

BYLAWS OF THE WARNELL SCHOOL OF FOREST RESOURCES

March 10, 1992

Part I General Procedures

I. Faculty Eligibility

- A. Any member of the faculty employed by the School is eligible to be appointed or elected to any standing or ad hoc committee. Eligible faculty employed by the School, including joint appointments, and including Forest Resources Extension and Cooperative Units, may vote on any issue brought before the faculty for consideration as defined by the Statues of the University of Georgia.
- B. Any adjunct faculty member of the School is eligible to be appointed and serve on any standing or ad hoc committee. Voting rights of adjunct appointments shall be determined by the faculty of the School and University.

II. Faculty Election and Appointment Procedures.

- A. Election of faculty to standing committees, where specified, shall be from faculty nominations by the 1st of each June for one year terms beginning July 1st of each year. Faculty not wishing to serve may so indicate. Faculty receiving the greatest number of votes by secret ballot shall be elected. The election shall be conducted by the Secretary to the Dean.
- B. Faculty shall be appointed to standing committees by the Dean for one year terms beginning July 1st of each year. Ad hoc committees will be appointed for specific tasks and periods as needs and issues arise.
- C. Faculty may serve consecutive terms on any committee of the School and stand for re-election.

III. Support Staff Participation

- A. Support staff representation and participation is encouraged at faculty meetings and in service on prescribed standing and ad hoc committees.

- B. Representation to the faculty meeting shall be three (3) elected by the support staff.
- C. Support staff representation shall have full voting rights and participation in all policy and procedural issues except for personnel and other actions as defined by the Statutes of the University of Georgia.

IV. Student Participation

- A. Student representation and participation is encouraged at faculty meetings and service on defined standing and ad hoc committees. Representation to faculty meeting shall be two(2) undergraduate and two(2) graduate students.
- B. Student representation shall be from undergraduate and graduate students of the School determined by an election process defined by students to assure equal opportunity for all students to participate.
- C. Student representatives shall have voting rights and full participation in all policy and procedural issues except for personnel and other actions and subjects pertaining to individual student performance and evaluations as defined by the Statutes of the University of Georgia.

V. Meetings

- A. The Dean shall schedule a regular faculty meeting at least once each quarter of the academic year. Meetings shall be scheduled during the normal workday except for special circumstances which require emergency actions.
- B. Special meetings may be called by the Dean or at the request of 10 or more faculty.
- C. Voting shall be by those present and as defined in previous sections. A simple majority of the faculty will constitute a quorum and can act on any motion unless otherwise defined in Robert's Rules of Order.
- D. Minutes of the meetings shall be disseminated to

all faculty and remain part of a permanent record in the Dean's Office. Minutes shall be prepared by the Secretary to the Dean or other person designated by the Dean.

- E. All questions of parliamentary procedure shall be governed by the latest edition of Robert's Rules of Order.

PART II

Standing Committees: Membership, Functions, and Duties

1. Administrative Committee

- A. The Administrative Committee shall consist of five tenured and/or tenure track members of the School. Two shall be elected by the faculty and three appointed by the Dean for one year terms beginning July 1st of each year. Members may serve consecutive terms.
- B. The Committee shall meet at the request of the Dean and/or any member of the Committee.
- C. The duties of the Administrative Committee are:
 - 1. To advise the Dean on actions and positions pertaining to: program policies and priorities; budget requests and allocations; space utilization and needs; personnel actions; position requests and allocations; long-range planning; agenda items for meetings; and other actions.
 - 2. Other duties as assigned by the Dean

2. Undergraduate Affairs Committee

- A. The Undergraduate Affairs Committee shall consist of seven faculty members, two undergraduate students, and one support staff. Faculty and support staff members shall be appointed by the Dean with undergraduate representatives selected by the undergraduate student body. The Chair shall be appointed by the Dean.

- B. The Committee shall meet each quarter and as deemed essential by the Chair.
 - C. The duties of the Committee shall consist of: development of recommendations on policies pertaining to admission standards, probation guidelines, and readmission criteria; recommendations for procedures pertaining to the above policies; responsible for review and recommendations for admission to the program and procedures for advising.
 - D. Other duties related to Undergraduate Affairs as assigned by Dean.
3. Curriculum Committee
- A. The Curriculum Committee shall consist of five faculty members, one undergraduate and one graduate student. The faculty members and chair shall be appointed by the Dean with student representatives selected by the student body.
 - B. The Committee shall meet as appropriate and called by the chair.
 - C. The duties of the Committee shall be to review and recommend revision of the curriculum content on a regular basis to meet changing professional requirements and to review and recommend new course proposals, course modifications, and course requirements.
 - D. Other duties related to the Curriculum Committee as assigned by the Dean.
4. Graduate Affairs
- A. The Graduate Affairs Committee shall consist of six faculty members, one support staff, and one graduate student. The faculty members, support staff, and chair shall be appointed by the Dean. The graduate student representative shall be designated by the graduate student body.
 - B. The Committee shall meet on a regular basis to conduct assigned duties and responsibilities as well as periodically as deemed necessary by the Chair.

- C. The duties of the Committee shall consist of development of recommendations of policies and procedures pertaining to admission standards, advising, and program requirements. The Committee shall also develop recommended criteria and recommend candidates for assistantships and other honors and awards. In addition, the Committee will be responsible for review and recommendations for admission to the program. Development of recruitment materials and other information will be the responsibility of this Committee.
 - D. Other duties related to Graduate Affairs as assigned by the Dean.
5. Honors and Awards Committee
- A. The Honors and Awards Committee shall consist of 5 faculty members, one undergraduate, one graduate student, and one support staff. The faculty, support staff, and chair shall be appointed by the Dean with student representation selected by the respective student body.
 - B. The Committee shall meet as appropriate to recommend recipients of established awards.
 - C. Duties shall consist of recommending establishment of criteria for new honors and awards and selection of recipients.
 - D. Initiate process to nominate faculty, students and staff for awards, i.e., School and University.
6. Lands Committee
- A. The Lands Committee shall consist of six faculty, two support staff, and Chair appointed by the Dean.
 - B. The Committee shall meet at least annually and as required.
 - C. Duties shall consist of inventory, evaluation of alternative practices, and recommendation of management of lands owned by the State of Georgia for which the School has management responsibilities. Criteria for evaluation of

alternative management strategies shall include instruction, research, and demonstration of contemporary forest resource management practices.

- D. Other duties pertaining to School properties as assigned by the Dean.

7. Seminar Committee

- A. This Committee shall be composed of five faculty members, one support staff, one undergraduate, and one graduate student. The faculty, staff, and Chair shall be appointed by the Dean. Student representations shall be selected by the student body.
- B. The Committee shall meet as the need arises.
- C. Duties shall consist of the development and conduct of School regularly scheduled sponsored seminars.

8. Colloquium Committee

- A. This Committee shall be composed of five faculty, one support staff, one undergraduate, and one graduate student. The faculty, staff, and chair shall be appointed by the Dean. Student representation shall be selected by the student body.
- B. The Committee shall meet as the need arises.
- C. Duties shall consist of the development and conduct of the annual School Convocation.

9. Teaching Effectiveness

- A. Six tenured senior faculty including the Chair appointed by the Dean.
- B. The Committee shall meet as necessary to conduct defined duties.
- C. Duties shall consist of development of recommendations of criteria for determination of teaching effectiveness for faculty approval and the conduct of evaluation of all instructors at least

twice each year. Results of these evaluations shall be provided to each instructor and the Dean.

- D. Other duties related to teaching as assigned by the Dean.

10. Research Coordination and Review

- A. Membership shall consist of eight faculty, and two support staff appointed by the Dean.
- B. The Committee shall meet at least once annually and on a need basis.
- C. The duties shall consist of review of individual Experiment Station project proposals for the purpose of improving research objectives and procedures and coordination. The Committee shall also recommend to the Dean and faculty research program priorities and program opportunities.
- D. Other duties related to research as assigned by the Dean.

Ad hoc Committees may be established for the purpose of program development, enhancement and execution by the Dean or by petition of ten or more faculty.

Amendments to the Bylaws

The faculty shall have the power to amend its bylaws providing that such amendments be approved by a two-thirds vote cast at the next regular scheduled faculty after discussion of the amendment(s).