

BIOSYSTEMS ENGINEERING & SOIL SCIENCE DEPARTMENT BYLAWS

PREAMBLE

The University of Tennessee requires that each department, section or separate unit adopt Bylaws defining the policies and procedures of the organization and governance of the group.

The mission of the Biosystems Engineering and Soil Science Department (BESS) shall be to fulfill our unique land grant responsibilities to our broad range of constituents by helping society anticipate and recognize opportunities and problems concerning biological, environmental, ecological, and agricultural systems; meeting those needs by discovering and developing innovative technologies, ways of using them, and the information to support them; and disseminating and encouraging the broadest possible use of the resulting knowledge, technologies, and information through educational and outreach programs. In order to accomplish its missions, the department faculty must maintain competence in the uses and applications of the recent advances in theories and techniques. In seeking to achieve the missions using the best available methods, the department will best serve the needs of its various clientele groups and, simultaneously, achieve greater regional and national recognition in the professional disciplines. Furthermore, these programs will be of the highest benefit to Tennesseans and known nationally for excellence.

1 PURPOSE

The purpose of the bylaws of BESS is to promote the orderly conduct of business of the department. These bylaws address faculty governance in which the opinions, advice or consent of faculty members are required or essential. These bylaws supplement policies of the Board of Trustees and The University of Tennessee as described in the [UT Faculty Handbook](#) and [Bylaws of the Faculty of College of Agricultural Sciences and Natural Resources \(CASNR\), Tennessee Agricultural Experiment Station \(TAES\), and UT Extension](#). If these bylaws conflict with University policies, University policies will prevail.

2 GOVERNANCE AND ORGANIZATION

2.1 Governance

The department is administered by the department head with advisory inputs from faculty and departmental committees. The department head is answerable directly to the dean of each division. The department head serves as the primary link between the department and the administration.

2.2 Membership

For the purpose of these bylaws, all faculty and honorary faculty members, and other exempt, non-exempt staff, and students are considered members of BESS.

2.2.1 Faculty Members

Membership includes all tenured and tenure-track faculty, and non-tenure-track faculty in the department. Unless otherwise noted, the term “regular faculty” will refer to voting members of the faculty as defined in Section 2.2.2.

2.2.2 Voting Members

The various faculty ranks are defined in the [UT Faculty Handbook](#) (Chapters 3 and 4). The voting faculty includes all faculty members whose appointment in the Department is more than half (50%) time. Voting rights may be granted for particular business to other non-voting faculty within the Department with two-thirds (2/3) affirmative vote of the entire body (not quorum) of previously defined voting members.

2.2.3 Honorary faculty members

Honorary faculty members includes those persons designated as Visiting Professors, Professors Emeriti, Adjunct Faculty and faculty on temporary or part-time appointments in BESS and are subject to policies outlined in the [UT Faculty Handbook](#) (Chapters 3 and 4). Honorary faculty members serve in an advisory capacity and do not have a formal vote on departmental matters.

2.3 Department Head

2.3.1 Appointment of the Head

Selection of department head will follow the requirements of the [UT Faculty Handbook](#) (Chapter 1, Section 1.4.4). For internal and external searches, the Vice President for Agriculture will appoint the chair of the search committee from outside BESS. Tenure-track and tenured faculty members will collectively recommend a slate of BESS faculty for the search committee, from which the Vice President for Agriculture selects BESS representatives on the search committee. The majority of the search committee will be composed of tenured faculty members of BESS, representing biosystems engineering and soil science. The search committee may include representation from tenure-track faculty members, non-tenure-track faculty members, graduate students, staff, and (or) faculty members from outside BESS. In accordance with UT’s requirements for upper-level searches, committee members must include a representative of black or African-American faculty, if available. After interviews with all candidates for the headship have been conducted, BESS personnel will meet to discuss their preferences. While all BESS constituencies have input into the discussion, only the voting members conduct an anonymous vote for their choice. A summary of the faculty discussion and a record of the faculty vote will become part of the narrative that the search committee submits to the Vice President for Agriculture with the recommendation of the committee about candidates for the headship. Normally, the vote of the faculty guides the decision of the search committee. Similarly, the vote of the faculty and the recommendation of the search committee guide the decision of the Vice President for Agriculture. If the Vice President for Agriculture’s choice of candidate for the headship disagrees with the vote of

the faculty and search committee, he or she will provide reasons in writing to the BESS faculty and offer the regular faculty members as a group the opportunity to discuss the decision.

2.3.2 Role of the Head

The head is a member of the faculty and is the chief executive officer of BESS. The head is responsible to the dean(s) of CASNR, the TAES, and UT Extension. The head is required to uphold policies and procedures of the Board of Trustees, UT, and UTIA. The head provides leadership to develop and deliver nationally and internationally recognized programs in teaching, research, Extension, and service.

Among the responsibilities of the head are

- Collaborating with faculty, staff, students, administration, and external constituencies to determine direction and priorities;
- Identifying and fostering new fiscal opportunities to increase departmental capacity;
- Responsible for the health of academic programs and their associated academic and professional accreditation;
- Identifying applications of departmental expertise for high priority initiatives;
- Recruiting, retention, and hiring outstanding faculty and staff;
- Recruiting, counseling, and advising students majoring in the disciplines;
- Enhancing the visibility of the Department by promoting the creative achievements and advocating departmental expertise for new and collaborative opportunities;
- Organizing departmental administrative, and support structure;
- Planning and conducting annual performance reviews with departmental faculty and staff in a timely fashion;
- Retaining, motivating, and strengthening faculty and staff through active engagement, mentoring, and professional development programs;
- Representing the Department within the University system and external constituencies;
- Creating an environment that fosters diversity, collegiality, teamwork, and the ability to work in multi-cultural and multi-disciplinary settings;
- Assigning tenured faculty mentor to each tenure-track faculty member (Department head should not serve as mentor for faculty in BESS, [Manual for Faculty Evaluation](#), Part I, Section A.3).

2.3.3 Evaluation of the Head

The performance of the department head will be reviewed annually in accordance with the [UT Faculty Handbook](#) (Chapter 1, Section 1.4.5). Evaluation will be performed based on faculty and staff inputs using a survey instrument developed in consultation with dean(s). The dean(s) provide a summary assessment, including goals established for the coming year, which is available for inspection by departmental faculty.

2.4 Committees

The committee structure assists in the operation of the department. Departmental committees and their chairs are created and appointed by the head. The composition and size of each committee are determined by the head with advice from regular faculty. Where appropriate, student representation may be included. Prior to appointment of committees, the department head will discuss appointments with prospective members to determine if their work load is compatible with committee service and to ensure that the prospective committee member has the full support of his or her supervisor for this activity. Where appropriate, committee membership will include both academic disciplines and will represent the Extension, Research and Teaching responsibilities of BESS. All activities related to committees should be considered departmental business and all committee members should be afforded the appropriate opportunity to participate. The head will notify all department members electronically by the beginning of each fall semester regarding the composition of departmental committees. The head will also recommend faculty to college level and other non-departmental committees.

Committees and details are listed in Appendix A. These committees will report directly to the head and, where appropriate, to faculty at faculty meetings. The head will designate one member of each committee to chair the committee.

3 APPOINTMENT, EVALUATION, PROMOTION, TENURE AND REVIEW FOR ALL TENURE-TRACK AND TENURED FACULTY

3.1 Appointment of Tenure-Track Faculty

When permission is obtained to search for one or more tenure-track positions, a faculty meeting for tenured and tenure-track faculty will be held to advise the department head, and the head will appoint a search committee. The search committee follows the process in the [UT Faculty Handbook](#) (Chapter 3, Section 3.1).

3.2 Criteria for Appointment to Faculty Rank

The criteria for appointment of tenure-track and tenured faculty to the ranks of assistant professor, associate professor, and professor are given in the [UT Faculty Handbook](#) (Chapter 3, Section 3.2). Criteria and procedures for appointment of emerita or emeritus faculty are provided in the [UT Faculty Handbook](#) (Chapter 3, Section 3.2.1).

3.3 Faculty Review and Evaluation

All tenure-track and tenured faculty members will be reviewed annually in accordance with the [Manual for Faculty Evaluation](#) and the [UT Faculty Handbook](#) (Chapter 3, Section 3.8). The review processes will result in a narrative and evaluation signed by the department head and the faculty member. The faculty member's signature indicates that he or she has read the evaluation, but the signature does not imply agreement with its findings. The faculty member has the right to make a written response to this evaluation. Both the narrative and the evaluation are forwarded to the appropriate dean(s).

3.3.1 Annual Retention Review of Tenure-track Faculty

All tenure-track faculty members receive an annual retention review in addition to the annual evaluation. Prior to the end of the calendar year, each tenure-track faculty member will prepare a retention dossier *in the same format* as outlined in sections A, B, C, and D of Appendix B in the [Manual for Faculty Evaluation](#). Sections A-D contains;

- Educational and employment history
- Statement of responsibilities
- Department and college criteria statements
- Teaching ability and effectiveness (with CASNR appointment)
- Teaching evaluation summary (with CASNR appointment)
- Research, scholarship, creative achievement
- Institutional, disciplinary, and/or professional service

These materials will be made available to the department's Tenure and Promotion Committee (TPC) at least two weeks prior to a called meeting of the tenured faculty. The mentor of each tenure-track faculty member will report their assessment of the respective tenure-track person's professional activities. At the end of faculty discussion, a formal ballot vote will be taken by the TPC members. The TPC members located in Jackson, TN, may send their ballots by mail, FAX, e-mail, or overnight courier to Knoxville. *All tenured faculty members are expected to vote, per [Manual for Faculty Evaluation](#) (Part I, Section B)*. The chair of the TPC will provide to the department head a written summary of the faculty discussion and the vote, which comprises the recommendation of the faculty to the head. When a tenure-track faculty member has not received a unanimous committee vote, the summary must include a discussion of the reasons for the divergent opinions.

The department head will make an independent retention review, and will consider the narrative developed by the TPC and the retention vote, and may have other consultations with the tenured faculty as needed. After making an independent judgment, the department head will make a written recommendation to the dean(s) as to retention or non-retention. If department head's recommendation differs from the majority of TPC votes, head will provide reasons in writing to the TPC members and offer the TPC members as a group the opportunity to discuss the head's recommendation. The narrative developed by the TPC and the retention vote of the TPC will be included in the materials submitted by the department head to the dean(s). Copies of all materials submitted to the dean(s) will be provided to the faculty member under review. Procedures following positive or negative retention decision are described in the UT Faculty Handbook (Chapter 3, Section 3.11.3.4).

3.3.2 Annual Evaluation of Tenured and Tenure-Track Faculty

Each faculty member, tenured and tenure-track, is reviewed annually according to the procedures specified in the [Manual for Faculty Evaluation](#) (Part II) and the [UT Faculty Handbook](#) (Chapter 3, Section 3.8.1). The head will announce a timetable to submit and review requisite administrative forms, allowing at least one month notice before the forms are due. The head will solicit from the faculty member a mutually agreed meeting

time to discuss the performance and expectation. Unusual circumstances, such as incapacitation of faculty member, extended university travel, or faculty development leave, etc., will be considered in consultation between the head and appropriate deans.

Department head will provide the forms to all tenure-track and tenured faculty member. These forms will provide the basis for the annual review of the faculty member. Both the head and faculty member will sign the evaluation form, which will then be forwarded to the appropriate dean. A signed copy of the performance and expectation forms will be provided to faculty member in a timely manner.

3.3.3 Tenure Review

The department will follow the procedures for awarding tenure found in the [Manual for Faculty Evaluation](#) (Part III) and the UT Faculty Handbook (Chapter 3, Section 3.11.5). Tenure and Promotion Review Flowchart is also provided in the Appendix A of the [College Bylaws](#). The tenure review procedures are similar to the annual retention review procedures. Briefly, the TPC will meet to discuss the tenure candidate. The chair of TPC summarizes the committee discussion and presents a written recommendation. When a candidate has not received a unanimous committee vote, the summary must include a discussion of the reasons for the divergent opinions. The summary must be made available to the candidate and to the TPC so that they may (if they wish) prepare a dissenting statement. This summary and any dissenting statements become part of the dossier (see Part IV of the [Manual for Faculty Evaluation](#) for assembly of dossier). The vote of the TPC is advisory to the department head. As described in the [Manual for Faculty Evaluation](#) (Part III), the head conducts an independent review on the tenure candidacy and submit his or her recommendation simultaneously to the dean(s) and to the tenure candidate with a written summary of his or her judgment. The department head's recommendation must be made available to the candidate and to the TPC so that they may (if they wish) prepare a dissenting statement ([Manual for Faculty Evaluation](#), Part III, Section C.2). The candidate has a right to review his or her file at any stage of the process. The candidate is to be informed of any additions made to his or her file after submitting it and be given an opportunity to review and respond to the addition at any stage of the process. The candidate must acknowledge receipt of additional reports before the tenure package is submitted to the next level. The head will inform the candidate of subsequent actions beyond the department at his/her discretion.

3.3.4 Promotion Review

Annual performance reviews form the basis of a cumulative record that prepares a faculty member for promotion. Generally, assistant professors will be considered for promotion to the rank of associate professor at the same time as they are considered for tenure. Normally, associate professors serve at least five years in rank before promotion to full professor. The full procedure for consideration of candidates for promotion is given in the [Manual for Faculty Evaluation](#) (Part III) and the [UT Faculty Handbook](#) (Chapter 3, Section 3.10). Departmental faculty at or above the rank to which promotion is sought, will review materials prepared by the candidate and external evaluations. Following a discussion, the tenured faculty at the appropriate rank, will vote on promotion. The

department head will review the candidate's material for promotion and faculty vote, and then make an independent recommendation to the dean(s). The department head's recommendation must be made available to the candidates and to the voting members of TPC so that they may (if they wish) prepare a dissenting statement ([Manual for Faculty Evaluation](#), Part III, Section C.2).

3.4 Appeals

Faculty members are entitled to fair, impartial, and honest resolutions of problems that may arise in relation to employment. The processes for general appeals and special appeals for all tenured, tenure-track, and non-tenure-track faculty are outlined in the [UT Faculty Handbook](#) (Chapter 5).

4 NON-TENURE-TRACK FACULTY

4.1 Appointment

The Department will follow the general principles and guidelines set forth in the [UT Faculty Handbook](#) (Chapter 4) for appointment of non-tenure-track faculty. The tenured and tenure-track faculty will evaluate the credentials of applicants for non-tenure-track appointments and vote on the appointment.

All non-tenure-track teaching, research, and extension appointments will be made for a term of one year or less. Appointments are renewable subject to availability of funds and satisfactory performance. Distinguished lecturer appointments may be made for a term of five years.

4.1.1 Adjunct Faculty

Individuals who provide uncompensated or part-time compensated service to the instructional, research, or Extension programs of BESS may be given adjunct faculty appointments. Each adjunct faculty must have an advocate faculty in BESS.

Nominations of individuals for adjunct faculty positions will be made by regular faculty members. Documentation of professional credentials to support the nomination should be submitted to the faculty. The faculty will recommend approval or rejection, and approval requires two-thirds (2/3) of majority regular faculty. Where appropriate, the department head will issue a letter of understanding to the employer of the adjunct faculty member to ensure that both organizations are aware of the adjunct appointment. Adjunct faculty will be appointed for a period of one year from issue of the letter of appointment. Appointment will be evaluated in December each year. Typically, initial appointment less than six months until December will be automatically renewed through the next calendar year. Initial appointment may be reviewed at any time of calendar year.

In September of each year, department head will issue a memo to the regular faculty of a list of adjunct faculty. Advocate faculty should reassess the retention of their adjunct faculty and make recommendations to the faculty for renewal. The faculty will

recommend whether updated professional credentials are needed for renewal. Faculty will vote on all renewals in December for next calendar year.

4.1.2 Visiting Faculty

All visiting faculty appointments will be made for a term of one year by the department head based on consultation with regular faculty. As with all other non-tenure-track faculty appointments, a letter of appointment will be issued to the visiting faculty member by the head.

4.2 Responsibilities

The responsibilities of each rank for non-tenure-track faculty are clearly defined in the [UT Faculty Handbook](#) (Chapter 2 and 4). Any additional responsibilities will be included in the official appointment letter.

4.3 Evaluation

The performance of all compensated non-tenure-track faculty members will be evaluated annually, with a written record of the evaluation maintained in departmental and human resources files. The annual performance review for retention will be based on guidelines that are outlined in the [UT Faculty Handbook](#) (Chapter 4, Section 4.3).

Uncompensated adjunct and visiting faculty members are not subject to annual performance review. Evaluation of compensated adjunct faculty members will follow procedures as described for other non-tenure-track faculty.

5 FACULTY MEETINGS

Departmental faculty meetings are scheduled at least twice a semester during the academic year. Faculty meetings can be called by the department head or by a majority of voting faculty members. Notice of a meeting should be at least one week prior to the meeting. It is the responsibility of eligible faculty members to inform the department head if they will be unable to attend a faculty meeting.

5.1 Quorum

A quorum will consist of one more than one-half of departmental members eligible to vote. A quorum must be present at the commencement of the meeting in order to transact business. The withdrawal of any voting member after the commencement of a meeting will have no effect on the existence of a quorum after a quorum has been established. The affirmative vote of at least the majority of those members present will be necessary for the passage of any resolution or motion. Meetings will be adjourned by a majority of the persons present.

5.2 Rules of Order

The rules contained in the latest edition of Robert's Rules of Order Revised will govern all departmental faculty meetings in all cases in which they are applicable and not inconsistent with these bylaws.

5.3 Parliamentarian

The head may appoint a parliamentarian from the departmental faculty members to assist in the conduct of meetings.

6 COMPENSATED OUTSIDE ACTIVITIES

Full-time faculty members in the BESS Department will follow the general principles and specific guidelines set forth in the [UT Faculty Handbook](#) (Chapter 7). The department allows faculty to engage in consulting and other related outside services which are associated with the faculty member's professional expertise, however, the primary responsibility of a faculty member is to fulfill the teaching, research, Extension, and service commitments of her/his full-time appointment to the University.

Compensated outside activities cannot be substituted for commitments of a faculty member to his/her teaching, research, Extension, and service within the University. Accordingly, the annual performance review of a faculty member is based only on her/his regular responsibilities and duties as part of her/his full-time commitments to the University which are negotiated annually and must be consistent with the Handbook and applicable bylaws. The faculty member may choose to include a description and review of compensated outside activities as a separate addendum to the annual review, if appropriate. Should a faculty member wish to pursue compensated outside activities, the faculty member and her/his department head must agree about the faculty development benefits that will be gained by the planned activities, as part of the annual review process.

7 AMENDMENTS TO BYLAWS

Faculty shall have the authority to make, amend and rescind the bylaws by a vote of two-thirds (2/3) of all regular faculty. The amendment shall be submitted in writing to all Department faculty members at least one week prior to the called meeting. Amendments to the Bylaws shall originate from the Department head, from a Bylaws Committee, or by petition from at least twenty-five percent of voting faculty members.

8 ADOPTION AND EFFECTIVE DATE

These bylaws must be approved by a two-thirds (2/3) vote of voting faculty members, the Vice President for Agriculture, and the Faculty Senate Faculty Affairs Committee prior to their effective date. These bylaws will become effective when approved by the Vice President for Agriculture and the Faculty Senate Faculty Affairs Committee.

APPENDIX A

1 Awards Committee

1.1 Purpose

- Maintain a list of awards and due dates applicable to the activities of faculty, staff, and students.
- Solicit nominations from faculty, staff, and students, hold elections, and tally votes received from department members.
- Submit award nominations for faculty, staff, and students.
- Provide award recommendations to the Department Head for the Departmental Awards Banquet.

1.2 Membership: Members of the committee will consist of four (4) regular faculty members, representing the Extension, Research and Teaching responsibilities of BESS. Members serve a four-year term, and one new member will be selected for the committee at the beginning of the academic year (August 1st) alternating between the soils and engineering faculty.

1.3 Chair: The committee chair serves a one-year term that will begin in the third year as a member of the committee.

1.4 Procedures: The committee holds meetings as needed to complete award nominations and update list of awards and due dates.

2 Bylaws Committee

2.1 Purpose

- Review BESS bylaws at least annually and make recommendations for change to the faculty.
- Ensure that BESS bylaws are in compliance with College bylaws and [UT faculty Handbook](#).

2.2 Membership: Members of the committee will consist of four (4) regular faculty members, representing the Extension, Research and Teaching responsibilities of BESS. Members serve a two-year term.

2.3 Chair: The committee chair serves a one-year term, and the past chair serves one additional term as a committee member.

2.4 Procedures: The committee will meet annually each spring semester to review BESS bylaws. Additional meetings may be held if changes are needed.

3 BsE/BsET Curriculum Committee

3.1 Purpose: To review and maintain BsE/BsET curriculum.

3.2 Membership: Committee membership will consist of four (4) biosystems engineering regular faculty. Members will serve a two-year term.

3.3 Chair: The chair serves a one-year term.

3.4 Procedures: The committee will meet annually early each fall semester to review the BsE/BsET undergraduate and graduate curricula. Recommendations for changes will be proposed by this committee for the full faculty to consider. Approved changes will be forwarded to the appropriate departmental CASNR Council representative to begin the University approval process. Additional meetings may be held if changes are needed. Where appropriate, the committee will inform the COE of curriculum change to the BsE curriculum and will serve as a liaison between BESS and COE for all curriculum issues.

4 ESS Curriculum

4.1 Purpose: To review and maintain ESS curriculum.

4.2 Membership: Committee membership will consist of all soil science faculty members with teaching appointment.

4.3 Chair: The chair serves a one-year term.

4.4 Procedures: The committee will meet annually early each fall semester to review the ESS undergraduate and graduate curricula. Recommendations for changes will be proposed by this committee for the full faculty to consider. Approved changes will be forwarded to the appropriate departmental CASNR Council representative to begin the University approval process. Additional meetings may be held if changes are needed.. Additional meetings may be held if changes are needed.

5 Graduate Committee

5.1 Purpose

- Evaluate graduate program applications and make a recommendation to the department head.
- Review and maintain the departmental Graduate Handbook.

5.2 Membership: Committee membership will consist of at least three (3) biosystems engineering and three (3) soil science regular faculty members. Members will serve a two-year term.

5.3 Chair: The committee chair serves a two-year term.

5.4 Procedures. Recommendations of the committee are made to the department head by the committee chair. The committee holds meetings as needed.

6 Human and Animal Subjects in Research Committee

6.1 Purpose: Review departmental research involving human and animal subjects.

6.2 Membership: Committee membership consists of three (3) department members, including a safety officer, and serve for a two-year term.

6.3 Chair. The committee chair serves a one-year term.

6.4 Procedures: The committee works with the Institutional Review Board at The University of Tennessee as the first level of evaluation of research involving human and animal subjects. The committee member follows procedures as set forth by the Institutional Review Board. The committee does not have scheduled meetings, but will meet on an as-needed basis.

7 Peer Review of Teaching Committee

7.1 Purpose: To evaluate faculty's teaching ability and effectiveness.

7.2 Membership: Committee membership consists of at least two (2) regular faculty members from BESS and one (1) faculty from outside of the department, and serve for a two-year term.

7.3 Chair: The committee chair serves a one-year term. The past chair serves one additional term as a committee member.

7.4 Procedures: When peer review of teaching is needed, the committee will follow the procedures in the [Manual for Faculty Evaluation](#).

8 Scholarship Committee

8.1 Purpose: To maintain a list of scholarships, and to solicit nominations and submit recommendations.

8.2 Membership: Committee membership will consist of at least three (3) biosystems engineering and three (3) soil science regular faculty members, and serve for a two-year term.

8.3 Chair. The chair serves a one-year term.

8.4 Procedures: The committee holds meetings as needed to complete scholarship nominations and update list of scholarships and due dates.

9 Seminar Committee

9.1 Purpose

- Organize the seminar schedule for fall and spring semester to include graduate students, faculty members, and outside speakers.
- Arrange seminars during the summer semester as needed for graduating students to complete their seminar requirements.
- The chair of the committee is responsible for issuing a grade for student seminar presenters at the end of the semester.

9.2 Membership: Five (5) faculty members, will serve a two-year term.

9.3 Chair: The chair serves a one-year term.

9.4 Procedures: The committee will meet each semester to plan the departmental seminars.

10 Tenure and Promotion Committee

10.1 Purpose: To serve on various evaluations of faculty members.

10.2 Membership: All tenured faculty members.

10.3 Chair: The committee chair serves a one-year term.

10.4 Procedures: Specific procedures for this committee are available in these bylaws and the [Manual for Faculty Evaluation](#).

11 Ad hoc Committees

11.1 Purpose: Ad hoc committees are intended to respond to a short-term perceived need or concern. The charge should be very narrow and the time frame explicit. The intent of an ad hoc committee is to develop a response to the concern.

11.2 Membership: Ad hoc committees will be appointed by the department head, usually with the advice of the regular faculty. The composition of an ad hoc committee will be determined by the subject matter. Committees addressing controversial subjects will be designed to provide the broadest representation practical.

11.3 Chair: The committee chair serves a one-year term.

11.4 Procedures: Although ad hoc committees should normally report directly to the department head, the head may have them report directly to the faculty.