

Minutes of the CELS Faculty & Professional Staff Meeting
2:00pm March 8, 2013

1. *Report of the ad hoc Bylaws Committee*

A set of amendments to the bylaws adopted at the December 12, 2012 General Faculty meeting was presented. Discussion ensued.

A motion was made and seconded to amend Section 3.5 of the proposed bylaw amendments as follows:

The responsibilities of the Secretary shall include supervision elections and polling of the Faculty under Sections 6 and 7 of these Bylaws; assuring that the minutes of the Executive Council and college-wide Faculty and Professional Staff meetings are kept and an archive of agendas and approved minutes of these meetings are maintained on the CELS website. The Faculty Secretary shall be assisted in his or her duties by administrative staff.

The Motion Passed

The report of the ad hoc Bylaws Committee was approved. The CELS Bylaws as amended are appended to these minutes.

2. *Dean's Report*

The dean presented some potential goals and rationale for reorganizing the college and announced that the Dean's Faculty Advisory committee will be meeting regularly to discuss possibilities for reorganization of the College.

3. *General Announcements*

There was an announcement by Professor Bethany Jenkins of a new 5th Year Master of Oceanography Program offered by GSO for URI science and engineering graduates.

4. *Old Business*

There was no old business

5. *New Business*

There was no new business

It was moved and seconded to adjourn, and the motion was approved, meeting was adjourned at 3:25pm

Respectfully Submitted:

Michael A. Rice, CELS Faculty Secretary

College of the Environment and Life Sciences Bylaws

Adopted December 12, 2012 (as amended of March 8, 2013)

1 ORGANIZATION

1.1 The name of this college at the University of Rhode Island shall be the College of the Environment and Life Sciences (CELS).

1.2 The Mission Statement of CELS is as follows:

We strive for excellence in teaching, research and service. We prepare our students with the skills, knowledge and insight to address the challenges of today's world and support their development as lifelong learners. We foster collaboration among our undergraduate and graduate students, staff and faculty in experiential learning and provide opportunities for students to apply their knowledge beyond the University. We address contemporary problems through innovative, relevant and scholarly research. We extend our research based knowledge through community engagement in the tradition of our Land Grant and Sea Grant heritage and are dedicated to outreach and service to our state, national, and global community. *Adopted 16 November 2006.*

1.3 Departments of CELS. The College of the Environment and Life Sciences has the following departments (See University Manual Section 3.21.17):

- 1.3.1 Biological Sciences
- 1.3.2 Cell and Molecular Biology
- 1.3.3 Landscape Architecture
- 1.3.4 Environmental and Natural Resources Economics
- 1.3.5 Fisheries, Animal and Veterinary Science
- 1.3.6 Geosciences
- 1.3.7 Marine Affairs
- 1.3.8 Natural Resources Science
- 1.3.9 Nutrition and Food Sciences
- 1.3.10 Plant Sciences

1.4 Undergraduate Education – The undergraduate programs are administered by the Office of Student Affairs of CELS.

1.4.1 Bachelor of Arts Degree – A four-year undergraduate degree offered by the Departments of Biological Sciences and Marine Affairs in cooperation with the College of Arts and Sciences under the auspices of the Basic Liberal Studies Program.

1.4.2 Bachelor of Landscape Architecture – A four-year undergraduate first professional degree offered by the Department of Landscape Architecture.

1.4.3 Bachelor of Science Degree – A four-year undergraduate program leads to a Bachelor of Science degree. The departments offering bachelor of science degree programs in the College include all departments of CELS (except the Department of Landscape Architecture).

1.4.4 Professionally Accredited Undergraduate Programs – Degree programs offered by CELS that are accredited by professional accrediting organizations are:

- a) The Bachelor of Science in Nutrition and Dietetics is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.
- b) The Bachelor of Landscape Architecture accredited by the American Society of Landscape Architects.
- c) The Bachelor of Science in Medical Laboratory Science is accredited by the National Accrediting Agency for Clinical Laboratory Sciences

1.5 Graduate Education – Graduate programs in the College are administered by the Graduate School in coordination with CELS, its departments and graduate study specialization groups.

- 1.5.1 Graduate Certificates – CELS offers Graduate Certificate programs in various specialized topics
- 1.5.2 Master of Marine Affairs Degree – Offered by the Department of Marine Affairs
- 1.5.3 Master of Environmental Science and Management Degree – Joint program among CELS departments.
- 1.5.4 Master of Arts Degree – Offered by the Department of Marine Affairs
- 1.5.5 Master of Science Degrees – Offered by CELS under the auspices of the Biological and Environmental Sciences Program and the Environmental and Natural Resource Economics Program. Masters of Science degrees are also offered in Nutrition and Medical Laboratory Science/Cytopathology
- 1.5.6 Doctor of Philosophy Degrees – CELS offers a Doctor of Philosophy Degree in Biological and Environmental Sciences. The Department of Environmental and Natural Resource Economics and the Department of Marine Affairs offer Ph.D. Degrees in their specific disciplines.
- 1.5.7 Professionally Accredited Graduate Programs – Graduate programs offered by CELS that are accredited by professional accrediting organizations are:
 - a) The Dietetic Internship option of the Master of Science in Nutrition program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.
 - b) The Masters of Science in Medical Laboratory Science/Cytopathology Program is accredited by the Commission on Accreditation of Allied Health Education Programs.
- 1.5.8 The Coordinator of Graduate Studies for CELS shall be appointed by the Dean from the Graduate Faculty

1.6 Research – Research is conducted in all academic departments of CELS in accord with objectives of the mission of the University as a Land Grant and Sea Grant Institution and in accord with the objectives of the Council for Research (See Faculty Senate Bylaws Sections 4.55 through 4.58). Emphasis is on research in environmental protection and preservation, biological systems, biomedical sciences, natural resource management and sustainable agriculture.

- 1.6.1 Agricultural Experiment Station – The Agricultural Experiment Station is a cooperative endeavor between the National Institute of Food and Agriculture (NIFA; a division of the US Department of Agriculture [USDA]) and the University of Rhode Island. It is responsible for the assigned research of the

College and funds a portion of that research (See General Laws of Rhode Island Chapter 2-2 and Sections 16-32-3 and 16-32-4).

- 1.6.2 Agricultural Experiment Station Funded Research – Employs both State and Federal funds authorized under the Hatch Act of 1887 and the McIntire-Stennis Act of 1962 to support a program of peer-reviewed projects requiring both local and USDA approval. Some projects are regional (multi-state) projects in which two or more states cooperate, some are integrated (shared project responsibilities with extension or outreach and some are both regional and integrated (See General Laws of Rhode Island Section 16-32-6).
- 1.6.3 Other Funded Research – Scientists are encouraged to seek external funds to support research. The sources are primarily federal, with some state and private support. The primary federal sources include (but are not limited to): the National Oceanic and Atmospheric Administration, National Science Foundation, USDA, the National Institutes for Health, and the Agency for International Development. Scientists are also encouraged to collaborate with industry and to secure patents.
- 1.6.4 Research Centers, Institutes, and Partnerships – Research Centers, Institutes and Partnerships authorized and governed under the provisions of the University Manual Section 8-90-10 *et seq.* that have CELS faculty and professional staff involvement:
 - a) Centers and Institutes with primary administrative responsibility assigned by the University to CELS are as follows:
 - 1) Biotechnology Center (See University Manual Section 3.68.10)
 - 2) Center for Vector Borne Diseases (See University Manual Sections 3.90.10 to 12)
 - 3) Institute for Immunology and Informatics (See University Manual Section 3.91.10)
 - b) Centers and Institutes with primary administration outside of CELS in which CELS Faculty and Professional Staff are professionally engaged in support of the Mission of the College are as follows:
 - 1) Rhode Island Water Resources Center (See University Manual Section 3.58.10)
 - 2) Feinstein Center for a Hunger Free America (See University Manual Section (See University Manual Section 3.59.10)
 - 3) Rhode Island Sea Grant College Program and its associated Sea Grant Marine Advisory Service (See University Manual Sections 3.60.10 and 3.63.10)
 - 4) Coastal Resources Center (See University Manual Section 3.65.10)
 - 5) Coastal Institute (See University Manual Section 3.84.10)
 - 6) Metcalf Institute for Marine and Environmental Reporting (See University Manual Section 3.97.10)
- 1.6.5 Administrative Cost Centers – Administrative cost centers may be established by the College in support of research, teaching and outreach with the purpose of managing shared-use high-cost capital equipment,

infrastructure and facilities. A list of active Administrative Cost Centers in CELS shall be maintained on the College website.

1.7 Rhode Island Cooperative Extension – Cooperative Extension is the educational extension/outreach program administered by CELS and is a Land Grant Program funded through NIFA authorized by the Smith-Lever Act of 1914, as amended, in cooperation with the State of Rhode Island and the University. Rhode Island Cooperative Extension has an extensive program of educational public service, based on agreement with the NIFA. (See Rhode Island General Laws Chapter 2-3 and University Manual Section 3.51.10)

1.7.1 Rhode Island Cooperative Extension shall maintain liaison with the Council for Outreach (See University Manual Section 5.35.10)

1.7.2 The Rhode Island 4-H Program for youth education shall be administered by CELS as part of Rhode Island Cooperative Extension programming.

1.7.3 In concert with USDA-NIFA priorities and funding, and consistent with state and regional needs, Rhode Island Cooperative Extension shall maintain multi-state extension programming efforts as well as efforts integrated with research.

2 ADMINISTRATION

2.1 The chief administrative officer of the College shall be the Dean, who will act with the advice of the Faculty in performing the functions described in the University Manual Section 3.20.10 (See also University Manual Section 3.20.11).

2.2 The Dean shall also hold joint appointments as Director of the Agricultural Experiment Station, and Director of Cooperative Extension, and shall perform the administrative duties that are specifically related to these offices (See University Manual Section 3.51.10).

2.3 The Dean shall be assisted in the performance of his duties by the Associate Dean for Academic Affairs and the Associate Dean for Research and Outreach and an Assistant Dean for Student Affairs. In addition, other full-time or part-time administrators may be appointed to assure adequate administration of college policies.

2.4 Department Chairpersons shall have administrative responsibility for the programs of their departments under the Dean and shall act with the advice and cooperation of department members in performing the functions described in the University Manual Section 3.21.10. (See also: Article 10 of AAUP Contract)

3 FACULTY

3.1 Definitions – The College Faculty is composed of individuals defined as Faculty by the University Manual and the URI AAUP Contract who are assigned to CELS (See University Manual Section 4.11.10). The College Faculty shall also include all full-time individuals with Clinical and Cooperative Extension appointments (See University Manual Sections 4.12.14 and 4.13.10). Graduate Faculty is composed of all individuals appointed by the Graduate Council as Graduate Faculty Members (See University Manual Section 4.70.10).

3.2 On Academic Freedom – College Faculty are citizens, members of a learned profession, and officers of the College and the University. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their

special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution (See University Manual Section 6.10.10 *et seq.* and the AAUP 1940 Statement of Principles on Academic Freedom and Tenure as amended)

- 3.3 On Faculty Governance. Faculty participation in the governance of CELS is essential to its sound development and to the successful performance of its role in the life of the university and the state. The basic functions of scholarship in CELS – teaching, research, and extension--are performed by a community of scholars who must exercise sound judgment in the planning and execution of their assigned responsibilities. The collective judgment of the scholars who comprise the Faculty is a resource of great value, which properly utilized, will help to guarantee that CELS policy is wisely established and effectively carried out (See University Manual Section 4.10.10).
- 3.4 Powers and Duties of the College Faculty – The College Faculty shall have legislative authority for the academic affairs of the College. Participation in the governance of the College is an expectation of all CELS faculty members, and free speech by faculty members in the governance of the College is considered as protected under the principles of Academic Freedom (See University Manual Section 4.32.10)
- 3.5 Faculty Secretary. There shall be a Faculty Secretary elected from the Faculty following the terms and term limits outlined in Sections 9.2 and 9.3 of these Bylaws. The responsibilities of the Secretary shall include supervision elections and polling of the Faculty under Sections 6 and 7 of these Bylaws; assuring that the minutes of the Executive Council and college-wide Faculty and Professional Staff meetings are kept and an archive of agendas and approved minutes of these meetings are maintained on the CELS website. The Faculty Secretary shall be assisted in his or her duties by administrative staff. (See University Manual Section 4.50.10).

4 EXECUTIVE COUNCIL

- 4.1 Duties and Responsibilities – The Executive Council shall advise the Dean on any and all matters of importance to the College and shall serve as the nominating committee for the Faculty, and in this capacity prepare a slate of nominees for elective offices as they become vacant. Additionally, the Executive Council shall serve to advise the Dean on matters of Promotion and Tenure.
- 4.1.1 The Dean shall be chairperson of the Executive Council.
- 4.1.2 The Executive Council shall have the overall responsibility of assuring that all College committees fulfill the responsibilities assigned to them.
- 4.1.3 An agenda shall be prepared for each meeting of the Executive Council. Minutes of the meetings shall be kept and copies distributed by paper or electronically to members of the Faculty by the College Secretary. The College Secretary shall maintain minutes of Executive Council meetings on file and publicly posted on the CELS website.
- 4.2 Members – The Executive Council shall be composed of the Dean, the Associate/Assistant Deans, the Faculty Secretary, the Department Chairpersons, one

Cooperative Extension program staff member appointed by the Dean and others approved by the Council. If a department chairperson is unable to attend a meeting of the Executive Council, another member of the department shall attend the meeting as a substitute with all rights and privileges including the right to vote.

5 PROCEDURE FOR CELS FACULTY AND PROFESSIONAL STAFF MEETINGS

- 5.1 Regular meetings of CELS Faculty and Professional Staff (including non-classified staff, state classified service members as well as the administrative staff of the college) shall be held at a specific time and pre-determined place, at least once a semester, but may be held more often at the call of the Dean. An agenda for each meeting, prepared jointly by the Dean and the Faculty Secretary, shall be sent out with the call for the meeting at least five days in advance of the meeting. Minutes of faculty meetings shall be kept, and copies distributed by paper or electronically to members of the Faculty by the Faculty Secretary. The Faculty Secretary shall assure posting of meeting agendas and approved meeting minutes publicly on the CELS website. The Faculty Secretary shall be responsible for presenting the minutes to the Faculty for approval at regular meetings of the Faculty. (See University Manual Sections 4.50.11 and 4.40.13)
- 5.2 The Dean shall preside at College meetings, but if he or she is unable to be present at a meeting, (s)he shall designate an associate dean to assume this responsibility (See University Manual Section 4.50.10).
- 5.3 A quorum consisting of 25% of the membership of the Faculty must be present before a College meeting can be called to order (See University Manual Section 4.40.12).
- 5.4 The conduct of the meeting will be guided by parliamentary procedures with rules stated in the latest edition of Sturgis Standard Code. The Dean may appoint a parliamentarian to serve at Faculty meetings (See University Manual Sections 4.40.14 and 4.45.10)
- 5.5 Procedure – All voting shall be by voice vote by parliamentary procedure except when a paper ballot is called for with a motion and approved by a majority of those voting.
- 5.6 Voting on matters which require approval by the Faculty shall be limited to continuing faculty holding any of the ranks: Professor, Associate Professor, Assistant Professor, Instructor, Research Professor, Research Associate Professor, Research Assistant Professor, Extension Professor, Extension Associate Professor, and Extension Assistant Professor, Clinical Assistant Professor, Clinical Associate Professor and Clinical Professor. The Dean and Associate Deans shall have the rights to vote as faculty members at faculty meetings. (See University Manual Sections 4.50.10; 4.50.13; and 7.10.10)
- 5.7 The Dean shall call a special meeting of the Faculty on a written request of twenty-five percent of the faculty members. The call for a special faculty meeting and agenda shall be sent to the faculty members at least five days before the meeting. (See University Manual Section 4.50.11)

- 5.8 The petitioners who requested a special meeting shall prepare the agenda for the meeting. All items to be acted on at that special meeting must be on the agenda, and only items on the agenda can be acted upon at the meeting.

6 POLLING PROCEDURE

- 6.1 When a poll of the Faculty is required, it shall be conducted according to the following procedure.
- 6.2 A poll of the Faculty shall be initiated by a majority vote at an authorized Faculty and Professional Staff Meeting, or by the Executive Council, or by petition to the Dean by twenty (20) members of the Faculty
- 6.3 The question and polling information shall be mailed electronically or delivered to each faculty member at least 3 days (72 hours, not including weekends or holidays) before the poll begins.
- 6.4 The poll shall be conducted by electronic survey (ballot) by the Faculty Secretary, and open at least during the hours of one full working day (8:30 AM to 4:30 PM).
- 6.5 Each electronic ballot shall be validated against an official Faculty list by the Faculty Secretary.
- 6.6 The results shall be counted by the members of the Bylaws and Review Committee who will be provided copies of the emails or electronic survey instrument by the Faculty Secretary.
- 6.7 Results of the poll shall be determined by a simple majority of the validated ballots cast, and the poll results shall be disseminated electronically by the Faculty Secretary and published as part of the minutes of the next meeting of the Executive Council.

7 ELECTION PROCEDURES

- 7.1 Elections for positions that begin September 1 shall take place at a Spring Semester faculty and professional staff meeting, but elections to fill unexpired terms shall be held whenever they are needed. If an election is delayed, the incumbent shall continue in office until a successor is elected. (See Faculty Senate Bylaws Section 2.9).
- 7.2 Notice. Notice of a pending election shall be included on the agenda of the meeting when the election is to be held. The slate proposed by the Executive Council shall accompany the agenda that contains the call for an election.
- 7.3 Preparation of the slate. The slate for any election will be prepared by the Executive Council. It shall contain at least one nominee for each vacancy and additional nominations shall be received from the floor. Permission must be obtained in advance from each nominee whose name is presented.
- 7.4 The call to the meeting by the Faculty Secretary shall specify if an election shall be open to all faculty or restricted to a special faculty such as the Graduate faculty.
- 7.5 If there is only one nominee for a vacancy, the election of that individual will be approved by voice vote of the faculty. If there is more than one nominee, voting will be by secret ballot. Tellers from the Bylaws and Review Committee will count the ballots and report the results to the Dean with tallies. The Dean will report the results but not the tallies to the faculty.

8 COLLEGE REPRESENTATIVES FOR DESIGNATED UNIVERSITY FUNCTIONS

- 8.1 Members of the College faculty shall be elected or nominated to serve in certain capacities as designated in appropriate sections of the University Manual Section C. The procedures for election and nomination shall be those already described for the College. The positions to be filled are Faculty Senate, Graduate Council, Senate Curricular Affairs Committee, the University College and General Education Committee and any other Faculty Senate or Graduate Council subcommittees that require elected representation.

9 STANDING COMMITTEES

- 9.1 Duties. Standing committees shall review policies in various areas of concern to the College and make recommendations to the Dean and the Faculty on a continuing basis. With the exception of those standing committees that are appointed by the Dean in accordance with stipulations in the University Manual, the members of standing committees shall be determined in accordance with the procedures described here.
- 9.2 Terms. Unless specifically stated elsewhere, terms of service on committees shall commence on September 1 and end August 31. Faculty members on a standing committee shall be elected or appointed to a three-year term and with no two members from the same department. Unless specifically prohibited from serving on a particular committee, department chairs shall serve on standing committees on the same basis as any other faculty member.
- 9.3 Term Limits. Members of standing committees may serve two (2) three-year terms, and a partial term in succession, but shall not be eligible for election for an additional term until a year has elapsed between terms.
- 9.4 Committees Mandated by Federal or State Law or Regulation. Any restrictions that apply to election or appointment to a committee shall not apply to members of those committees that come under the jurisdiction of the Dean as stipulated by state or federal regulation, agency, legal requirement or University-wide policy.
- 9.5 Lists of Committee Members. Membership of all Standing Committees in the College shall be maintained and kept current on the College website.

10 STANDING COMMITTEES APPOINTED BY THE DEAN

- 10.1 Scholastic Standing Committee. This committee shall be appointed in accordance with requirements set forth in the University Manual. The membership shall comprise the Dean of the College or his or her designee and two faculty members of the college, appointed by the Dean. This committee shall function as prescribed by the Manual (See: University Manual Sections 4.50.10; and 8.24.10 to 8.25.18).
- 10.2 Diversity Committee.
- 10.2.1 Charge. SECTION LEFT BLANK (See University Manual Sections 2.91.10 and 5.36.10)
- 10.2.2 Membership. SECTION LEFT BLANK

11 STANDING COMMITTEES ELECTED BY THE FACULTY

- 11.1 Curriculum Committee. This committee shall be responsible for making recommendations relating to the establishment, deletion or modification of all

undergraduate and/or graduate courses, curricula, and major programs of study. (See University Manual Section 4-50-10 and University Manual Chapter 8, Part III).

11.1.1 The committee will follow this format in considering establishment, modification or deletion of courses or curriculums and major programs of study:

- a) Programs - approval of new degree programs or deletions of existing degree programs will require a formal vote at CELS faculty meetings, after action of the curriculum committee.
- b) All other actions, new courses, course deletions, and changes in courses will follow the route outlined below:
 1. Department approval(s)
 2. Department Chairperson(s) approval; submit to CELS Curriculum Committee
 3. CELS Curriculum Committee will distribute a detailed agenda to CELS faculty electronically one week prior to each meeting
 4. CELS Curriculum Committee approval
 5. Dean's Office approval
 6. Forward to Faculty Senate Curriculum Affairs Committee and/or Graduate Council
- c) CELS Curriculum Committee shall provide a report each semester at the College Faculty and Professional Staff meeting.

11.1.2 Members. There shall be a representative of each Department on the committee. Terms will be consistent with the language for the rest of CELS committees per Section 9 of these bylaws. The Associate Dean for Academic Affairs shall serve as an *ex officio* member of this Committee.

11.1.3 Chairperson. The Curriculum Committee shall elect its own chairperson at the beginning of the academic year. *Ex-officio* members may not serve as chairperson.

11.2 Research Committee.

11.2.1 Charge. The Research Committee shall have the responsibility for advising and assisting the Dean and Associate Dean for Research and Outreach in planning and reviewing Agricultural Experiment Station and other research programs of the college, including all Research Centers and Institutes administered by CELS (See 1.6.4 of these bylaws), and make recommendations to the Dean on the annual allocation of AES facilities, personnel and resources, including the establishment of priority areas for requests for proposals and the establishment, oversight and dissolution of Administrative Cost Centers.

11.2.2 Members. The Research Committee shall be composed of five faculty members elected by the faculty from five different departments and the Associate Dean of Research and Outreach serving *ex officio*.

11.2.3 Chairperson. The Research Committee shall elect its own chairperson at the beginning of the academic year. *Ex-officio* members may not serve as chairperson.

11.3 Cooperative Extension and Outreach Coordinating Committee.

11.3.1 Charge. The Cooperative Extension and Outreach Coordinating Committee shall have the responsibility for advising and assisting the Dean

and Associate Dean in planning and reviewing Cooperative Extension and other Extension-related programs of the College, for formulating policies in broad areas of Extension, making recommendations for allocation of Cooperative Extension facilities, personnel and resources and for advising the Dean on personnel and educational needs of staff.

- 11.3.2 Membership. The Cooperative Extension and Outreach Coordinating Committee shall be composed of two (2) elected faculty or senior staff members actively engaged in Cooperative Extension from different departments, three extramural cooperators, the Cooperative Extension program leaders and the Associate Dean for Research and Outreach who shall serve in an, *ex officio* capacity. The extramural members of the committee shall be appointed by the Dean for staggered three-year terms.
- 11.3.3 Chairperson. The Cooperative Extension and Outreach Coordinating Committee shall elect its own chairperson at the beginning of the academic year. *Ex-officio* members may not serve as chairperson.

11.4 Space Committee.

- 11.4.1 Charge. The allocation of adequate office, laboratory and other space shall be in support of Faculty engaged in our mission of teaching, research, extension and service (See Section 1.2). The Space Committee shall act in an advisory capacity to the Dean. The Dean shall be final arbiter of space allocation within CELS. Procedures for the allocation of space within CELS shall follow the current university-wide policy on the allocation and utilization of space as published in the University Manual (Policy #05-1). Recognizing these space-allocation guidelines are general in nature, covering the allocation of office space and some general-use space among the various colleges of the university, the charge of the committee is to advise the Dean on space policy and allocation. It is understood that faculty must be assigned space as available adequate to perform their assigned tasks. The committee shall invite discussion with affected faculty and affected academic units prior to making a recommendation.
- 11.4.2 Members. The space committee shall be composed of seven (7) Faculty members and shall be maintained with nominees selected by the departments and appointment made by the dean. No department may be represented by more than one member. Space Committee terms shall be for three years with initial appointments established with approximately one-third of the members with a three year-term, one-third with a two-year term and one-third with a one-year term. Committee members shall not serve more that two consecutive terms. The Associate Dean for Research and Outreach shall serve in an *ex-officio* capacity and shall be responsible for maintaining the space inventory database on behalf of the Space Committee.
- 11.4.3 Chairperson. The Space Committee shall elect its own chairperson at the beginning of the academic year. *Ex-officio* members may not serve as chairperson.

- 11.4.4 Requesting space. Requests for new space, including laboratories, graduate student office space and non-college-wide conference room space, shall be handled through a proposal process with review by the Space Committee.
- 11.4.5 Space request form. The Space Committee shall create a single uniform space proposal template for all space requests that will contain an outline of factors used in evaluation of requests for different types of space. The Space Committee may periodically revise the proposal template as it deems necessary.
- 11.5.6 Office space. Allocation of faculty, staff and administrative office space by the Space Committee and Dean shall follow the principles set forth in the University-wide space allocation guidelines (University Manual Policy #05-1).
- 11.4.7 Research space. Research space shall be defined as all laboratory, conference, storage, and office space for researchers or extension personnel (e.g. graduate students, post-docs, research or extension associates, grant administrators) fulfilling the Research and Extension Missions of the College.
- a) For the allocation of research space, no single criterion or any specific formula shall be used. Rather, the assessment will be based on several criteria, such as success in procuring extramural grant support, amount and nature of research support, the quality and quantity of peer-reviewed publications, presentations at national and international scientific meetings, and the specific use of the space in fulfilling the College's Mission.
 - b) Faculty investigators with funded research grants, as well as new faculty hires, shall have highest priority for laboratory space allocation.
 - c) No amount of research space is guaranteed to any individual in perpetuity.
 - d) Size, quality and location of allocated research space shall be determined with consideration of numbers of graduate students, post-doctoral associates, and undergraduate researchers served, size and nature of grant support, and nature of the research equipment to be housed.
- 11.4.8 Shared space. Although in some cases shared space may not be feasible, a general principle of shared research and research support space among investigators is expected and proposals for new shared space allocation shall be afforded a higher priority in the approval process.
- 11.4.9. Specialized classroom or specialized laboratory space. Each department with needs for specialized classroom or specialized laboratory space for large, sensitive, or specially-dedicated equipment (e.g. computer labs, electron microscopes, test kitchens, greenhouses) shall be reviewed separately from review procedures for more general-use laboratory space.
- 11.4.10. Space utilization reporting. All Faculty with research space shall be required to submit an annual research space utilization report as part of the

annual workload planning process to be reviewed by the Space Committee and the Dean.

- 11.4.11. Space utilization audits. The Space Committee may conduct audits of research space utilization at any time.
- 11.4.12. Teaching lab preparation space. Departments that have responsibilities for teaching laboratory courses shall be assigned an adequate baseline allocation of general laboratory space for use in class preparation and/or maintenance of teaching materials (e.g. animal specimens, plants, etc.).
- 11.4.13. Temporary space allocation. Space may be temporarily allocated by the Dean to accommodate visiting scholars or investigators undertaking preliminary work in preparation for grant submission.
- 11.4.14. Storage space. Adequate storage space for teaching and low-use research equipment may be allocated to departments either at Kingston or at the outlying farm or research facilities.
 - a) Storage space shall be evaluated by the Space Committee periodically to assure active space use and to avoid the accumulation of obsolete materials.
- 11.4.15. Low-use space reassignment. Upon recommendation of the Space Committee, the process of space reassignment commences.
 - a) An investigator shall retain space for bridge period no less than two (2) years beyond the cessation of funding in which no further funding has been forthcoming.
 - b) After the expiration of the bridge period, the space may become open to reassignment via the proposal process, however bridge periods may be extended beyond two years by the Dean on the advice of the Space Committee upon petition by the investigator and their department chair.
 - c) Space cleanout. Cleanout of offices and storage spaces shall be done prior to reassignment in consultation with the University Archives in the Library to assure proper disposition of potentially historically significant materials.
- 11.4.16. Emeritus Faculty. Emeritus Faculty may be allowed lab or office space on a guest investigator basis through a sponsoring principal investigator who is already assigned space or alternatively he or she may request research space by request and review by the Space Committee and approval by the Dean.

11.5 Commencement Committee.

- 11.5.1 Charge. The Commencement Committee shall plan and coordinate with the University Commencement Committee all arrangements for the College commencement, including procession, locality, facilities and equipment, alternate arrangements for rain if the ceremony is scheduled outdoors, refreshments, decorations, and ushers (See University Manual Section 5.34.10).
- 11.5.2 Membership. The Commencement Committee shall be composed of three Faculty members elected to staggered three-year terms, the Associate Dean of Academic Affairs, *ex officio*, the Assistant dean for Student Affairs, *ex officio*,

and two graduating seniors appointed by the Faculty members of the Commencement Committee.

11.5.3 Chairperson. The Commencement Committee shall elect its own chairperson from the Faculty members at the beginning of the academic year.

11.6 Bylaws and Review Committee.

11.6.1 Charge. The Bylaws and Review Committee shall review the standing committees and by-laws every year and recommend if changes are needed in the by-laws or if standing committees should be continued, revised or terminated. Faculty opinion shall be solicited during the year before the annual report of the committee is written. The Bylaws and Review Committee shall have the power to: recommend new committees, both standing committees and *ad hoc* committees, for approval by the Faculty; to serve as tellers in polling and elections is conducted; and to be responsible for preparing new inserts for the College Bylaws to keep it up-to-date as sections of the University Manual and the AAUP Contract are changed.

11.6.2 Membership. The members of the Bylaws and Review Committee shall be three faculty members nominated and elected in accordance with procedures described in appropriate sections of these bylaws.

11.6.3 Chairperson. The Bylaws and Review Committee shall elect its own chairperson at the beginning of the academic year.

12 *AD HOC* COMMITTEES

12.1 Duties. Like standing committees, *ad hoc* committees are responsible for reviewing policy in a specified area and making recommendations to the Dean or to the Faculty. The primary distinction is that a time limit is stipulated for *ad hoc* committees, while standing committees continue from year to year.

12.2 Formation procedure. *Ad hoc* committees may be appointed by the Dean or the Executive Council. Faculty members who wish to propose *ad hoc* committees shall make their requests through the Dean or the Executive Council.

12.3 The establishment of an *ad hoc* committee shall appear with supporting material, including the charge, chairperson and slate of members and reporting time on the agenda of the faculty meeting following the appointment of the committee.

12.4 Reporting. The faculty shall be made aware of the reports of *ad hoc* committees by memorandum from the Dean or through a report at the Faculty meeting. Notice that the report will be made shall appear on the agenda for the meeting when the report is to be made.

13 ADVISORY COMMITTEES

13.1 Advisory committees shall serve in an advisory capacity only and shall not be used for establishing policy.

13.2 Advisory committees shall be appointed by the Dean.

13.3 When an advisory committee has been appointed, the Dean shall inform the faculty of the committee's appointment, membership and charge.

14 STUDENT AWARDS

- 14.1 Student Awards shall be coordinated by the Assistant Dean of Student Affairs who shall seek out scholarship and other award opportunities from various sources including the URI Foundation, the University Enrollment Services and extramural funding agencies.
- 14.2 A list of awards that are available shall be kept up-to-date. Appropriate department chairpersons shall to be notified in advance of when nominations are due and what qualifications required for award nominees.

15 ON THESE BYLAWS

- 15.1 If conflict arises among these Bylaws and the University Manual or the Faculty Contract between the AAUP, the Manual or the Contract language shall take precedence (See Article 4 of the URI-AAUP Contract).
- 15.2 Changes in these Bylaws may be proposed by the Dean, the Bylaws and Review Committee or by individual Faculty members.
- 15.3 Changes in these Bylaws can be made only by a vote of two-thirds (2/3) of the Faculty voting at a meeting called at least five days in advance and with the proposed change on the agenda of the meeting.

History:

Bylaws of the College of Resource Development (adopted January 1984)

Bylaws of the College of the Environment and Life Sciences (adopted as amended 14 April 2004)

Bylaws adopted after major amendment 12 December 2012

Bylaws amended 8 March 2013