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DEPARTMENT OF FOREST RESOURCES AND ENVIRONMENTAL CONSERVATION

POLICY ON FACULTY GOVERNANCE

The purpose of this policy is to define a structure for faculty governance in the Department of Forest Resources and Environmental Conservation, hereafter the "department."

I. Purpose of Committees

- A. To establish an effective means for the faculty to make common decisions and to advise the department head regarding department, college, and university affairs. All committees report to the department head and to the faculty as a whole.
- B. To express positions on university, college, and department affairs as the faculty deems appropriate and necessary.
- C. To formulate departmental policies.
- D. To afford avenues and procedures for the free flow of full and systematic communication within the department.
- E. Committee Membership and Voting Eligibility

FREC faculty with regular, non-restricted appointments have voting rights and are eligible for committee membership as faculty, and as such are responsible for basic departmental policy and curriculum. Such faculty on joint appointments are afforded full rights of participation. Additional departmental faculty may be given faculty voting rights upon the decision of the voting faculty.

II. Standing Committees

Standing committees carry out the regular functions and operation of the department. They serve staggered two-year terms at the discretion of the faculty, with the exception of department head appointments, and report to both the faculty and the head. Consecutive terms are permitted. Standing committees meet as needed, or as assigned by the faculty or the department head. Standing committees choose their own chairs each year. Policies

and major actions of standing committees (other than Promotion and Tenure) are subject to approval by the faculty. Standing committees and their responsibilities are defined as follows:

A. Budget and Planning Committee

Membership: Three FREC faculty members elected by the full faculty, one FREC faculty member appointed by the department head, one member chosen by the FREC staff, one FREC student member chosen by graduate students.

Responsibilities include:

- * Advising the department head and the faculty on faculty concerns and departmental direction
- * Advising on departmental long- and short-range planning, including budget allocations

B. Graduate Affairs Committee

Membership: Four FREC faculty members elected by the faculty, one FREC graduate student chosen by the students, and the FREC Graduate Program Director.

Responsibilities include:

- * Advocating for and supporting FREC graduate students and programs
- * Addressing issues regarding departmental graduate courses, curricula, and assessment
- * Assisting in graduate recruitment, admissions, and retention
- * Formulating policy on teaching assistants
- * Selecting graduate student award winners for the department

C. Undergraduate Affairs Committee

Membership: Five FREC faculty members elected by the faculty

Responsibilities include:

- * Providing advice on undergraduate recruitment, admissions and awards, retention, and advancement

- * Developing policy on departmental undergraduate courses, curricula, and advising

D. Facilities Committee

Membership: Four FREC faculty members elected by the faculty and one FREC staff member chosen by the staff

Responsibilities include:

- * Developing policies and practices concerning all facilities, library liaison, computer resources, lands, buildings, laboratories, vehicles, other physical facilities
- * Recommending equipment and facilities acquisition, allocation, and maintenance

E. Promotion and Tenure Committee

Membership: Seven tenure-track faculty and collegiate faculty, with at least four holding the rank of Professor and no more than one collegiate faculty. Six members elected directly by all faculty with tenure-track or collegiate faculty appointments. One member appointed by the department head. The P&T Committee is responsible for determining which two of its members will go forward to the college committee; the two designated for college committee service will be non-voting members in the departmental deliberations; their attendance is intended to ensure full knowledge of departmental discussions. Designated college committee members do not partake in deliberations for promotion, but may ask questions for clarification.

Responsibilities include:

- * Developing and monitoring departmental policies concerning promotion and tenure
- * Making departmental promotion and tenure recommendations
- * Advising individual faculty, as requested, concerning promotion and tenure preparation and recommendation
- * Conducting professional progress and performance interim reviews of faculty

F. Diversity and Inclusion Committee

Membership: Four FREC faculty members elected by the faculty, one FREC staff member chosen by the staff, one student member chosen by graduate students.

Responsibilities include:

- * Act as stewards of FREC's Inclusion and Diversity Strategic Planning Guide
- * Coordinate with College and University-level D&I efforts to support Virginia Tech goals and Virginia Tech's Principles of Community
- * With input from faculty, staff, and students, define what diversity, equity, and justice mean for FREC, describe why they are important to us, and identify everyone's shared responsibilities towards creating and sustaining a diverse, equitable, inclusive, and just department
- * Define qualitative and quantitative metrics related to D&I and determine how to benchmark, track, and report progress towards our goals
- * Seek to understand the current status of practices and barriers related to D&I in the department, including sentiments of faculty, staff, and students. Provide mechanisms, opportunities, and safe spaces to listen to and learn from colleagues and students who identify with underrepresented groups
- * Coordinate and/or share opportunities and trainings to promote growth and foster on-going conversations related to equity and inclusion throughout the department
- * Make recommendations for the department on matters that relate to D&I, which may include: recruitment, retention, inclusive practices in the classroom, inclusive practices in Extension work, and application of a critical lens to identify how decisions at all levels may advance or hinder D&I efforts.

III. Elections and Terms

The terms of office for all committee members will commence on August 10 and terminate on May 9 of their year(s) of appointment. All committees will consist of members with staggered terms to insure continuity, with the exception of department head appointments.

The chair of the Budget and Planning Committee will issue, to all faculty, a call for nominations to the Budget and Planning, Graduate Affairs, Undergraduate Affairs, and Facilities Committees on or before April 1 of each year. The call for nominations will include a listing of members whose terms continue into the next year and the number of open positions by committee. Election ballots listing all individuals agreeing to run for the open committee positions will be submitted to the faculty on or before April 16. Elections will terminate on or before April 30. The department head will issue a call for nominations and ballot for the Promotion and Tenure Committee using the same schedule dates.

IV. Modification of Policy and Approval of Standing Committee Actions

Notice of proposals to amend this policy on faculty governance shall be given in the agenda and considered in at least one meeting of the faculty before voting. At least 50% of the faculty must vote on any amendment. A majority vote of the total faculty is required for adoption.

Standing committee policies and major actions will be approved by majority vote at a faculty meeting at which a quorum of 50% of all voting members are present. These items must be announced in faculty meeting agendas distributed prior to the meetings.