Internet shortly after they have been accepted.
- The primary source of federal funding (USDA AFRI) has only one submission opportunity per year. It can take 5 to 6 months after submission to find out whether a project has been funded.