



Department of Animal Science Bylaws

I. PURPOSE

The Bylaws of the Department Animal Science in the College Agriculture, Life Sciences, and Natural Resources are established by provision of [UW Regulation 2-411](#) (Academic Organization). The purpose of these bylaws is to contribute to shared governance, academic freedom, and peer-reviews as established by the UW Regulation 2-411.

II. PREAMBLE

The Department of Animal Science at the University of Wyoming is guided by land-grant principles – serving students, consumers, and animal agriculture stakeholders. As the state's sole four-year institution, we prioritize delivering cutting-edge knowledge in classrooms and fields, boasting one of the nation's most affordable Animal Science degrees. Our esteemed faculty ensures student success through diverse expertise. Research addresses local, state, and national industry needs, disseminating vital information to stakeholders. Our mission fosters sustainable animal agriculture via comprehensive research, teaching, and extension programs. We cultivate leaders through hands-on education, support scholarships, and promote unbiased, research-based solutions to industry challenges, ensuring a vibrant future for animal agriculture).

III. DEPARTMENT MEETINGS, VOTING AND MEMBERSHIP

Section 1: Function

Regular departmental faculty meetings are crucial for effective communication, short-term and long-term departmental planning, and serve as the primary forum to apply the principles of self-governance.

Section 2: Participation

Meetings are open to all faculty members as defined in the [Employee Handbook](#) (i.e. Regulation 5-3) The department head may invite additional faculty and non-faculty members to specific meetings for discussions, planning, or reporting on relevant departmental issues. These guests could include representatives from college and university administration, faculty from other departments (*i.e.* Veterinary Sciences), representatives from student organizations, staff, and/or student advisors. These guests do not have voting rights on curriculum or faculty personnel matters.

Meetings focused on faculty personnel decisions are accessible to all eligible departmental faculty, defined as tenure-track faculty or academic professionals. Immediate family members

of faculty under consideration for hiring, retention, or tenure/promotion cannot participate in discussions or voting.

Section 3: Frequency of Meetings

Departmental meetings must be scheduled in a consistent and regular fashion, ideally at the same time each month, although adjustments may be necessary each academic term to accommodate attendance. At least three meetings will be held each academic term, with specifics determined by the department head. Meetings that address curriculum or personnel decisions must be announced at least one week in advance, including details of the topics to be covered.

Section 4: Procedural Format

All departmental meetings will follow the meeting agenda which is made available to all participants prior to the meeting. The department head may appoint specific faculty to either assist with meeting procedures or present and guide discussion of specific topics. Meeting records will be kept by the office associate present in the meeting, and minutes will be reviewed and approved by the department head prior to sharing with meeting participants in electronic format. There will be an opportunity for faculty to suggest edits to meeting minutes.

IV. VOTING PRIVILEGES, RESPONSIBILITIES AND RIGHTS OF FACULTY MEMBERS

Section 1: Quorum

To make official decisions regarding curriculum or faculty personnel, a meeting must have at least a simple majority of eligible faculty present. Academic personnel include non-tenure track academic personnel, academic personnel on a fixed term appointment (including extended term academic professionals), tenure track faculty, and tenured faculty. Temporary academic personnel are non-voting members of the college and are not eligible for elected committees. Absentee ballots may be allowed for such decisions, organized by the department head.

Section 2: Eligibility to Vote

Faculty members with a minimum 25% appointment in the department can vote on curriculum and personnel matters. Adjunct or emeritus faculty, and faculty with full-time administrative roles (whose tenure is within the department) are not eligible to vote. Non-tenure-track faculty who contribute directly to the research of a tenured or tenure-track faculty member are not eligible to vote.

Section 2.1 Hiring Decisions and Appointment

Appointments will be made according to the Department of Animal Science and the College of Agriculture, Life Sciences, and Natural Resources bylaws and UW [Employee Handbook](#). Tenured and tenure-track faculty will evaluate applicant credentials and vote on appointments.

Section 2.2. Tenure/Promotion Voting Eligibility

According to the [Reappointment, Tenure, Fixed Term, and Promotion Meeting Guidelines](#) provided the UW Office of the Academic Affairs, the peer group will include faculty at rank or higher than the position for which the candidate is being reviewed. In addition, all the other members of the department who hold appropriate academic qualifications will be included in the peer group to ensure that there is quorum (*i.e.* all tenure-track or tenured faculty will vote on tenure and promotion cases of faculty at any rank). The peer group composition shall apply consistently across all candidates in the department and the peer group policy shall be reviewed at least every three years.

V. ORGANIZATION AND GOVERNANCE

The Department of Animal Science will have both standing and special ad hoc committees, appointed by the department head. Faculty chairs and members of standing committees will serve for a term of three years at the discretion of the department head, with the possibility of consecutive terms as deemed necessary by the department. Students may also be included on committees when appropriate. These committees will regularly report their activities to the department during scheduled meetings.

Standing committees:

Academic Affairs Committee

The committee is tasked with developing, curating, and overseeing all matters relating to the undergraduate curriculum, its degree programs, and courses.

Graduate Studies Committee

The Graduate Committee oversees graduate admissions, curriculum, degree programs, and graduate-level courses. Additionally, the committee offers guidance and support to students enrolled in the graduate program.

Outreach Committee

The Outreach Committee oversees, organizes, and protects the interests of outreach and extension faculty and staff, as well as external initiatives and communication strategies that promote and enhance the mission of the Department of Animal Science.

Building and Space Committee

The committee oversees, organizes, and makes recommendations to the department head regarding space (laboratory, office, shared student spaces) utilization and allocations.

Research Safety and Compliance Committee (Representative)

The Committee oversees and documents biological and chemical safety activities and documentation and serves as a liaison between the Department and institutional entities regulating laboratory safety and research compliance.

Tenure and Promotion Committee (Representative)

One Departmental representative at the rank of full professor shall be tasked with administering all tenure and promotion (T&P) procedures which are not under the purview of the department head and helps presents cases to the college T&P committee. A second representative is chosen from among the ranks of the academic professionals to represent the Department of Animal Science at the college T&P committee for non-tenure track faculty positions

Faculty Senate Committee (Representative)

The committee is comprised of one Departmental representative and one alternate tenure-track or tenured faculty who represent the Department of Animal Science in Faculty Senate meetings and communicate minutes and initiatives of the forum back to the Departmental faculty.

College Curriculum Committee (Representative)

The committee shall be comprised of one Departmental representative selected by the Academic Affairs Committee to serve the Department of Animal Science on all curriculum matters at the college curriculum committee.

Ad hoc committees (including appointment to college and/or university committees):

Ad hoc committees may be formed at the request and initiative of the department head and will differ in terms of eligibility requirements for service (such as rank or tenure status), composition, means of constituting, selection of committee leadership, quorum necessary to conduct business, manner of voting), minutes and record-keeping/retention, or interaction with department head or chair and Department of Animal Science faculty. However, the establishment of any ad hoc committees shall require a formal departmental vote as described in Section IV.

VI. REAPPOINTMENT, TENURE, PROMOTION, AND FIXED-TERM ROLLING CONTRACTS

Department of Animal Science voting and meeting protocols follow [UW Regulation 2-7](#) and make use of the departmental Expectations document. Departmental expectations shall be revised as needed by the department head with input from departmental faculty and guidance from institutional expectations documents.

VII. ANNUAL REVIEWS

Department of Animal Science procedures for conducting annual reviews are based on [UW Regulation 2-7](#), and are made available to all individuals undergoing the review process. Peer-review can be incorporated into the annual review process for the purpose of providing advice to the Academic Unit Head which for the Department of Animal Science is the department head in the form of peer teaching evaluations. Annual review guidelines shall be approved by the Dean and reviewed by Provost. The creation and modification of annual review guidelines are to be a product of joint deliberation by faculty members and the department head. Staff reviews will be conducted annually following evaluation steps and within the timelines provided in the guidelines supplied by Human Resources (HR).

VIII. CURRICULUM AND KEY PROGRAMMATIC CHANGES

Curriculum changes, including curriculum proposals for courses and/or major program changes, new majors, etc., are initiated by either specific faculty or appropriate standing committees, and are reviewed at the level of the Academic Affairs Committee or the Graduate Studies Committee depending on the nature of the proposed changes before the department head conducts the final review and provide recommendations. A departmental vote will be required for major programmatic changes as identified by the department head and the faculty.

IX. SEARCH PROCEDURES

The University is committed to equal opportunity for all persons in all facets of the University's operations and is an Equal Opportunity/Affirmative Action Employer. All search committees must follow all applicable procedures and requirements for conducting fair and equitable searches as outlined by Human Resources' Equal Employment Opportunity and Affirmative Action hiring processes, including but not limited to required training for search committees and search committee chairs. Depending on the nature of the search, it is recommended that both faculty and students participate in the search process. Faculty involved in the search process shall have full access to candidates' application material and will be involved in the process of deliberation and ranking of the finalists as requested by the Department Head and/or Dean). All faculty involved in searches shall be required to maintain confidentiality and must disclose and manage any real or perceived conflicts of interest including circumstances under which faculty should recuse themselves from deliberation and voting on candidates. Staff searches will be conducted in a manner consistent with procedures outlined by Human Resources. Department/Unit heads are specified as Academic Officers (as per [UW Regulation 1-1](#)) and are supervised and evaluated by the Dean of the College, therefore the Dean assumes an enhanced role in determining the search process and selection/appointment of the department/unit head with support and input from unit faculty and staff.

X. PEER MENTORING

Peer mentoring of new faculty is strongly encouraged, and either the establishment of a peer mentoring committee or alignment with an individual mentor is recommended. A recommendation is that a mentoring committee for junior faculty members consist of 3 faculty that are chosen by the faculty member with recommendations from the department head. The mentoring committee provides input for the junior faculty member's annual review. Peer review of faculty teaching is recommended and evaluation forms developed and customized for instruction in the Department of Animal Science should be used. The department will ensure that guidelines outlined in [UW Regulation 2-5](#) and the SAP on Procedures for Assessing Effective Teaching should guide evaluations including the frequency of teaching evaluations.

XI. AMENDMENT OF THE BYLAWS

Consistent with [UW 2-411](#), Bylaws must be approved by 2/3 of faculty . The Bylaws must be approved by the Dean of the College and must be reviewed every three (3) years.

XII. CONFLICT BETWEEN DEPARTMENT AND COLLEGE BYLAWS AND UNIVERSITY REGULATIONS, POLICIES AND PROCEDURES

University of Wyoming Regulations, Standard Administrative Policies and Procedures (SAPs), and [College of Agriculture, Life Science, and Natural Resources Bylaws](#), take precedence over Departmental Administrative Policies and Procedures (DAPs) and Department Bylaws. Exceptions to [University Regulations and SAPs](#) must be approved by the Provost and President, and where appropriate, by the Board of Trustees.

The department head should appoint an acting head from the Department of Animal Science faculty when on leave, travel or otherwise not available. Faculty and staff in the department will be notified by email or other means who the person serving as acting Head is and the duration of this appointment.

BYLAWS ACCEPTED AT FACULTY MEETING ON: 11-21-2024

Approved by Dean: 2/3/2025

Revised:

