ARTICLE I

1.1 Membership

Faculty with full-time appointment in the Department of Nutrition and Food Science having current contracts at Wayne State University shall be considered regular members of the Department of Nutrition and Food Science.

ARTICLE II

2.1 Meetings

The Department shall meet at least once each term during the regular academic year (Fall, Winter) on call of the Chairperson and shall keep records. Other meetings shall be called at the discretion of the Chairperson or upon request of 40% or more of the department.

The Department may invite part-time faculty, adjunct faculty, and representatives of undergraduate and graduate student organizations to attend Department meetings and participate in discussions. Invited guests shall not have the right to vote.

2.2 Voting

The Department shall decide Department educational policy. If a quorum (two-thirds of the voting Department members) is present, issues will be decided by a majority vote of the Department members present and voting, with the following exceptions:

By-laws shall be approved, and amendments to the by-laws shall be passed, by two-thirds of the Department members voting.

Notification of any proposed amendment to the by-laws shall be distributed to the voting faculty in written form one week before a scheduled Department meeting. Absentee ballots shall be available. Secret ballots may be used if requested by majority vote. The Chairperson may vote on all questions at his/her discretion, or, in the case of a tie vote, may vote or table the question for further discussion.
ARTICLE III

3.1 Department Administration

3.1.1 The Department Chairperson

The Department Chairperson is the administrative officer of the Department. He/she shall inform the Dean concerning Department matters and the members of the Department concerning College and University matters of interest to the Department. Whenever the Chairmanship of the Department becomes vacant, or the Chair announces the intention to resign, selection of a new Chairperson will be in accordance with the AAUP-WSU Agreement.

3.1.2 Structure

Within the Department of Nutrition and Food Science, the Coordinated Program in Dietetics (CPD) has an appointed director as per CADE mandate. The Director of Dietetics shall report to the Chairperson on its matters and on all official actions taken by the program.

The functions of the department are to:

(a) Review and develop curriculum
(b) Schedule classes after consultation with the Chairperson
(c) Make recommendations to the Chairperson and to the appropriate Departmental committees or members
(d) Review space and equipment needs
(e) Maintain records on advisees’ enrollments and faculty teaching responsibilities.

3.2 Departmental Committees

There shall be five standing committees:
(a) Promotion and Tenure Committee
(b) Salary Committee
(c) Budget Advisory Committee
(d) Graduate Committee
(e) Undergraduate Committee

Ad hoc committees shall be constituted, altered or abolished as the need arises by a majority of all voting members of the Department. Within the constraints of the AAUP-WSU contract and the staffing of the Nutrition and Food Science Department, members in such committees shall be from different program areas within the Department, with the exception of the Graduate committee. Major and ad hoc committees are formed to facilitate the educational policies and procedures enacted by the voting members of the Department. Unless otherwise specified, all decisions within each committee shall be by
the majority. Standing committees shall be elected at the first meeting of the Department faculty at the beginning of the academic year and shall serve for a period of one year.

3.2.1 Promotion and Tenure Committee
Membership

Tenured members of the faculty are eligible to serve on the committee, and membership shall be no fewer than three (3). The Department Chairperson shall chair the committee without vote. A two-thirds affirmative vote of the membership of the committee shall be required for a recommendation of the granting of tenure and/or promotion. No member of the committee shall participate in or vote on a promotion recommendation to a rank higher than his/her current rank. If fewer than three tenured faculty members are in the Department, the Chairperson shall possess the authority and functions of the Department committee and shall consult with the tenured faculty members prior to arriving a decision.

Functions

The committee shall make recommendations and provide supporting documentation to the Department Chairperson for the granting of tenure and/or promotion in accordance with the terms of the AAUP-WSU Agreement.

Prior to the date of the notification of contract renewal or termination, the committee shall evaluate non-tenured faculty members and make recommendations for renewal or termination to the Department Chairperson.

3.2.2 Salary Committee
Membership

The Committee shall consist of the tenured members of the Department and such other untenured faculty as the Department faculty may elect. Tenured members shall constitute the majority of the committee. The Chairperson shall chair the salary committee with vote.

Functions

The committee will provide evaluations to the College via the Department Chairperson according to stated criteria and procedures defined in the AAUP-WSU Agreement.

3.2.3 Budget Advisory Committee
Membership

The committee shall have at least three (3) members, a majority of whom shall have tenure or employment security status. The Departmental Chairperson shall chair the committee
Functions

The Departmental Chairperson will consult with the Budget Advisory Committee concerning the general budgetary priorities of the Department.

3.2.4 Graduate Committee
Membership

The committee shall consist of graduate faculty members.

Functions

The graduate committee shall be responsible for all graduate matters. It shall make recommendations to the faculty on all policy matter and procedures pertaining to all aspects of the programs leading to graduate degrees. It shall have final decision on grievances concerning admission to, or dismissal from, the graduate program.

This committee shall update the Graduate Handbook describing academic procedures.

3.2.5 Undergraduate Committee
Membership

The Committee shall consist of representatives from NFS various program areas. If faculty size allows, members of the graduate committee will not concurrently serve on this committee.

Functions

Duties of this committee shall include:

(a) Review undergraduate curriculum
(b) Make recommendations on undergraduate major requirements
(c) Consult with the graduate committee on 5000-6000 level courses
(d) Review advisory services to undergraduates
(e) Promote the recruitment of students to study and major in Nutrition and Food Science or Dietetics
(f) Respond to undergraduate student petitions.

ARTICLE IV

4.1 Officers

Graduate officer

The Graduate Officer shall be the chair of the Graduate Committee and will be elected by the graduate faculty. Normally, the Graduate Officer will serve for three years.
Duties: The Graduate Officer shall:

(a) Examine the credentials of all applicants for graduate study in Nutrition and Food Science, and after consultation with other graduate faculty members, approve all new admissions to graduate study in Nutrition and Food Science;
(b) Coordinate and direct all publicity efforts of the Department related to the solicitation of applicants for graduate admission in Nutrition and Food Science;
(c) Supervise the preparation and distribution of brochures, flyers and other material describing graduate study in Nutrition and Food Science.

Other Officers

The Department Chairperson shall appoint annually such other officers as he/she deems necessary to carry out departmental purposes and business.

ARTICLE V

5.1 By-Laws Procedure

These by-laws shall be approved by a two-thirds vote of the regular members of the Department.

Proposed amendments to the by-laws shall be submitted in writing to all voting department members at least one week before the Department meeting scheduled to consider the amendment. Amendments to the by-laws shall be passed by a two-thirds vote of the entire voting Department members.