

BYLAWS OF THE
DEPARTMENT OF AGRICULTURAL LEADERSHIP, EDUCATION AND
COMMUNICATION

Approved by faculty on [December 13, 2019], Approved by Dean [December 17, 2019]

ARTICLE I. NAME AND PURPOSE

SECTION 1. *Name.* The department name is Department of Agricultural Leadership, Education and Communication hereafter referred to as ALEC. The department consists of ALEC faculty, post docs, staff, and students as well as facilities located in Athens and Tifton. ALEC is a department within the College of Agricultural and Environmental Sciences (CAES), which includes the Georgia Agricultural Experiment Station, the Georgia Cooperative Extension Service, and CAES Resident Instruction.

SECTION 2. *Purpose.* The purpose of ALEC is to develop and disseminate new knowledge in the disciplines of agricultural leadership, agricultural education, and agricultural and science communication that enhances the capacity for the food, fiber, and natural resource systems through the development and implementation of undergraduate and graduate educational programs. These programs are designed to be academically challenging and produce career-ready graduates through classroom-based and outreach activities that add value to the Land-grant mission. As part of the Land-grant mission, ALEC programs seek to serve the needs of the people in the state of Georgia, the nation, and the world.

The purpose of ALEC is accomplished through efforts in the following eight areas:

- 1) Scholarly merit, measured by research productivity and grantsmanship.
- 2) Exceptional teaching and training of undergraduate students, graduate students, and non-formal audiences.
- 3) Empowering learners to build capacity and apply skills that address the critical issues facing their local communities, the state of Georgia, the United States of America, and the World.
- 4) Supporting agricultural and natural resource industries through timely, appropriate information that increases opportunities for our business partners and clientele.
- 5) Providing expertise to academic peers and collaborators on the human dimensions of critical issues through the lens of education, communication, and leadership theory and practice.
- 6) Elevating the visibility and prestige of CAES and the University of Georgia through relentless continuous improvement and opportunity seeking.
- 7) Cultivating a culture of mutual support, respect, and collegiality within the department, across the College, throughout the University, and among those with whom the faculty comes in contact through its expansive work.
- 8) Striving to make each day productive and fun while maintaining a focus on our fundamental goal of improving the lives of those we serve and to approach each day with humility, enthusiasm, accountability, and hopefulness.

ARTICLE II. FACULTY

SECTION 1. *Faculty.* The faculty is defined as all ALEC personnel appointed to the rank of professor, associate professor, assistant professor, instructor, public service faculty, or research scientist employed to do work of instruction, research, or service. Tenure-track faculty is defined as all ALEC personnel appointed to the rank of professor, associate professor, or assistant professor employed to do work in instruction, research, or extension. Non-tenure-track faculty is defined as instructor, lecturer, research scientist or public service.

SECTION 2. *Adjunct and Courtesy Faculty.* Adjunct faculty is defined as all personnel with appointments outside of UGA who are voted on by ALEC faculty and who contribute to, at a minimum, are expected to serve on graduate committees, teach or co-teach at least one course every two years, and engage in service to ALEC. Courtesy faculty are defined as all personnel with appointments inside UGA who are voted on by ALEC faculty and who contribute to, at a minimum, are expected to serve on graduate committees, teach or co-teach at least one course every two years, participate in faculty governance, and engage in service to ALEC. Adjunct and Courtesy faculty hold honorary titles, and therefore do not have voting rights in departmental, college/school, and University Council meetings. These faculty members may participate in discussion as invited. These faculty members maintain the same title from their home department.

SECTION 3. *Emeritus Faculty.* Emeritus faculty is defined as all former ALEC faculty members who have been appointed to an emeritus faculty rank by the University System of Georgia Board of Regents. They can hold graduate faculty status if approved by the department.

SECTION 4. *Graduate Faculty.* The ALEC Graduate Faculty consists of ALEC faculty members with Graduate Faculty appointments. The Graduate Faculty appointment of each Faculty, or Adjunct, or Courtesy Faculty Member in ALEC must be renewed during the third-year, tenure, or post-tenure review process (every five years per [CAES Graduate Program Faculty Procedures](#)) or as often as outlined in Academic Affairs policy. Emeritus faculty with a graduate faculty appointment may hold graduate faculty status. Faculty who wish to be appointed or re-appointed to the Graduate Faculty will submit their application materials to the ALEC Department Head. The materials will then be provided to the Graduate Faculty within ALEC to obtain a vote for appointment or re-appointment.

SECTION 5. *Faculty Appointments.* Faculty members will assume responsibilities consistent with their percentage of appointment in research, teaching, and extension. An EFT (equivalent full-time for budgetary purposes) 0.75 Academic (9-month) contract faculty 100% teaching appointment is equivalent to teaching 24 credit hours per year plus other instructional activities. The Department Head may make a temporary adjustment for faculty members who have circumstances that cause a deviation from the standard teaching appointment.

SECTION 6. *Promotion and Tenure.* Departmental guidelines will be followed to guide the review process and university-level guidelines will override any discrepancy. Non-tenured tenure track faculty are on annual contract and can be discontinued any year prior to tenure.

SECTION 7. *Post-Tenure Review*. In accordance with university policy, five years following tenure and initial appointment, faculty members will be reviewed by those with the same rank or higher to assess productivity and effectiveness. A performance improvement plan will be put in place should recommendations for enhanced productivity be needed. Post-tenure guidelines are included in Article XIII Post Tenure Review.

SECTION 8. *Faculty Governance Coordinator (FGC)* may be appointed by the Department Head for a term of up to 3 years and may be reappointed. The FGC will support ALEC faculty, promotion, and professional development, including serving as the lead in the revisions of promotion and tenure guidelines and the faculty mentorship program. The FGC is responsible for assisting with recommending faculty for awards, implementing faculty-related policies, and recommending career development programs/opportunities for faculty at each stage of their career. The FGC manages the peer review teaching process for the department. The FGC, along with the Department Head, serves as the public relations liaison for the department and the faculty. The FGC implements faculty-related policies and provides faculty and postdoctoral appointees with career development opportunities when possible.

SECTION 9. *Academic Program Coordinator (APC)* may be appointed by the Department Head for a term of 3 years and may be reappointed. If an APC is not appointed, this responsibility will fall to the Graduate Coordinator. The APC must ensure that each assigned program complies with requirements of Academic Affairs Policy No. 2.04-4, titled “Assessment of Student Learning Outcomes,” and any subsequent supplemental policies or guidelines. The APC is ultimately responsible for the Learning Outcome Assessment (LOA) process/reports for ALEC. The APC, along with the Department Head, provides oversight for ALEC academic programs and assists with overseeing the undergraduate and graduate coordinators. Working with the Department Head, the APC coordinates undergraduate and graduate programs, curriculum development, and curriculum and program reviews in ALEC. The APC also serves as the main advisor to the Department Head on all undergraduate and graduate curriculum matters. The APC receives all grade appeal requests and makes recommendations to the Department Head concerning them. The APC is responsible for ensuring students satisfy the requirements specified by university guidelines, and that the department meets all measures of curriculum standards.

ARTICLE III. STAFF

The staff is defined as all ALEC classified personnel in non-faculty positions.

ARTICLE IV. DEPARTMENT HEAD

The Department Head (DH) is the chief administrative officer of the department, as defined in Section 5, Article IX of the Statutes of the University of Georgia. The DH is responsible for providing a work environment that promotes effective use of the department’s resources and for providing leadership and focus for the department. The DH shall administer the rules, regulations, bylaws, and policies of ALEC, CAES, University, and the Regents. The DH may choose to appoint the APC, FGC, REI(s), and the EC. The DH will complete annual evaluations (and if necessary, personal improvement plan) for faculty and all direct report staff and will

serve as Promotion and Tenure Unit (PTU) Head unless a conflict of interest exists. The DH, in consultation with the faculty, is responsible for making teaching assignments and selects members and chairs of all standing committees. In cases of faculty appointments by the DH, faculty may choose not to accept an appointment.

ARTICLE V. RESEARCH, EXTENSION, AND INSTRUCTION LEADERS (REIs) AND EXTENSION COORDINATOR (EC)

Research, Extension, and Instruction Leaders (REIs) and the Extension Coordinator (EC) will work with the DH to help coordinate the department at the extended campuses. The REIs will have limited administrative responsibilities, but will provide location-specific management (could include but will not necessarily be limited to minimal signatory authority, first contact for personnel issues, observe faculty teaching, serve as local inventory coordinator, designate location-specific committee assignments, serve as departmental liaison to leadership at the respective campus, and help coordinate logistical aspects for new hires) and advisement to the DH. The EC will help coordinate and advise the DH on all extension related activities. REIs and the EC will help execute ALEC, CAES, University, and Regents' policies that affect the unit. Extended campuses will have an REI; however, there will be only one EC who will have state-wide responsibilities.

ARTICLE VI. GRADUATE PROGRAM COORDINATION

SECTION 1. *Graduate Coordinator.* The Graduate Coordinator (GC) is appointed by the DH for a term of three years and can be reappointed. The GC is in charge of supervising the ALEC Graduate Programs and will serve as Chair of the Departmental Graduate Education Committee (GEC). The GC functions as a problem solver for faculty, staff, and students with regard to the graduate curriculum. The GC is responsible for assigning students to a faculty mentor and assuring that graduate students satisfy the requirements specified by the ALEC Graduate Faculty. Also, the GC is the main advisor to the APC and DH on all matters pertaining to ALEC Graduate Programs. The GC is responsible for all communications between ALEC and the Graduate School and providing leadership in recruiting new students for graduate programs. The GC must be familiar with and adhere to college, departmental, university, and state and federal regulations. The GC is the ALEC representative to the CAES Graduate Affairs and Curriculum Committee and serves as the faculty liaison for the ALEC Graduate Student Association, unless assigned to another faculty. Working in collaboration, the FGC, APC, and GC will make recommendations to the DH regarding departmental graduate assistantship (GA) assignments; the DH will make the final GA assignments. The GC will oversee the process to ensure students on graduate assistantships are evaluated as often as needed to ensure graduate research and teaching assignments continue as beneficial to the department.

SECTION 2. *Course Additions and Changes and Departmental Requirement Changes.* Proposals to create new graduate courses, to make course changes to graduate level courses, or to make changes in the departmental requirements for programs of study shall be submitted to the GC who will discuss in the Graduate Education Committee and distribute to ALEC Graduate Faculty for a vote either in a meeting or via electronic means. Changes to or creation of courses listed at the 4000/6000 level will need to be submitted to the GC, the Undergraduate

Coordinator, and the APC for review and appropriate action. Proposals should include a syllabus (if a modified, existing course the current syllabus with track changes showing modifications should be provided), suggested course offering, and target number of students in course. Proposals need to be distributed to faculty 3 days prior to a faculty meeting for consideration at that faculty meeting. Proposals shall be passed by a simple majority of the Graduate Faculty voting 'yea'.

SECTION 3. *Graduate Education Committee (GEC)*. The GEC is responsible for administering the policies and procedures of the Graduate School and the ALEC Graduate Faculty at the departmental level. The GEC shall be composed of the GC, who is chair, three other members who have full graduate faculty status in ALEC, and the APC who will serve in an ex officio capacity to provide advice. The DH, in consultation with the GC and the APC, will appoint members of the GEC. Except for the GC, members of the GEC can be appointed for a maximum of three consecutive 3-year terms; after which time they must be off the committee for at least one 3-year term. An effort will be made to balance the GEC with respect to discipline and location. The GEC will meet at least two times per calendar year, in the fall and spring terms, and present a report to the faculty of their activities at least twice per year. The GEC shall:

1. Develop and maintain the *Departmental Graduate Program Policy and Guide*. This Guide will contain information for students and faculty concerning graduate school and departmental rules, regulations, requirements, and guidelines involving the graduate program. All changes to the departmental course and graduate program of study requirements must be evaluated by the GEC prior to consideration by the ALEC graduate faculty.
2. Evaluate applications and recommend students for admission into the master and doctoral programs in the department.
3. Evaluate student applications/nominations and recommend departmental candidates for departmental, college, and university graduate student awards.
4. Will make recommendations to the DH and APC regarding grade appeals and graduate student grievances. In the case where one or more members of the GEC must be recused from participating in a grade appeal or graduate student grievance due to personal involvement, the DH may appoint other graduate faculty in the department to serve in their place(s) during the appeal or grievance process.
5. Review all graduate degree programs offered in ALEC at least every seven years to coincide with the University Review process. Recommended changes will be voted on by the ALEC Graduate Faculty. GEC must also complete a full assessment report on a 3-year basis as required by the University. The position also collects statistical data and provides periodic (at least annual) reports to the DH, APC, and Undergraduate Coordinator as well as an annual XiTrac report. These reports are used to evaluate the department's response to required policies and procedures and measures the department's success in graduate student recruitment and retention. The GC functions as a problem solver for faculty, staff, and students with regard to the graduate curriculum.

SECTION 4. *Graduate Teaching Matters*.

1. Courses: The DH, in consultation with the APC and GC, will decide on graduate course

assignments.

2. Evaluations: All graduate courses taught in ALEC shall be evaluated by students enrolled in the course every semester the course is taught. The departmental instructional program assistant, in consultation with the APC and GC, will coordinate and administer the evaluation process.

ARTICLE VII. UNDERGRADUATE PROGRAM

SECTION 1. *Academic Program Coordinator (APC)*. See Article 2, Section 9.

SECTION 2. *Undergraduate Coordinator*. The Undergraduate Coordinator (UC) is the primary support person for faculty members directly responsible for advising undergraduate students. This position is also the primary, day-to-day point of contact for undergraduate majors. The UC works closely with the departmental advising staff to recommend appropriate procedures, maintain confidential academic records, monitor academic progress, and manage the faculty mentor phase of academic advising. The UC, working with the APC, assigns all ALEC students to a professional faculty mentor. The person in this position advises and supports faculty in undergraduate course and curriculum development, and the refinement of advising procedures. The position also collects statistical data and provides periodic reports to the DH, APC, FGC, and GC. These reports are used to evaluate the department's response to required policies and procedures and measures the department's success in undergraduate student recruitment and retention. The UC functions as a problem solver for faculty, staff, and students with regard to the undergraduate curriculum. The UC must be familiar with and adhere to college, departmental, university, and state and federal regulations. The UC will serve on the CAES Undergraduate Committee.

SECTION 3. *Undergraduate Education Committee (UEC)*. The UEC shall be composed of the UC who is chair, one-member representative from each major or area of emphasis coordinated through the department, and the APC who will serve in an ex officio capacity to provide advice. The UEC members will be appointed by the DH, in consultation with the APC and UC, to renewable 3-year terms. The UEC will meet at least two times per calendar year, in the fall and spring terms, and present a report to the faculty of their activities at least twice per year. The UEC shall:

1. Review all majors offered in ALEC at least every 7 years to coincide with the University Review process. Recommended changes will be considered by the UEC and voted on by ALEC faculty. UEC, under the direction of the APC, will also complete a full assessment report on a 3-year basis as required by the University.
2. Review proposed undergraduate, 4000/6000, and 5000/7000 level course changes and new course applications. Proposals to create new undergraduate courses, to make course changes to undergraduate level courses, or to make changes in the departmental requirements for undergraduate programs shall be submitted to the UC who will discuss in the Undergraduate Education Committee and distribute to ALEC Graduate Faculty for a vote either in a meeting or via electronic means. Changes to or creation of courses listed at the 4000/6000 level will need to be submitted to the UC, the GC, and the APC for review and appropriate action. Proposals should include a syllabus (if a modified, existing course the current syllabus with track changes showing modifications should be

provided), suggested course offering, and target number of students in course. Proposals need to be distributed to faculty 3 days prior to a faculty meeting for consideration at that faculty meeting. Proposals shall be passed by a simple majority of the Graduate Faculty voting 'yea'.

3. Act on proposals for changes in and/or additions of majors or areas of emphases coordinated by the department. Proposed changes to majors or areas of emphases must be submitted to the APC who will review and transmit to the DH. Such proposals will be distributed to and met on by the UEC at least 7 days prior to a faculty meeting. Proposals that are supported by a simple majority of UEC members shall be forwarded to the faculty for discussion and vote at a full faculty meeting.
4. Advise the DH and APC on other curricula matters that may affect ALEC.
5. Make recommendations concerning academic advising.
6. Make recommendations to the APC and DH concerning grade appeals.
7. Make recommendations concerning improvement of teaching and learning.
8. Evaluate student applications/nominations and recommend students for departmental, college, and university undergraduate student awards.
9. Make recommendations concerning student Recruitment/Retention/Life.

SECTION 4. *Undergraduate Teaching Faculty Matters.*

1. Courses: The DH, in consultation with the APC and UC, will decide on undergraduate course assignments.
2. Evaluations: All undergraduate courses and laboratory sections taught in ALEC shall be evaluated by students enrolled in the course every semester the course is taught. The departmental instructional program assistant, in consultation with the APC and UC, will coordinate and administer the evaluation process.
3. Peer evaluation of teaching: Assistant Professors who have a teaching appointment shall have one course peer-evaluated each year before the third-year review and another before submitting their dossier for promotion to Associate Professor. The peer evaluation for Assistant Professors will be conducted by the FGC, an individual from their mentoring committee, or the DH. Associate Professors who have a teaching appointment shall have one course peer-reviewed before promotion to Full Professor. This evaluation shall take place after their promotion to Associate Professor. The peer review from the FGC or a mentor committee member will be presented in written form and shared with the faculty member and the DH. For Associate Professors it can be the same committee that mentored the faculty member as an Assistant Professor or it can be a new committee of three appointed by the DH under consultation from the FGC. Full Professors with a teaching appointment may request a peer evaluation of their teaching performance at any time. The DH may also request that a peer review of teaching be conducted on a faculty member of any rank.

SECTION 5. *Student Grade Appeals.* University of Georgia students have the right to appeal academic decisions. The appeal will first go to the unit responsible for the decision (for example, grades to the faculty members who assigned the grades; departmental requirements to the department; college or school requirements to the school; and university requirements to the Educational Affairs Committee). An unfavorable ruling at one level can be appealed to the successive levels (viz., a faculty decision can be appealed to the Department; a department

ruling can be appealed to the College in which the instructional unit is located; a college-level ruling can be appealed to the Educational Affairs Committee; the Educational Affairs Committee ruling can be appealed to the President of the University; and, except for grade appeals, the President's ruling can be appealed to the Board of Regents). All grade appeals must be initiated within one calendar year from the end of the term in which the grade was recorded.

SECTION 6. *Curricular appeals and petitions.* Major requirement change request, are handled at the department level. If denied at the Dept. level, the next level of petition is the CAES AA Office. For courses in Area A-E, the student must write a letter of petition providing a rationale for waivers or substitutions. Petitions for course substitutions, waivers, and other exceptions to university and college degree requirements must be submitted prior to the start of the semester in which the student plans to graduate. The letter will be provided to the student's faculty mentor. The faculty mentor will write a letter of response to the student's request and submit both letters to the UC for review and approval. Pending approval, the mentor's letter of request will be submitted to the CAES Student Affairs Committee for approval.

SECTION 7. *Students returning to UGA.* For students desiring to return to the University of Georgia from academic dismissal, a letter of intent needs to be submitted to the DH. The DH will decide in consultation with the APC and the UC. If approved, the letter must be submitted to the Associate Dean of Academic Affairs for CAES for approval. Generally, students who are allowed to return after academic dismissal will be required to participate in the CAES Academic Coaching Program.

ARTICLE VIII. INSTRUCTOR OF RECORD

The definition of "Instructor of Record" shall be the faculty member who is responsible for course development, content, and grading. Possible exceptions are: (1) a professor with courtesy/adjunct status in ALEC; (2) a re-hired professor previously employed in ALEC; (3) public service faculty; (4) postdoctoral associate, or (5) graduate student. Approvals for the "Instructor of Record" for a course will follow the guidelines for "Faculty Credentials and Institutional Approvals Required for Instructors of Record for All UGA Classes". These guidelines are found in the *Academic Affairs Policy Manual* at <https://provost.uga.edu/policies/academic-affairs-policy-manual/4-07-miscellaneous-course-policies/#p-4-07-12>.

ARTICLE IX. FACULTY MEETINGS

SECTION 1. *Frequency and Location.* As specified in the Statutes of the University of Georgia, the ALEC Faculty will meet at least once a semester. Meetings will be held that include the joint faculty based in Athens, Tifton, and other locations. Additional faculty meetings may be requested by faculty at any location or by the DH to address departmental or location faculty concerns. Along with other departmental business, academic matters related to undergraduate and graduate courses, degree requirements, student admission requirements, and faculty evaluation, promotion, and tenure will be discussed at these meetings.

SECTION 2. *Agenda.* Items requiring a vote of the ALEC Faculty must be made available to all

ALEC Faculty at least three working days prior to the meeting. Only informational, non-action items can be placed on the agenda after this period prior to the scheduled meeting. Emergency meetings can be called without the necessary 3-day period; however, the normal quorum rules will still be in effect.

SECTION 3. *Voting*. All members of the ALEC Faculty are eligible to be present and to vote at ALEC Faculty Meetings on business items requiring a vote except on matters related to graduate programs and graduate courses in which only members of the ALEC Graduate Faculty are eligible to vote; and matters of ALEC Faculty evaluation, promotion, and tenure in which only ALEC Tenure-Track Faculty Members of higher rank than the individual being considered are eligible to vote. Once the number of faculty needed to constitute a quorum is met (see Article X), a simple majority of the faculty present can pass, defeat, or table a motion, except for proposals to alter, amend, or abolish these bylaws (see Article XIII). See the ALEC Promotion and Tenure Guidelines for additional information.

ARTICLE X. QUORUM

A proportion of ALEC faculty equal to or greater than 51% shall constitute a quorum for faculty meetings and 2/3 for Promotion and Tenure decisions. Motions may be passed by a majority of those present and voting. An ALEC Faculty Meeting may not conduct normal business if a quorum is called and found lacking.

ARTICLE XI. STANDING COMMITTEES

SECTION 1. *Executive Committee*. The ALEC Executive Committee is composed of the DH, FGC, and APC. Members of the Executive Committee may appoint additional ad hoc members to the Committee to provide additional counsel on departmental matters. The DH will serve as Chair of the Executive Committee. The Executive Committee, along with the GC and UC, will establish the agenda for faculty meetings.

SECTION 2. *Graduate Education Committee (GEC)*. For composition and duties of the GEC see Article VI Section 3.

SECTION 3. *Undergraduate Education Committee (UEC)*. For composition and duties of the UEC see Article VII Section 2.

SECTION 4. *Grievance Committee*. The Grievance Committee will be composed of the APC, FGC, and two faculty members and with one additional faculty member to serve as an alternate. Both members and the alternate will be elected by the faculty to serve 3-year terms. Members and the alternate can continuously serve on the Committee provided they are re-elected. Duties of the Grievance Committee are provided in Article XII.

SECTION 5. *Post Tenure Review Committee*. At least three tenured ALEC faculty shall be formed to review the documents prepared by the faculty member undergoing post-tenure review. If reviewing an associate professor, tenured associate professors and full professors may comprise this committee. If reviewing a full professor, only full professors may review the

faculty members' documents. A committee chairperson shall be nominated who will ensure that these guidelines and those developed by the University of Georgia Policy for Review of Tenured Faculty (<https://provost.uga.edu/policies/appointment-promotion-and-tenure/policy-for-review-of-tenured-faculty/>) are followed. This chairperson will also compile a written summary of the committee's recommendations to be shared with the faculty member and DH. Following a review with the faculty member, the DH will retain a copy of the summary where it will be kept on file. Note: In the event of a discrepancy in these procedures, the UGA Policy for Review of Tenured Faculty supersedes this policy. University-level guidelines are subject to change and must be consulted periodically for updates.

SECTION 6. *Other Committees.* The DH has the authority to appoint additional committees in ALEC.

ARTICLE XII. FACULTY AND STAFF GRIEVANCE PROCEDURE

SECTION 1. *Procedure.* Every attempt should be made to first resolve conflicts and grievances at the nearest supervisory point within the chain of command within the department. To file a formal complaint, the aggrieved party must first submit the grievance in writing to the DH, who will appoint a grievance committee to review and resolve the complaint. The Grievance Committee should decide upon a course of action and respond in writing to the DH within one week of the receipt of the written grievance. The DH may endorse the remedy proposed by the Grievance Committee, or propose another remedy; then notify in writing the aggrieved party of a course of action. The Department will forward all written documents related to the grievance to the UGA Grievance Coordinator. For grievances against the DH, the grievance will be forwarded to the CAES Dean & Director for remediation using department policy as much as practicable.

The Grievance Committee has the power to call witnesses and obtain any necessary evidence to resolve the grievance. The plaintiff has the right to appear before the Grievance Committee to present the grievance. Both parties involved in the grievance may submit a list of witnesses to the Grievance Committee, and the Committee has the discretion to call witnesses from these lists to give testimony during the hearing. In all deliberations, both parties shall have equal access to the Committee hearings; however, neither party may bring an advisor. The Grievance Committee, proceeding in a timely manner, may take one of the following actions: 1) Dismiss the grievance (for example, for insufficient supporting evidence, or if redress involves violation of university statutes); 2) Attempt to resolve the grievance by suggesting a solution agreeable to the plaintiff; 3) Appoint an appropriate mediator (full professor or senior staff member from the university community) to help the involved parties reach a mutually agreeable resolution of the grievance; or 4) Recommend that the grievance be taken directly to another forum within the university because the circumstances surrounding the grievance mandate a formal hearing by a disinterested group or involve parties outside of ALEC.

The Grievance Committee shall report any action that it takes on grievances promptly to all involved parties. Any resolutions achieved by this process shall be considered as good-faith agreements among members of the university community. The goal of this process is to obtain expedient mutually satisfactory resolution of grievances in lieu of invoking the formal grievance procedures of the University Council or the Consolidated Grievance Procedures of the University

of Georgia. Nothing in these bylaws prevent a faculty or staff member from directly invoking formal grievance procedures at a higher level if they feel such action is justified.

ARTICLE XIII. POST TENURE REVIEW

SECTION 1. *Purpose.* The purpose of post-tenure review is to ensure continued growth, advancement, recognition, and, if needed, enhancement of tenured faculty so that the departmental unit, college, and university continue to benefit from their senior status. For the purposes of this document, post-tenure review shall constitute the review of a tenured faculty members' performance over a five-year period. For example, if promoted or promoted and tenured on July 1, 2015, the review period will involve productivity between July 1, 2015 and July 1, 2020.

SECTION 2. *Procedures.*

1. The post-tenure review committee will receive the following documents compiled by the faculty member undergoing review which will represent qualitative and quantitative evidence of productivity over the past five years:
 - a. A current curriculum vitae.
 - b. A concise summary of accomplishments and future plans not to exceed 2 single-spaced pages with 12-point font.
 - c. Copies of annual evaluations for the past five years.
 - d. Any major updates to the faculty members' job description which may influence the committee's evaluation.
2. The committee shall invite the faculty member being reviewed to openly discuss with the committee any aspects of their packet they deem important to clarify before the official review. It is not required that the faculty member be invited to a meeting with the review committee before official review.
3. The committee will meet to review the faculty members' documents and compile a list of positive aspects and area for continued growth/improvement. The committee chairperson shall compile the committee's notes into a written summary to be shared with the faculty member and DH. In this written summary, the committee's vote on whether the faculty member is making satisfactory progress will be revealed.
4. Once the summary is shared with the faculty member being reviewed, that faculty member will have the opportunity to prepare a written response to the review summary. A copy of all documents used in the review, including the review summary, any response from the faculty member, and a record of any action taken as a result of the review will be placed in the faculty member's personnel file.

SECTION 3. *Unsatisfactory Performance.*

1. In the event that a faculty member's performance is deemed unsatisfactory, the committee must provide a report identifying the areas of weakness and suggest actions that might strengthen the faculty member's performance. A faculty member may request reconsideration of the post tenure review recommendation of the Post-Tenure Review Committee by submitting a letter to the PTU Head with additional documentation not available during the review process. This request must be made within 15 days of receipt of the written review. The review committee may then reconvene and review the faculty

members' revised documents, recasting their vote, and adjusting the recommendations made previously, if needed.

2. A personal improvement plan for the satisfaction faculty member will be developed by the review committee and DH (and any mentors of the faculty member being reviewed). Annual evaluations noting unsatisfactory progress will also result in a personal improvement plan for the upcoming calendar year. The following will be shared with the faculty member for guidance:
 - a. Measurable goals and outcomes to be achieved.
 - b. Activities to achieve the goals and outcomes.
 - c. Target due dates to achieve goals and outcomes.
3. The PTU Head (and DH, if needed) will use the personal improvement plan to visit with the faculty member once each year (e.g., during annual evaluations) to ensure satisfactory progress toward the previously outlined goals and outcomes.

ARTICLE XIV. AMENDMENTS

A proposal to alter, amend, or abolish these bylaws must be made available to the ALEC Faculty at least one month prior to the vote on the bylaws change. Approval of a change requires a two-thirds majority of the eligible faculty (as defined in Section 1 of Article II) on a written ballot.

ARTICLE XV. SCOPE AND AUTHORITY OF BYLAWS

The above bylaws are intended to provide procedures for specific needs of the ALEC Department. They do not supersede the University of Georgia Academic Affairs Policy Manual. These bylaws cannot supersede any College, University, or Board of Regents policy statements. No part of these bylaws, nor any departmental policy, may be in conflict with established policy, rules, and regulations set forth by the University of Georgia, The University System of Georgia, the College of Agricultural and Environmental Sciences, or state and federal law.