

# Department of Environmental Conservation BYLAWS

Revised, voted on, and adopted on 11 October 2019; updated 23 April 2021

**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 Environmental Conservation (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. 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 newly written bylaws or their amendments take effect.

## **2. Faculty definitions, membership, rights, privileges, and responsibilities.**

2.1 Various faculty constitute and participate in the functioning of the Department, and for the purpose of these bylaws, the following definitions will hold:

2.1.1. Regular faculty member: A person who is a member of the University faculty bargaining unit and is employed in the Department for the purpose of teaching, research, or extension other than for continuing education. This includes tenured and untenured faculty, non-tenure track extension and research faculty, and lecturers. The Department’s faculty (the “Faculty”) includes all regular faculty members.

2.1.2. Adjunct faculty member: A person whose departmental appointment indicates “adjunct.” Adjunct faculty typically are employed by an agency (state, federal, non-governmental organization) or enterprise external to the University but participate in departmental research, teaching, or extension. See Appendix 1 for Adjunct Faculty Policies and Procedures.

2.1.3. Instructor, visiting or continuing education faculty member: A person who is employed solely to teach courses at the University on an *ad hoc* basis.

2.1.4. Non-Bargaining-Unit faculty: a University administrator (department head or chair, assistant or associate dean, dean, and other administrators) who is not part of the University faculty bargaining unit.

2.2 Access & Voting Rights. All regular Faculty 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 elsewhere in these Bylaws. Non-bargaining-unit faculty, adjunct faculty, instructors, and visiting or continuing education faculty shall not participate as voting members in personnel actions and shall 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.

2.3 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 College, and the University.

2.4 Rights and Duties of Faculty on Leave. Faculty on full-time paid leave (including parental and sabbatical leave, sick leave), and leave without pay (LWOP) maintain their right during the leave to exercise their rights to participate in the governance of the Department. 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. Administrative and Coordinator Positions.** The following are departmental administrative roles assigned by the Department Head:

3.1 Graduate Program Director (GPD). 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: proposing and updating graduate policies, initial reviews of applications to the Graduate Program, preparation of documents associated with the milestones of the M.S. and PhD programs, and participation in the Graduate School commencement ceremony. The GPD shall chair the Graduate Program Committee (GPC).

3.1.1 Graduate Concentration Coordinator (GCC). Each graduate concentration shall have a GCC. GCCs shall be graduate Faculty and shall be responsible for their respective concentrations, including but not limited to, reviewing and recommending waiver requests and course substitutions, updating and maintaining the curriculum requirements documents, working with graduate students to address concerns, and participate in review and selection of students to receive awards and fellowships as a member of the GPC.

3.2 Chief Undergraduate Advisor (CUA)/ Undergraduate Program Director (UPD). A member of the Faculty who shall be responsible for all administrative aspects of each undergraduate program, including, but not limited to, advising students; coordinating student advising by faculty; recruiting students on- and off-campus; coordinating course scheduling and approval for program; managing program information and website; maintaining academic record files of majors; interacting with honors program and Registrar's Office to manage degree requirements; and organizing and maintaining information for majors concerning scholarships, internships and job opportunities; attending relevant College and University meetings; and participation in the College Graduation Celebration.

3.2.1 Undergraduate Concentration Coordinator (UCC). Each undergraduate concentration shall have an UCC, who is a member of the Faculty and is responsible for coordinating the curriculum requirements of each concentration and collaborating with CUA/UPD to ensure program success.

3.3 Honors Program Director (HPD). A member of the Faculty responsible for the Honors program within a major. Responsibilities include administering the Honors Program, approving applications to the Honors College, approving Honors courses, Honors project or thesis proposals and completed projects or theses, facilitating Honors thesis assignment, attending Honors College meetings, and supporting Honors students within the Department.

3.4 Building Coordinator (BC)/Laboratory Safety Coordinator (LSC). A Faculty or staff member shall be responsible for communicating with the Physical Plant about building maintenance and renovation and is responsible for laboratory safety within the department, including attending LSC meetings with Environmental Health and Safety (EHS), communicating policies and maintaining laboratory and shop safety logs.

**4. Standing Committees:** The Department maintains the following standing committees:

4.1 Departmental Personnel Committee (DPC) - see Appendix 2

4.2 Graduate Program Committee (GPC). The GPC shall be chaired by the GPD and shall include all departmental GCCs. The committee may be responsible for reviewing graduate student applications, coordinating MS and PhD exams, awarding scholarships and awards, and proposing policy for graduate students. The GPC shall review proposed changes to graduate student policies and recommend any changes for subsequent discussion and a vote by the Faculty.

4.3 Undergraduate Program Committee (UPC). The relevant UPD shall chair each UPC and members shall include the HPD and relevant UCCs. The Department Head, in consultation with the UPD, shall appoint additional members as necessary. UPCs shall be responsible for all undergraduate student policies, and for reviewing and awarding departmental scholarships. UPCs shall review proposed changes to undergraduate curricula and policies, and recommend changes for subsequent discussion and a vote by the Faculty.

## **5. Department Faculty Meetings.**

5.1 Department Faculty meetings shall be called by the Department Head when necessary.

5.2 All Faculty are expected to participate and vote at faculty meetings, and votes can be conducted if one-half of all regular Faculty are available to vote. If Faculty are unable to attend, votes may be given by proxy or via e-mail on matters deemed important by the Faculty and Department Head.

5.3 All regular Faculty shall have the right to vote on all matters, unless there is a conflict of interest (COI) or as described in §2.1 (Faculty definitions, membership, rights, privileges, and responsibilities). Faculty shall disclose prior to any discussion that a COI might exist. Excluding the Faculty member who discloses a possible COI, the Faculty in attendance shall discuss the possible COI and decide by two-thirds majority, (i) whether a COI exists and (ii) whether the Faculty member with a possible COI can participate in the discussion or vote on the matter.

5.4 The Department Head shall designate a departmental staff member(s) to record meeting minutes.

## **6. Personnel Actions**

6.1 Personnel actions for regular Faculty (reappointment, promotion, and tenure) shall be initiated through a discussion between the Department Head and the Faculty member seeking or eligible for a personnel action.

6.2 The Department Head shall be responsible for soliciting external reviews of the Faculty member, some of which shall be suggested by the Faculty member.

6.3 The DPC shall be responsible for reviewing the personnel action of Faculty members in consideration of external reviews and the departmental Cultural Standards (Appendix 3).

6.4 To provide ECo faculty with the opportunity to constructively address potential weakness in their portfolio, faculty who receive a negative vote (or votes) regarding a reappointment or promotion from the DPC, shall have the option to formally request a(n) (anonymous) confidentially written explanation of the rationale of said negative vote(s) from the DPC Chair.

## 7. Departmental Searches

7.1 As necessary, the Department Head shall form *ad hoc* a faculty search committee (FSC) and appoint a chair. All regular and adjunct Faculty are eligible to serve on a FSC, but only regular Faculty can chair a FSC. A single graduate student can also serve as a voting member on a FSC.

7.2 The FSC shall write a draft position advertisement for approval 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 FSC members shall comply with these regulations throughout the search process.

7.4 The FSC shall review applicants and recommend a “short list” of the most qualified applicants to interview (“candidates”). The FSC shall coordinate interviews that should include: (i) separate research, teaching and outreach presentations (as appropriate to the position) open to Faculty, students, and staff; (ii) separate meetings of the candidate with (a) Faculty, (b) the DPC, and (c) current graduate students; and (iii) formal entry and exit interviews with the Department Head. However, the FSC may modify the interview format to align better with the position being hired.

7.5 After each candidate’s interview (and again after all interviews have been completed), Faculty, staff, and graduate students shall have the opportunity to provide input to the FSC on the strengths and weakness of each candidate and the suitability of each candidate for the position, which will be incorporated into the FSC review.

7.6 When the interviews are completed, the FSC shall draft a memo describing the candidate’s strengths and weaknesses. The FSC shall rank the candidates according to their strengths and weaknesses, and submit their recommendation to the Department Head.

7.7 Once a recommendation has been made to the Department Head, the FSC shall automatically be dissolved.

**8. Implementation of these bylaws.** These bylaws were approved by unanimous vote during the departmental meeting on 09/25/2017 at which a simple majority of Faculty were present and shall be applicable after this date.

**9. Amendment of these bylaws** shall take place by Faculty vote. At least two-thirds of the Faculty must be present, although votes may be given by proxy or via e-mail. Dates of amendments shall be posted at top of document, and written notification shall be provided at least 1 week in advance of the meeting.

## Appendix 1

### ADJUNCT FACULTY POLICIES AND PROCEDURES OF THE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

(Revised, voted on, and adopted on 11 October 2019)

#### APPOINTMENT CONSIDERATION:

1. Regular Faculty wishing to nominate a candidate for adjunct faculty status shall write a letter of support for the candidate, who must supply a current CV and an application letter. The nominating Faculty member shall solicit two additional letters of support for the candidate and forward all materials (the candidate's "application") to the Department Head. The application and support letters shall explain how the candidate will contribute to the Department and why those contributions merit consideration for adjunct faculty status. All three letters of support may be from regular Faculty within the Department.
2. The Department Head shall review the candidate's application, recommend (or not) appointment as adjunct faculty, and forward all materials to the DPC.
3. The DPC shall review the candidate's application and the recommendation of the Department Head and recommend (or not) appointment for adjunct faculty.
3. Appointments must follow University policy and procedures as outlined in the Provost's memo P88-DH7 dated December 11, 1987.
4. Appointments should be for a three-year period at a level consistent with those for regular Faculty as defined by the "red book".
5. To be considered for reappointment, adjunct faculty shall submit a report of their previous appointment's accomplishments and contributions, anticipated accomplishments and contributions during the next appointment, and an up-to-date CV. Accomplishments and contributions should be organized with respect to activity in teaching, research and service. The Department Head and a regular Faculty member designated by the Department Head shall evaluate the report and recommend (or not) reappointment and, if appropriate, a new title consistent with the criteria of the "Red Book". The DPC shall review the report and the recommendation of the Department Head and designated faculty member and recommend (or not) reappointment, and, if appropriate, a new title.

#### APPOINTMENT CRITERIA

1. There should be reasonable likelihood that prospective adjunct faculty will participate actively in departmental graduate or undergraduate teaching (e.g., teaching a course or seminar, serving as major advisor of graduate students, co-authoring successful grant proposals with regular Faculty, publishing research results (under the auspices of, and identifying one's affiliation with the Department), or taking leadership roles in the service/outreach/extension activities of the Department, including program, departmental, or university committees. Prospective adjuncts should qualify for "G" or "M" status on the Graduate Faculty as specified by the Graduate School. Appointment as an adjunct faculty does not include appointment to the Graduate Faculty. This requires a separate appointment, in addition to an adjunct appointment, requesting designation at either "G" or "M" status on the Graduate Faculty ["G"/Full = can be Committee Chair or Member, or can Teach; "M"/Member = can be a Committee Member, or can Teach).

2. Regular Faculty of the University with primary appointments in other departments or units do not need an adjunct faculty appointment in the Department to train graduate students; only the committee appointment memo from the GPD is needed.

#### VOTING PRIVILEGES:

1. Adjunct faculty in the Department are not eligible to vote on personnel matters, including election of personnel committees, formulation of policies relating to personnel matters, and selection of a new Head/Chair. However, Adjunct Faculty housed on campus may vote on selection of a new Head/Chair.
2. Adjunct faculty shall not be allowed to serve on the DPC or College personnel committee, formed under direction of the University Governance Document (Trustees Document T76-081).

#### RIGHTS AND PRIVILEGES:

1. Participate in Department functions and activities
2. List themselves as "Adjunct Faculty of the University of Massachusetts Department Environmental Conservation"
3. Participate on deliberations of Undergraduate Committee's of Instruction and Graduate Programs
4. Teach undergraduate and graduate courses as approved by the Department Head and relevant director (GPD, UPD) and coordinator (GCC, UCC)
5. Vote on Department issues and matters as designated above
6. Advise graduate students and chair or serve on graduate student committees pending appointment to Graduate Faculty.

Other aspects (from Provost Document P88-DH7 - December 11, 1987):

"Adjunct faculty are defined on this campus as faculty members who do not receive compensation as faculty members from the Department or division in which they hold their adjunct rank. They may be paid as staff or faculty members in another Department or division, or they may be persons who are not employed by the University in any other capacity."

"Adjunct faculty members must [have] met the same criteria for appointment as any other faculty member, and this rank should be determined by reference to the criteria enumerated in Section 4.4 of the Academic Personnel Policy."

"The appointment of an adjunct faculty member does not require a search. It does require a recommendation from the personnel committee of the department in which the adjunct appointment is proposed, a recommendation from the department head or chair, and the approval of the dean. The appointment should be made using the same "offer and acceptance" and "notification of personnel action" forms which are used for regular appointments."

"In most cases, each term of an adjunct appointment should not exceed one year, and in no case may a single term exceed five years, but the appointment may be renewed for additional terms."

## Appendix 2

### DEPARTMENT OF ENVIRONMENTAL CONSERVATION PERSONNEL COMMITTEE BYLAW

(Revised, voted on, and adopted on 11 October 2019)

#### I. Function of the Committee

The Department Personnel Committee shall work cooperatively with the Department Head/Chair in the administration of all personnel matters involving all faculty members in accordance with the Academic Personnel Policy of the University (see Document T76-081).

#### II. Definitions

For the purpose of this policy statement the following definitions shall hold:

- A. Regular faculty member: A person who is a member of the university faculty bargaining unit and is employed by the University of Massachusetts for the purpose of teaching, research, and/or extension other than for continuing education. This includes tenured and untenured faculty, as well as non-tenure track extension and research faculty, and lecturers.
- B. Adjunct faculty member: A person whose appointment indicates “adjunct.” Normally someone who is employed by an agency other than the University of Massachusetts for research, teaching, and/or extension.
- C. Instructors, visiting or continuing education faculty member: A person who is employed solely to teach courses at the University on an ad hoc basis.

#### III. Membership

- A. Size: There shall be five regular faculty members with voting privileges. The composition of the DPC shall strive for representation across the regular faculty (tenure track, extension and lecturer faculty). The Department Head/Chair shall not be a member of the Committee but shall be kept informed of its activities via the minutes. The Head/Chair is not permitted to deliberate with the DPC on the major personnel actions for which the chair must render a separate and independent recommendation.
- B. Qualifications: Only regular faculty members who are in residence are eligible to serve. To avoid a conflict of interest, individuals anticipating considerations for tenure during the election year should not be candidates for the Department Personnel Committee. Any committee member who is granted a sabbatical leave, leave of absence, spousal/maternity leave or prolonged sick leave must resign as soon as practical so that another person can be elected as a replacement. Personnel Committee members being considered for a personnel action other than tenure (e.g., promotion) should excuse themselves from deliberations related to the personnel action in question.
- C. Term of Office: Term of office shall be for one year (May 1-April 30).

#### IV. Elections

- A. Time: Committee elections shall take place in the spring semester and not later than May 1. A list of eligible candidates shall be made available by the Department Head/Chair prior to April 1. All regular faculty members are expected to serve if elected, but faculty with  $\leq 5$  years of service shall be given the opportunity to remove their name from consideration prior to the election. Similarly, in consultation with the Department Head/Chair and Department Personnel Committee, faculty with large administrative assignments (i.e., Graduate Program Director, Program Directors) should be given the opportunity to remove their names from consideration prior to the election. Faculty members who are completing a third consecutive year of service shall receive the option of not serving for up to two subsequent years.
- B. Filling of Unexpired Terms: If a member of the Committee vacates his/her position, a new election shall be held as soon as practicable to fill the vacancy.

- C. College Personnel Committee Member: One regular faculty in residence with the rank of Professor shall be elected (see D. below) to represent the Department on the College Personnel Committee. This person shall not be member of the Department Personnel Committee. Election shall normally occur every second year prior to circulation of the list of eligible candidates for the Department Personnel Committee, for which the person elected to the College Personnel Committee shall not be eligible for the Department Personnel Committee.
- D. Qualified Voters: All regular faculty, regardless of tenure or rank, shall have the right to vote.
- E. Election Results: The Department Head/Chair and Chair of the Department Personnel Committee shall serve as tellers and only those elected shall be announced. In the event of a tie votes between candidates, a run-off election shall be conducted.

## **V. Meetings**

The Committee shall meet throughout the year to complete all personnel actions. The Committee shall record the business considered and the action taken at all meetings and retain these records on permanent file. All five elected members shall vote and all votes shall be recorded. A simple majority shall rule.

## **VI. Officers**

The Committee shall choose from among its voting faculty members a Chairperson whose responsibility will be to call and conduct meetings. The Committee shall also select a Secretary to keep the minutes of the meetings.

## **VII. Duties of the Committee**

Duties shall include but not be restricted to the following:

- A. Be responsible for reviewing and evaluating faculty performance of instruction, research, and service (including extension activities under those three categories). Committee decisions will be based primarily upon Standards and Criteria for Personnel Reviews, Recommendations, and Decisions set forth in Articles III and IV of the University Document T76-081.
- B. Make personnel recommendations to the Department Head/Chair and forward its decisions to the Head/Chair on promotion, merit, tenure and reappointment of faculty.
- C. Ensure that there is an evaluation of the Department Head/Chair at least every three years starting with the appointment of a new Head/Chair.
- D. Assist in the selection of the new faculty, including adjunct faculty members and continuing education teachers, visiting professors and joint appointments.
- E. Provide every faculty member the opportunity to meet with the Committee at least once annually. The Committee shall meet at least annually with each untenured faculty member.

## **VIII. Other Matters**

- A. Consulting: Advise the Department Head/Chair on individual faculty consulting activities as requested.
- B. Revisions: This policy may be revised by a two-thirds vote of the regular faculty.

### **Appendix 3**

#### **Cultural Standards in the Department of Environmental Conservation**

(Revised, voted on, and adopted on 11 October 2019)

The Department of Environmental Conservation is multidisciplinary in nature, encompassing biological sciences (organisms to populations to ecosystems), social sciences (public policy and management, economics), physical sciences (engineering and construction of buildings) and humanities (design). Faculty are engaged in both basic and applied research, including studies and outreach that support the land grant mission of UMass. Many faculty are associated with conservation professions, such as wildlife and fisheries management, arboriculture, forestry, entomology and the construction industry.

The typical faculty appointment is 40% instructional activity, 40% research, creative, or professional activity, and 20% service activity. However, individual faculty may have appointments with different allocations that are agreed upon by the faculty member and department head, and appointments for individuals may vary among years. 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. This also is reflected in personnel recommendations and decisions related to tenure and promotion; we follow UMass "Red Book" procedures and have expectations of excellence in areas of activity that are of central importance to each faculty member and in line with their disciplinary focus.

#### **Expectations for Teaching and Mentoring**

A teaching load of 7.5 academic credits (2 to 3 courses) per year is equivalent to a 40% appointment. Teaching load, however, also includes consideration of the number of labs and multiple sections taught; student enrollment; course level; number of independent study students; the establishment of new courses; and extension/outreach teaching and workshops. Questions 10, 11 and 12 on the SRTI student course evaluation forms are considered to be "global items" by the UMass Center for Teaching Excellence & Faculty Development (TEFD). TEFD considers these questions to be most appropriate to evaluate an instructor's proficiency based on research that found that these questions are reliable indicators and tend to correlate highly with student learning. To evaluate teaching performance the PC will consider mean SRTI scores for questions 10, 11, 12 relative to mean scores of similar classes in The College of Natural Sciences (CNS)—or the appropriate college or school—as shown on the SRTI summary sheets for each course. The degree to which an individual's mean SRTI scores does or does not exceed the mean of scores for equivalent classes in CNS will influence their annual performance evaluation in teaching by the department personnel committee.

Student course evaluations are not the only consideration used to rate teaching. Others include: teaching load, undergraduate advising, and graduate mentoring, developing new courses (especially innovative new teaching efforts like experiential/service learning, team-based learning, etc.), publishing instructional materials, and teaching awards. All elements are weighed in the evaluation process to establish an overall rating. In their Annual Faculty Review (AFR) reports, faculty members are encouraged to submit clear explanations describing their work and supporting documentation to help clarify teaching performance for activity in the previous year. The PC credits instructors for non-traditional teaching (e.g., extension teaching, workshops, etc.). Faculty must provide the summary of course evaluations by averaging the scores for questions 10, 11, 12 for each course they teach.

Nearly all courses are taught by Department faculty; graduate students assist with labs and classes, but generally do not serve as instructors of courses. All faculty advise undergraduate students. Junior faculty usually have a reduced teaching load and reduced undergraduate advising, but this is usually only for the

first year. Graduate student mentoring including both MS and PhD students is typical of all faculty.

### **Expectations for Research, Creative, or Professional Activity**

Excellence in research or other creative activities is judged substantially by the impact that a faculty member has on their field. External letters from experts in the field play an important role in assessing the quality of a faculty member's achievements. In more quantitative assessments, expectations (for a 40% research allocation) are for authorship or co-authorship of an average of two refereed journal publications per year, or equivalent publications or activities. The quality of publications and level of author contribution are also considered in evaluating level of achievement. Books are considered major accomplishments, and book chapters and reviewed papers in conference proceedings are important. In some cases, publications in industry journals with large readership (including fields of architecture, design, construction, landscape, and urban forestry) and far-reaching popular publications are important achievements. Regarding authorship of papers, when graduate students are publishing their work, the first author is the graduate student, and the second or last author is often the senior scientist. There is no other consistent or customary system for arranging order of authors.

Faculty are expected to seek external grant funding to support their research. Federal research agencies such as NSF, NASA, DOD, USDA and EPA provide funding for department research. Major contracts through collaborations with federal, state, and private natural resource agencies or with industry are critical for supporting faculty research. The Department Personnel Committee takes note of all efforts by faculty to apply for such funding and success in obtaining these grants is highly valued.

We expect a faculty member's scholarly activity program to be consistent with that of a productive scientist in their field who must also balance teaching and service obligations.

### **Expectations for Service**

There is an expectation that all faculty will participate in: 1) governance committees and other activities associated with the departmental, interdepartmental, college, or university level; 2) professional and disciplinary activities. Some faculty have major extension appointments so much of their annual performance activity resides in this dimension. This is also reflected in their annual percentage allocations of time. Most junior faculty are advised to have somewhat more limited activity with university service in order to balance participation in such activities as reviewing manuscripts or grant proposals, organizing conferences, or serving on journal editorial boards. Extension and other outreach activities are considered to be important service activities in general and are a major focus of extension faculty.

Excellence in service, regardless of faculty rank, must include evidence of leadership or exceptional influence in university and disciplinary service. This usually includes more than membership on committees (e.g., chair or co-chair), but might also include significant, noteworthy, and documented university service, or especially for extension faculty, professional public service through the application of academic or professional expertise at the local, state, regional, national, or international level.