

# School of Plant and Environmental Sciences

## Committees Policy

1/13/2020

### **A. SPES COMMITTEE APPOINTMENTS, CHAIRS AND ASSOCIATE CHAIRS**

Unless stated otherwise, a committee consists of six members, including a Chair and an Associate Chair. The members serve a two-year term (January 1<sup>st</sup> to December 31<sup>st</sup>), and are renewed by half each year (50% of committee replaced each year) to ensure continuity of duties. For certain committees (as noted below), the Chair is permanent and appointed by the Director, for others, the Associate Chair becomes Chair once the Chair finishes a term. The Associate Chair is elected by the committee members at the beginning of the new term. Reappointment may be waived during research or educational (“sabbatical”) leave as mutually agreed upon with the SPES Director.

The committee members are appointed by the School Director, who will ensure that: (1) the appointed members are knowledgeable of the subject area, (2) represent the diversity of the school, (3) all SPES faculty and staff serve equitably on committees, and (4) untenured faculty do not serve on an excessive number of committees. Graduate students and A/P faculty are appointed by the SPES Director to serve on some committees, as described below.

### **B. COMPOSITIONS AND ROLES**

#### **1) Faculty Executive Committee**

The Faculty Executive Committee is comprised of

- the SPES Director (Executive Committee Chair)
- the Associate Directors for Undergraduate Programs, Graduate Programs, and Extension
- the elected Community Coordinators from each SPES community
- the elected representatives from the Agricultural Research and Extension Centers (who

serve a two-year term)

The Faculty Executive Committee represents the interests of all SPES faculty, serves in an advisory capacity to the SPES Director, and assists the Director with external stakeholder relations. The SPES Director shall share information to be relayed to the faculty with the Faculty Executive Committee members, and the Faculty Executive Committee members shall share information relayed to them from their communities at Executive Committee meetings.

#### **2) Staff Executive Committee**

The Staff Executive Committee is comprised of four elected staff representatives, serving for two years and renewed by half each year. The Committee meets monthly with the Director to discuss staff-related issues, concerns, and questions. The Staff Executive Committee has no formal chair.

### **3) Graduate Program and Curriculum Committee**

The Graduate Program and Curriculum Committee consists of the Associate Director for Graduate Programs (Chair) with no defined service term and appointed by the SPES Director. The remainder of the committee consists of six faculty members, recommended by the Associate Director for Graduate Programs and approved by the SPES Director. One graduate student is appointed to serve as a non-voting member on the committee, but is required to leave the meeting room when sensitive information regarding graduate studies is discussed. The members serve for two years and are renewed by half each year (one-year appointment for the graduate student).

The Committee responsibilities include reviewing and making recommendations to the faculty and Director on academic policies, new course proposals, course deletions, admission standards, and minimum degree requirements for graduate programs. This committee also administers graduate student teaching requirements, and assists in updating catalog information, brochures, course and classroom scheduling, updating the Graduate Student Handbook, and other teaching-related matters as directed by the SPES Associate Director for Graduate Programs. The Committee oversees admissions review for potential graduate students, and works with the SPES Associate Director for Graduate Programs to award special graduate scholarships (not including assistantship and tuition awards).

In addition, the Committee/Associate Director for Graduate Programs may occasionally become involved in mediating conflicts between graduate students and their advisors, in consultation and coordination with the SPES Director.

### **4) Undergraduate Programs and Curriculum Committee**

The Undergraduate Programs and Curriculum Committee consists of the Associate Director for Undergraduate Programs (Chair) with no defined service term and who is appointed by the SPES Director. The remainder of the committee consists of six members, recommended by the Associate Director for Undergraduate Programs and approved by the SPES Director. The members serve for two years and are renewed by half each year.

The Committee oversees all undergraduate courses including approval of course additions and deletions, management of undergraduate course and curriculum assessment, and approval of undergraduate curriculum changes as well as changes to degrees and majors.

### **5) Undergraduate and Graduate Scholarship Committee**

The Undergraduate and Graduate Scholarship Committee consists of three appointed members with no defined term (the Student Support Coordinator, the Associate Director for Undergraduate Programs, and the Associate Director for Graduate Programs) and four rotating members. The four rotating members serve for two years and are renewed by half each year. The Chair is elected by the committee from its current members every year. The committee handles the awarding of all SPES undergraduate and graduate scholarships and review of special academic awards and recognitions.

### **6) Awards and Honorifics Committee**

Composition and appointment of the committee members is as defined under section A. The committee oversees all SPES-level awards, makes recommendations for nominations to the SPES Director for University and CALS-level awards, nominates SPES faculty and staff for national

awards and organizes the application packages. It also selects candidates for alumni awards, assembles and submits the application packages for the corresponding awards.

#### **7) Alumni Committee**

Composition and appointment of the committee members is as defined under section A. Additionally, three members, elected by the members of the Committee, will serve on the CALS Alumni Committee. The role of the Committee is to engage with CALS alumni relations to ensure SPES is represented at alumni events, coordinate other SPES alumni-oriented activities, and make sure the departmental alumni are kept engaged with and informed about SPES. This committee serves in an advisory role to the Awards and Honorifics Committee for the selection of the nomination of alumni.

#### **8) Extension Committee**

The Committee is chaired by the SPES Associate Director for Extension, and composed of one member representing extension from each community recommended by the Associate Director for Extension and approved by the SPES Director. Each member serves for two years and the committee is renewed by half each year. The committee manages SPES Extension activities including planning, reporting and coordination with CALS and the ARECs.

#### **9) Promotion & Tenure Committee**

See the Promotion and Tenure Policies as outlined in the SPES By-Laws document.

#### **10) Equipment, Space and Facilities Committee**

The members of the Space and Facilities Committee represent the six buildings that host SPES faculty (CRC, Glade Road, Latham, Price, Saunders, Smyth). In addition to the Director of CALS Facilities, faculty are appointed according to Section A. A faculty member from each building will also serve as the building supervisor and be in charge of communication between the building users and the Committee.

The Committee is responsible for overseeing SPES-occupied buildings labs, offices and farms, and makes recommendations to the Director regarding usage, assignment, management, renovations and maintenance. In addition, the Committee will maintain a current list of all current shared SPES equipment, make replacement plans for shared equipment, determine how equipment is shared, and organize annual SCHEV requests and provide requests to the SPES Director. The Committee administers the space survey organized by the university every four years, as well as the periodic inventory of University equipment.

#### **11) Safety and Continuity of Operation (COOP) and Emergency Preparedness (EPC) Committee**

The Committee is chaired by the SPES Continuity of Operations Coordinator, appointed by the SPES Director without a determined term. The remainder of the Committee consists of six members, recommended by the Continuity of Operations Coordinator and approved by the SPES Director, renewed by half each year. A seventh member serves for three years on the University IBC committee.

The Committee is in charge of annually updating the SPES COOP and Emergency Action Plans (EAPs) and supports the SPES Director and faculty in maintaining compliance with safety regulations in regard to general lab safety, chemical safety, and biosafety. The committee chair

works with the SPES faculty or staff member on building EPCs and the Environmental Health and Safety officer to respond to Safety Evaluation Reports for buildings on campus.

#### **12) Social and Collegiality Committee**

The Social Committee consist six members as described under Section A, appointed by the Director and consisting of faculty, staff/AP-SR faculty, and graduate student(s). The goal of this committee is to bring faculty, staff and graduate student members together through social activities, build the SPES identity, and promote collegiality and exchange of ideas and information. The Committee shall collect ideas for activities, organize and execute those activities.

#### **13) Greenhouse Committee**

See the Management and User Policy of the SPES Greenhouse Facility as outlined in the SPES By-Laws document.

#### **14) International Committee**

Composition and appointment of the Committee members is as defined under section A. This committee will handle signature relationships with international partner institutions, coordination with them, and reviews and approves international agreements. The Committee also works with CALS Global as needed.

#### **15) SPES Diversity Committee**

Composition and appointment of the Committee members is as defined under section A. The committee represents SPES at the CALS and University Diversity Committee, and promotes SPES diversity and inclusion efforts, provides direction and assistance in sustaining a diverse environment, and assists with maintaining a supportive climate.

#### **16) Ad hoc committee /Task Force as needed**

Ad hoc committees may be formed by the Director as needed to carry out specific, focused tasks that do not fall within the purview of a standing committee. Ad hoc committees will be dissolved at the end of the designated time-frame or when its duty is achieved. The makeup of the Committee will be dictated by the task being undertaken.

### **C. FACULTY AND COMMITTEE MEETING RECORD KEEPING/REPORTING REQUIREMENTS**

The Director and each Committee Chair will determine the degree of recordkeeping required for each Committee. Many committee meetings will be informal or for discussion purposes only and recordkeeping is not required. However, for committee meetings requiring a vote or concurrence, the Committee Chair will develop and circulate an agenda and the Chair shall take and record notes on each agenda item. The agenda will be distributed to the Committee at least 24 hours before any scheduled Committee meeting and a copy of the meeting notes/minutes will be retained by the Chair and copied to the Director.

Two faculty members, will be appointed by the SPES Director to take written minutes of all regular and special faculty meetings; they will coordinate with one another to make ensure that the duty is fulfilled at each meeting. Written minutes will be submitted to faculty prior to

the next faculty meeting so they may be reviewed prior to approval at the following faculty meeting.

## **D. ADVISORS, COORDINATORS AND REPRESENTATIVES**

### **1) Advisors to Clubs**

Faculty advisors will be appointed by the SPES Director, serving a one-year renewable term. Clubs included (but not limited to) are:

- Agronomy Club
- Environmental Science Student Organization
- Horticulture Club
- Turf Club
- GOSPES
- Pi Alpha Xi

### **2) Faculty Advisory Board to the SPES Director**

Six to seven SPES faculty appointed by the SPES Director will serve two-year terms, with optional reappointment. They will be called on as needed for advisement, recommendations and opinions on sensitive and confidential issues of interest to the SPES Director not appropriate to be discussed during faculty meetings. The board has a distinct composition and role from the Faculty Executive Committee.

### **3) Stakeholder Advisory Board**

Nine to twelve stakeholders are chosen from a list of professionals suggested by SPES communities, who encompass all the activity areas of SPES. The SPES Director will ask for one live or electronic meeting per semester with the advisory board, to seek advice and suggestions concerning SPES activities, mission and growth. Advisors will be asked to serve a renewable two-year term.

### **4) FFA Coordinators**

Coordinate SPES FFA contest activities. Appointed by the Director to a two-year renewable term.

### **5) Governor's School Coordinator(s)**

Coordinate SPES Ag Governor's School Activities. Appointed by the Director to a two-year renewable term.

### **6) SPES Faculty Senate Representatives**

Represent the interest of SPES and CALS at Faculty Senate. Elected representation according to CALS and VT policies.

### **7) CALS Faculty Council Representative**

Elected representation conducted according to CALS and VT policies.

### **8) Staff Council Representative**

Elected representation conducted according to CALS and VT policies.

**9) SPES Representative to the CALS Curriculum Committee**

The Director shall appoint an individual to serve a two-year term on the CALS Curriculum Committee. The term is potentially renewable.