

**BYLAWS**  
**School of Natural Resources (SNR)**  
**UNIVERSITY OF NEBRASKA-LINCOLN**  
Approved 11/26/2018

**1) INTRODUCTION**

These bylaws may be superseded by the bylaws of the College of Arts and Sciences (CAS), the College of Agricultural Sciences and Natural Resources (CASNR), the Institute of Agriculture and Natural Resources (IANR), the University of Nebraska-Lincoln (UNL), or the Board of Regents of the University of Nebraska.

**2) MEMBERSHIP**

Faculty, staff, and graduate students are collectively referred to in these bylaws as SNR membership. Faculty shall consist of every person holding the rank of instructor or above who holds a full, joint, or courtesy/adjunct appointment in SNR, including those with equivalent rank positions. Staff shall consist of all managerial/professional and office/service personnel who have an appointment in SNR. Graduate students shall include all students pursuing a post-baccalaureate degree administered by SNR. Undergraduate students shall consist of all students pursuing a baccalaureate degree administered by SNR.

**3) VOTING PRIVILEGES**

All faculty and staff, excluding undergraduate and graduate students, having a paid position appointed for one year or more in SNR and having a majority appointment in SNR shall have voting privileges. Faculty whose tenure or academic home is within SNR and faculty and staff, who are employed in centers administratively within the school, shall have voting privileges. Voting privileges for faculty and staff with appointments that are less than .50 FTE may be reviewed by the director on a case- by-case basis at the request of the faculty or staff member and discussed with the faculty advisory committee. In the case where it is not clear as to the extent to which an issue needs a faculty and/or staff vote, the director, in consultation with the associate director(s) and the faculty advisory committee, shall make the determination and inform SNR membership.

**4) DEPARTMENTAL ORGANIZATION**

**4.1 Director**

The school has a director who is the chief administrative officer of the department and reports to the IANR Senior Associate Vice Chancellor. Faculty and staff of SNR shall have the opportunity to provide input into the director's annual evaluation. The director is responsible for the administration, leadership, and development of the school including all undergraduate and graduate teaching, research, public service/extension, and outreach/community service activities and professional development of the faculty and staff.

**4.2 Associate Director**

The associate director shall have an administrative appointment of .50 FTE, although this percentage may be renegotiated if the circumstances warrant. He/she will assist the director in the administration of SNR; oversee recruitment, advising, and graduate student admissions; be an official administrative representative of SNR; and will have signatory authority when the director is absent. The associate director shall be a faculty member with a majority of his/her appointment in SNR. The associate director will provide leadership on specific tasks or agenda items delegated to him/her by the director.

### **4.3 Associate Director for Conservation and Survey**

The associate director for conservation and survey shall have an administrative appointment of .50 FTE. He/she will be a qualified geoscientist and will direct the activities of the Conservation and Survey Division and serve as the State Geologist. He/she will assist the director in the administration of SNR, will be an official administrative representative of SNR, and will have signatory authority when the director is absent. The associate director for conservation and survey shall be a faculty member with a majority of his/her appointment in SNR. The associate director will provide leadership on specific tasks or agenda items delegated to him/her by the director.

### **4.4 Coordinators**

The director may have coordinators to assist with the administration of the school. Coordinators shall be faculty with a majority appointment in the school. Their focus area and length of appointment are at the director's discretion.

### **4.5 Faculty**

SNR faculty shall maintain discipline/expertise areas to organize faculty, staff, and students. These areas shall be referred to as "Program" areas.

#### **4.5.1 Program Areas and Program Area Leaders**

Each program area shall select a leader and co-leader who shall be responsible for improved communication between the faculty and director, shall enhance interaction and discussion within and among program areas, shall call regular meetings of the program area (minimum of two per semester), and shall work with the director and program area faculty to establish and complete goals each year.

## **5) STANDING COMMITTEES**

Administrative work of the department is conducted, in part, through a system of standing, operational, and ad hoc committees, which are elected, appointed, or renewed by the Director. The chair of each committee is responsible for keeping adequate records of committee decisions. Standing and operational committee assignments are July 1 through June 30.

### **5.1 Faculty Advisory Committee**

The faculty advisory committee will be comprised of an odd number of members: each of the program area leaders, program area co-leaders, and one or more member to be elected at-large. Faculty-at-large shall serve a three-year term and may not succeed himself/herself. The number of at-large members shall be determined by the director and committee chair. Faculty representatives at-large must have greater than 0.50 FTE of their appointment in SNR. One staff representative shall be selected to serve as a liaison with this committee. Both the associate director and the associate director for conservation and survey shall serve as ex officio members.

The faculty advisory committee shall advise the director on SNR budget, facilities, committee nominations, general operation issues, and shall work with the director on matters of concern to faculty, staff, and students. The faculty advisory committee shall meet with the director no less than twice each semester.

Each spring semester, the faculty advisory committee shall identify candidates for the faculty and staff committee ballots. The committee shall seek broad, equitable representation from SNR's voting members (see section 3). Nominations from the faculty and/or staff at large will be accepted by the committee. Where more than one position is available, paired nominations will be presented where possible to ensure diverse representation on the committee. A simple

majority vote (see section 7.3) shall be used. In the case of a tie, a runoff election shall be held.

### **5.2 Graduate Committee**

The graduate committee shall provide oversight for post-baccalaureate degree programs in natural resource sciences. The committee shall be composed of seven faculty members and one graduate student. Six of the faculty members must have their graduate faculty home in SNR. One member may have a courtesy, adjunct, or partial appointment in SNR. Committee members shall be elected for staggered three-year terms and may serve two consecutive terms. The graduate student shall serve a one-year term. The SNR graduate student association shall elect the graduate student representative to the committee. The graduate student shall participate in discussions on the matters of graduate policy and procedure matters, but will not be involved in admissions decisions, awarding of assistantships, reviews of graduate student academic performance or progress, and changes in graduate student status. The associate director and teaching coordinator shall serve as ex officio members. The SNR graduate program coordinator shall serve as the chair of the committee.

The committee shall approve applications for admission; review applications for SNR assistantships when available; review graduate student academic performance and progress at the request of the faculty advisor; recommend to faculty necessary changes in graduate student status; make recommendations pertaining to curricular changes in graduate courses; award graduate teaching assistantships; suggest and modify graduate degree programs and areas of specialization; modify, as needed, the SNR website on graduate student policies and procedures; work with the director to identify a graduate student ombudsperson; and carry out other assignments as requested by the director.

### **5.3 Promotion and Tenure Committee**

The promotion and tenure committee shall be composed of an odd number of members: two elected representatives from each of the program areas and one or more members to be elected at-large. The director and committee chair will determine the number of at-large members. All members shall be elected by the full faculty and serve three-year terms; the member(s) at-large may not succeed himself/herself. Five members of this committee must be fully promoted (i.e., rank of full professor or equivalent rank). Five members of this committee must be tenured. All members of this committee must have greater than 0.50 FTE in SNR. The director, associate director, and associate director for conservation and survey cannot serve on the promotion and tenure committee. No individual, whether in a supervisory role or otherwise, shall exert any inappropriate influence on any member of the committee or on its deliberations.

The promotion and tenure committee shall report annually to the director on recommendations for promotion of faculty, granting of tenure, reappointment of faculty, and progress toward tenure and/or promotion. When a faculty member is being evaluated for promotion, that faculty member may identify an SNR faculty member (excluding the director, associate director, associate director for conservation and survey, supervising center director, or any member of the P&T committee) who will meet with the promotion and tenure committee and serve as an advocate for the candidate.

If someone is being considered for a faculty position with tenure, the request for granting of tenure must be presented to the promotion and tenure committee for its recommendation prior to the offer of tenure to the candidate. This committee shall facilitate post-tenure reviews where appropriate. All recommendations of the promotion and tenure committee shall be independent of the recommendations of the SNR director. For faculty with less than a 0.50 FTE appointment in the SNR, the promotion and tenure committee shall communicate their evaluations of the faculty member to the home department. The promotion and tenure committee, likewise, has the responsibility to seek input from promotion and tenure committees in departments or units where an SNR faculty member has less than a 0.50 FTE appointment.

#### **5.4 Undergraduate Committee (SNRUC)**

The undergraduate committee shall be composed of an odd number of members and shall include the curriculum committee chairs (or designee) for majors administered by SNR, the science literacy coordinator (or designee), the teaching coordinator, and one or two members elected at-large to ensure an odd number. At-large committee members shall be elected for staggered three-year terms and may serve two consecutive terms. The SNR teaching coordinator (or designee) shall serve as the chair of this committee, represent SNR on the CASNR curriculum committee, and coordinate all university level assessments. The associate director, teaching coordinator, and advising coordinator shall serve as ex officio members of the SNRUC.

The committee approves undergraduate curriculum proposals including course changes, new courses, and new programs. The committee shall foster and facilitate undergraduate teaching within SNR by advising the director on matters pertaining to undergraduate education. This includes assisting the director or their designee in identifying and implementing actions to enhance the physical and institutional infrastructure required to support teaching, and offer recommendations to increase recognition of SNR.

### **6) OPERATIONAL AND AD HOC COMMITTEES**

The school shall have committees whose function is operational in nature. The director may, with input from the associate directors and the faculty advisory committee, add, remove, or change these committees as needed. The faculty advisory committee shall develop the ballots each spring for the election of operational committee members. Information about operational and ad hoc committees shall be maintained on the SNR website.

In the absence of appropriate standing committees, the director shall make use of ad hoc committees that consider important departmental issues and problems. The director shall assign the hoc committee a charge and deadline.

### **7) MEETINGS**

General SNR, faculty, and/or staff meetings are held in order to keep faculty and staff informed of departmental matters and to take action, as necessary, to implement or modify departmental functions. SNR shall meet as a body at least twice each year. Faculty meetings shall be convened at least twice each semester. Staff meetings shall be convened at least once each semester. An emergency meeting may be called in 24 hours with concurrence from the appropriate advisory committee. Additional meetings of SNR, faculty, or staff may be called as needed by the director, associate director, or the faculty advisory committee.

Committee chairs are responsible for standing and ad hoc committees.

#### **7.1 Meeting Announcement**

All general SNR, faculty, and/or staff meetings shall be announced via email at least one week prior to the meeting time. A written agenda shall be distributed in advance of the meeting.

### **7.2 Meeting Attendance**

SNR membership with voting privileges are expected to attend faculty, staff, and SNR general meetings and actively engage in discussions and voting decisions. Graduate and undergraduate students having majors coordinated by SNR may participate in discussions at appropriate meetings; students in attendance may engage in discussion and participate as non-voting members.

### **7.3 Meeting Records**

Written minutes shall be taken to adequately record meeting discussions, and will be provided to faculty and staff. Confidential or sensitive issues will not be included in any published meeting minutes.

## **8) VOTING**

### **8.1 Quorum**

A quorum consists of 35 percent or more of the appropriate SNR membership with voting privileges as defined in section 3 of these bylaws. Each voting member in attendance shall have one vote. A simple majority of those present will be used to pass an issue that comes to a vote. Normally, voting will be voice vote. Any member may request a show of hands or paper ballot, but the latter must be supported by a majority of members present.

### **8.2 Confidential Ballot**

Voting by confidential ballot shall be conducted electronically. Normally, Ballots will be due 10 working days after the initial distribution.

### **8.3 Bylaw Changes**

Voting on changes in the bylaws will be by confidential ballot. Fifty percent of SNR's voting members identified in section 3 must vote. A two-thirds majority will be required.

### **8.4 Other Issues that call for a vote**

Other issues may be placed on a ballot by the director in consultation with the faculty advisory committee or by a majority vote of the members attending any general school meeting. These issues shall be decided by a simple majority vote.

## **9) AMENDING THE BYLAWS**

Changes to the bylaws may be initiated by the director, associate directors, faculty advisory committee, or by a petition of 10 percent of SNR faculty with voting privileges. Changes will be discussed in September and voting will be in October. Changes must be provided to faculty and staff within one week of the scheduled discussion. A confidential ballot will then be distributed. Amendments to the bylaws will become effective following approval by SNR membership with voting privileges (per section 8.3). Changes to standing committees may become effective with the next regular election of committee membership, except in situations where a special election is necessary as determined by the director or the faculty advisory committee.

## **10) OPERATING GUIDELINES**

SNR shall maintain operating policies and procedures on the website or Sharepoint collaboration site.