BYLAWS OF
DEPARTMENT OF WILDLIFE ECOLOGY AND CONSERVATION
UNIVERSITY OF FLORIDA
(Ratified on TBA)

Preamble

The shared goals of the faculty and administration of the Department of Wildlife Ecology and Conservation are to attain excellence in academic responsibilities of teaching, research, Extension and service and to provide a quality and ethical work environment. These goals can best be achieved with a governance structure from the Department level to the University level that fosters collegiality, collaboration, mutual responsibility and accountability, and transparency.

Mission Statement: Department of Wildlife Ecology and Conservation
(from WEC web page)

The mission of the Department of Wildlife Ecology and Conservation is to foster education, expand knowledge, and reward scholarship, using multi-disciplinary approaches, for the purpose of understanding, managing, and conserving biological resources. The primary goal of our teaching, research, and extension programs is to develop and communicate the knowledge necessary for enhancing the conservation and management of wildlife and their habitats for the greatest aesthetic, ecological, economic, and recreational values.

Article I - Governance of the Department of Wildlife Ecology and Conservation

These Bylaws establish the general principles by which the Department of Wildlife Ecology and Conservation shall be governed. These Bylaws are governed by and subordinate to the Constitutions of the Institute of Food and Agricultural Sciences and the University and the policies and directives of the University of Florida’s Board of Trustees and the Florida Board of Governors. Operating within the context of these Bylaws, the governance of the Department of Wildlife Ecology and Conservation shall be shared between the administration and the faculty.
the Department. The Chair provides financial planning and policy and supervises routine operations of the Department, including faculty evaluations and evaluations of selected staff (see Appendix B for more complete description). The Chair provides programmatic leadership and links the Department to the upper administration and key stakeholders. The Chair is responsible to the Senior Vice President for administration of the Department and to the Deans for Teaching, Research and Extension, for other programmatic issues, and is the agent of the Department faculty for execution of academic policy. The Chair is expected to operate the Department in the spirit of shared governance and seek faculty input, consider it, and provide feedback and rationale about final decisions. The chair is expected to follow UF and IFAS guidelines for hiring departmental faculty and staff. The Chair may maintain a program of teaching, research and/or extension, as time permits.

Article III - Committees

Purpose and Classification

Service on committees in the Department of Wildlife Ecology and Conservation is the primary means by which faculty can participate directly in the governance of the Department. General rules for standing committees include:

1. Standing committees should meet regularly. A secretary, selected from within the committee membership, shall keep and archive minutes and records.
2. Reports of the standing committees shall be made to the faculty periodically via email messages, at faculty meetings, or using other appropriate methods for information dissemination.
3. Standing committees shall submit and archive an annual written report to the faculty (for the interval July 1 – June 30).
4. Policy recommendations developed in the standing committees shall be emailed to all faculty prior to faculty meetings at which time faculty input and discussion will be entertained.
5. Committee members for all committee, except the Administrative Advisory Committee, shall be selected by the Department Chair.

Section 1. Administrative Advisory Committee
Section 5. Graduate Program Committee
The Graduate Program Committee is responsible for the graduate instructional program of WEC. This committee is charged to review and make recommendations to the Department and Chair with respect to curriculum, degree requirements, admissions, graduate course scheduling, and departmental policies and practices affecting graduate students. The Committee is also charged to oversee and approve petitions for waiver of established departmental graduate policies or requirements. The Committee will also be responsible for maintaining the departmental graduate student handbook and keeping it up to date.

Section 6. Honors Program Committee
The Honors Program Committee is responsible for reviewing and making recommendations to the Department and Chair concerning the Honors Program, for coordinating the departmental honors program with the College Honors Program, and for administering the policies for honors students within the Department.

Section 7. International Affairs Committee
The International Affairs Committee is responsible for coordinating all aspects of teaching, research and extension activities involving international undergraduate and graduate students in the Department. Committee members will serve as liaison with other International programs on campus for interdisciplinary program development, facilitating international research opportunities for undergraduate and graduate students, recruiting foreign undergraduate and graduate students, and placing graduates of our program. The Committee will serve as a resource and focal point for networking with other programs in International Conservation at UF and elsewhere. Members will provide assistance, expertise, and support with the resolution of problems particular to foreign students or to domestic students participating in academic activities abroad. Members also will develop, coordinate and promote WEC's involvement in IFAS's international undergraduate and graduate academic programs involving study abroad or exchange students, and serve as liaison with similar international programs activities in other departments and colleges.

Section 8. Research Committee
related recommendations. The Committee recommends allocations of space for faculty and staff office assignments, laboratories, and other departmental functions and works with university and outside staff to plan space modifications. The Committee also addresses health and safety issues in the Department, makes recommendations for safety policy to the Department and Chair, and coordinates implementation of safety policy when appropriate.

Section 12. Undergraduate Program Committee
The Undergraduate Program Committee is responsible for the undergraduate instructional program of WEC. This committee is charged to review and make recommendations to the Department and Chair with respect to curriculum, degree requirements, admissions, undergraduate course scheduling, assignment of TAs to specific undergraduate courses, departmental policies and practices affecting undergraduate students, and the peer review of faculty teaching performance. The Committee is also charged to oversee and approve petitions for waiver of established departmental undergraduate policies or requirements.

Ad hoc committees can be formed by the Chair or by faculty, as needed. Members of these committees shall volunteer for the assignment and shall elect a chair from among their members, if a chair is deemed necessary. Current ad hoc committees include:

1. Mentoring committees
   See Appendix C.

2. Peer evaluation of teaching committee
   Faculty members requesting that their courses be evaluated will be assigned a committee of two to four members of the faculty (from within or outside the department, as appropriate) by the Department Chair. Committees will meet with the faculty member whose course is being evaluated before the semester begins to discuss the course history and provide evidence and course materials. Committee members will observe at least two or three class meetings with prior notice, and will meet with the faculty member and the Chair for a final summary and feedback session. Each member will provide a written evaluation to the Chair who will summarize the evaluation and provide it to the faculty member.
Article V – Ratification and Amendments

Section 1. These Bylaws shall become effective upon their ratification by the faculty of the Department of Wildlife Ecology and Conservation with a two-thirds majority vote, concurrence of the Chair, and approval of the IFAS Senior Vice President.

Section 2. Proposals for amendments to these Bylaws may be made to the Chair by any member of the faculty.

Section 3. Changes in these Bylaws shall be made by a two-thirds majority vote, and concurrence of the Chair.

Section 4. Faculty will have one month to review and register a vote for adoption and amendment of the Bylaws.

APPENDIX A

Non-Tenure Accruing -- Faculty Appointments

Appointment of non-tenure accruing faculty of the Department of Wildlife Ecology and Conservation is mechanism for supporting and/or complementing one or more of the functional programs--teaching, research, or extension--relating to the Departmental mission. Individuals appointed in non-tenure accruing positions are rewarded for their professional contributions through participation in the scholarly pursuits of the Department of Wildlife Ecology and Conservation. Mutually productive appointments are contingent upon the collaboration, cooperation, commitment, and trust of both parties.

Various types of collaborative faculty appointments are available in the Department of Wildlife Ecology and Conservation (hereinafter, WEC) to facilitate the involvement of the university of Florida and other scientists in the teaching extension, and research programs. They type of appointment available to potential faculty varies depending on the nature of their involvement and with whom they are employed. The descriptions of the appointments listed below are consistent with those of the Office of Academic Affairs and The Graduate School.
Faculty whose title includes any of the above-mentioned status modifiers are considered members of WEC for the term of their appointment and for the purpose of the assignment of duties and responsibilities. The appointees may attend WEC meetings and speak and/or vote on WEC matters, and represent WEC, subject to the policy of WEC (described later in this document). These appointments will be reviewed periodically by WEC. Such appointments may be subject to change, reassignment, renewal, or non-renewal in accordance with University procedures.

The Florida Cooperative Fish and Wildlife Research Unit (hereinafter, Coop Unit) is a program established through a cooperative agreement among the U.S. Geological Service, Florida Fish and Wildlife Conservation Commission Commission, U.S. Fish and Wildlife Service, University of Florida, and Wildlife Management Institute. As a consequence of this agreement, the Leader and Assistant Leaders of the Coop Unit are considered to be UF Faculty (designated as CU faculty), although their salaries are paid by the DOI. Thus, the integrative link between the Coop Unit and WEC makes the relationship of these faculty unique compared to other courtesy faculty, and, accordingly, is reflected in the privileges conferred on these appointees. In summary the CU faculty participate in all WEC activities with the same privileges accorded T faculty (including promotion) with the exception of tenure.

Given the variety of faculty types who interact with WEC, the following WEC faculty classification scheme is designed to alleviate some of the inherent confusion associated with modifiers and special circumstances.

<table>
<thead>
<tr>
<th>WEC Faculty Code</th>
<th>Description</th>
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<tr>
<td>T</td>
<td>Tenured and tenure-accruing in WEC; supervised by WEC Chair</td>
</tr>
<tr>
<td>CU</td>
<td>Coop Unit Leader and Assistant Leaders, supervised by USGS/DOI and reviewed by WEC Chair.</td>
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<tr>
<td>NT</td>
<td>Non-tenure accruing; term (contract or grant) appointment; supervised by WEC chair or tenured faculty member.</td>
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<tr>
<td>J</td>
<td>Joint Faculty (see above).</td>
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5. Candidates for C, V faculty must maintain a partnership with at least one T, CU faculty with respect to one of the functional elements of WEC.

Nomination and Initial Appointment Procedures

1. Prospective candidates for NT, CU, J, A, C, V faculty appointments can be nominated only by a T, CU, J WEC faculty member. Candidates for C, V appointments are expected to work closely with their nominator (potential partner), especially those who wish to be involved in advising/supervising graduate students.

2. The nominating faculty member shall provide a written statement, addressed to the Chair, detailing the anticipated contributions that the prospective appointee will make to WEC, including the expected period of time required for such contributions to be made, as well as the professional qualifications of the prospective appointee. The nominating faculty also will recommend the professional rank (e.g., Assistant, Associate, Professor) for the respective appointee, consistent with the status held elsewhere.

3. The nominee will supply to the Chair a written statement indicating his/her intended activities in WEC program elements.

4. All nomination materials for prospective appointees shall be submitted to the WEC chair for review by the T and CU faculty at least 14 days prior to a meeting at which the nomination will be considered by the T and CU faculty.

5. Recommendation of individuals as NT, J, A, C faculty, at any rank, must be supported by a two-thirds majority vote, as determined by a secret written ballot, of the T and CU faculty. Appointment of individuals as V faculty, at any rank, requires only the approval of the WEC chair.

6. Results of the votes on candidates for NT, CT, J, A, C appointments will constitute a recommendation to the WEC Chair, who will be responsible for recommending the
6. Only T and CU faculty may vote on WEC T faculty appointments and consideration of tenure and/or promotion (CU faculty may vote on promotions, not tenure).

Procedures for Renewal of Non-tenure Accruing Faculty Appointments

1. During odd-numbered years, appointments of NT, A, C, V faculty will be reviewed by the Department Chair. The WEC Chair may request a written statement detailing both the nature and extent of their involvement with the other WEC faculty and students during the previous calendar year and their intended future involvement with WEC programs, and solicit additional information from the WEC faculty in this review.

2. Renewal of NT, A, C, V faculty shall be made at the discretion of the WEC Chair based on the review conducted. However, any T, CU faculty member may request formal reconsideration of any NT, A, C, V faculty by the entire T and CU faculty, and in these cases, renewal of the appointment requires a two-thirds majority vote, as determined by secret ballot, of the T and CU faculty. The vote will be preceded by an official meeting of the T and CU faculty, at which time the involvement and contributions of the appointees will be evaluated.

3. J faculty who wish to maintain their appointment in WEC will submit to the WEC Chair, by 28 February of every third year (beginning in 1995), a written statement detailing both the nature and extent of their involvement with the other WEC faculty and students during the preceding 3 calendar years and their intended future involvement with WEC programs.

4. Renewal of J faculty appointments shall be at the discretion of the WEC Chair. However, any T, CU faculty member may request formal reconsideration of any NT, A, C, V faculty, and in these cases, renewal of the appointment requires a two-thirds majority vote, as determined by secret ballot, of the T and CU faculty. The vote will be preceded by an official meeting of the T and CU faculty, at which time the involvement and contributions of the appointees will be evaluated.
the administration’s representative to the faculty. The primary role of the Chair is to develop excellence in wildlife ecology and conservation programs by functioning as a facilitator, guiding and overseeing the Department’s personnel in providing needed services to the residents of the State of Florida.

The Department Chair provides coordination, accountability, and administrative functions for the Department in Gainesville by:

1. Providing leadership to faculty, staff, and students in carrying out the IFAS mission and the Land-Grant philosophy, fostering an appropriate tone, developing a set of policies, and promoting department programs in instruction, research, Extension, and service;
2. Developing and managing human, fiscal, and physical resources in support of departmental instruction, research, Extension, and service activities, within the constraints imposed by resource availability;
3. Developing and maintaining networks and relationships, both internal and external to the department, including fostering interagency, interdisciplinary, and private partnerships in support of academic functions of the Department;
4. Evaluating and rewarding excellence in all forms of scholarship.

The Department Chair is directly accountable to the IFAS Deans for the quality and direction of departmental programs, to the IFAS Vice President for administrative matters and the overall administrative efficiency of the Department, and to the Faculty for internal program management of space, personnel, and other resources provided.

Specific Tasks and Duties of the Department Chair

1. Governance
   a. Facilitate development and administration of department policies, goals, and objectives
   b. Conduct faculty meetings
   c. Establish department committees
   d. Use committees effectively
   e. Delegate some administrative responsibilities to faculty and/or committees
j. Reduce, resolve, and prevent conflict among faculty members
k. Facilitate when appropriate, faculty participation in departmental, college, and university activities, including governance.

5. **External Communication**
   a. Serve as interface between department and deans, and other administrators
   b. Serve as interface between department and USDA, and other appropriate agencies and groups as necessary
   c. Serve as contact for outside groups requesting information about department and programs
   d. Oversee production of department advertising and recruitment material.

5. **Budget and Resources**
   a. Communicate department needs to administration
   b. Administer department budget (state and federal funds allocated by deans)
   c. Provide oversight of faculty contract and grant budgets
   d. Review travel activities, especially out-of-state travel
   e. Coordinate special requests to deans for funding
   f. Encourage submission by faculty of grant and contract proposals
   g. Reallocate space and support staff to meet changing needs and requirements
   h. Coordinate with Administrative Committee on use or distribution of year-end funds.

6. **Facilities and Office Personnel Management**
   a. Manage department facilities, including inventory control
   b. Initiate and supervise new construction projects and renovation, as necessary
   c. Provide for building security, safety, and maintenance.
   d. Hire, supervise and evaluate selected staff
   e. Supervise department personnel, record-keeping, and accounting functions
   f. Compile information for productivity reports.

7. **Professional Development**
   a. Foster the development of each faculty member’s interests and talents, blending these
**Initial Mentor:** Within the first month of employment, the Department Chair will assign an Initial Mentor to the new faculty member. The Initial mentor will serve in this capacity during the new faculty member’s first semester on campus. WEC faculty who have been in their positions for at least two years may serve as an Initial Mentor.

The Initial Mentor’s responsibilities are to:

1. Provide an informal orientation to the WEC Department:
   a. Be sure that the new faculty member accesses the WEC Handbook during his or her first week on campus.
   b. Provide the Mentee with information about required documents (e.g., Plan of Work; CRIS project as appropriate; and others).
   c. Be available to answer questions about procedures and where to find information.
2. Facilitate meetings between the Mentee and faculty with similar assignments and interests, both within the Department and across campus.
3. Consult with the Mentee about potential Official Mentors in the Department.
4. Remind the Mentee to set-up a meeting with the Department Chair at the beginning of their second semester to request an Official Mentor or Mentors (depending on their assignment).
5. Share at least one social event with the Mentee and other faculty members, such as lunch or after work social hour.

**Official Mentor:** By the third week of their second semester on campus, the new faculty member will meet with the Department Chair to request an Official Mentor or Mentors. The Official Mentor will have a similar faculty appointment as the Mentee (Teaching + Research; Teaching + Extension; or Research + Extension) or two Mentors will be assigned to cover the different areas of responsibility; this will be done at the discretion of the Department Chair. The Official Mentor(s) will serve in this capacity for one year. Tenured Associate and Full Professors (and Assistant Professors at the discretion of the Department Chair), are eligible to serve as Official Mentors. If two Official Mentors are assigned, it will be their responsibility to coordinate their activities to be sure that all of the following responsibilities are fulfilled.
11. Discuss with the Mentee additional potential Mentors within the Department and/or across campus.

12. Share at least one social event with the Mentee and other faculty members, such as lunch or after work social hour.

13. Keep the Department Chair informed about the mentoring process.

Moving On:

After the new faculty member’s first year, the Official Mentor(s) may continue to act in this capacity and/or the new faculty member can establish additional mentoring relationships. The Official Mentor(s) can help facilitate these new relationships, as requested by the Mentee.

APPENDIX D

Mentoring and Three-Year Review of Junior Faculty
(Use document prepared by WEC)

1. The Chair, in consultation with faculty member, selects a mentoring committee composed of at least two tenured faculty members from within the Wildlife Ecology and Conservation department (with additional members from outside the department, if appropriate). Faculty mentors should be chosen based on their expertise and Research/Teaching/Extension assignment.

2. Mentees should provide their mentoring committee members with their annual plan of work and report of accomplishments.

3. Mentors provide an annual written assessment of the mentee’s progress towards tenure to the tenure-track faculty member.

4. A mid-career review will be conducted for faculty members in the tenure probationary period no later than the close of the third year of academic service.

5. Junior faculty will prepare a packet documenting their achievements (without external letters).

6. The packet will be emailed to all tenured departmental faculty who are invited to review
The Council will elect a Chair. The Council Chair will be responsible for facilitating Council meetings. The Department Chair will work with the Council Chair to determine the agenda for the Council meetings. Council members may identify items to be placed on the agenda in advance of Council meetings. The Council may draft and forward resolutions to the Department, IFAS, the University of Florida, or outside audiences to achieve Council goals.

*Departmental support*

Staff of the Department of Wildlife Ecology and Conservation will serve to assist the Advisory Council in its activities.