



## Department of Family and Consumer Sciences (FCS) Bylaws

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### **I. PURPOSE**

The Bylaws of the Department of Family and Consumer Sciences (FCS) in the College of Agriculture, Life Sciences, and Natural Resources (CALSNR) are established by provision of UW Regulation 2-411 (Academic Organization).

### **II. PREAMBLE**

Our mission is to enhance the physical, social, and economic well-being of individuals, families, and communities, emphasizing healthy and sustainable living across the lifespan. We fulfill our mission through instructional, research, and outreach/extension efforts that challenge, motivate, and inspire.

Family and Consumer Sciences integrates the fundamental components of human life — food, shelter, clothing, human relationships, and family — with larger societal systems. Through programs in textiles, apparel and design; food and nutrition; and human development and family sciences, our department prepares learners to meet the opportunities and challenges of today's complex world.

### **III. DEPARTMENT MEETINGS, VOTING AND MEMBERSHIP**

The FCS department (including faculty, office staff, and academic advisors) meets monthly or more as needed. Extension partners are included at least once each semester.

The voting protocol for reappointment, tenure, and promotion (RTP) for the Department of Family and Consumer Sciences is as follows:

All faculty members, including tenure-track and fixed term-track, in the Department of Family and Consumer Sciences vote on reappointment, tenure, and promotion.

Voting procedures follow the UW-Regulation 2-7 Procedures for Reappointment, Tenure, Promotion and Fixed-Term.

Curricular and key programmatic decisions are discussed at the unit level. Curriculum and program decisions are addressed at the department level if there is a projected impact on all FCS students. Course proposals and/or major program changes are reviewed with the Department Head before moving forward through the University process, as appropriate.

#### **IV. VOTING PRIVILEGES, RESPONSIBILITIES AND RIGHTS OF FACULTY MEMBERS**

All faculty members, including tenure-track and fixed term-track, in FCS vote on reappointment, tenure, and promotion.

Responsibilities and rights of FCS faculty members for shared governance, academic management, office hours, etc. are consistent with those outlined in the UW employee handbook and UW Regulations for Academic Affairs: <https://www.uwyo.edu/regs-policies/section-2-academic-affairs/index.html> .

The three units of FCS – Design, Merchandising, & Textiles (DMT); Human Development and Family Science (HDFS); and Human Nutrition and Food (HNF) are distinct with different areas of faculty expertise, scholarship, measurable outputs, and student research. RTP criteria reflect the distinct areas and criteria for evaluation. FCS RTP and annual evaluation criteria are available in the FCS Faculty Evaluation Criteria.

All faculty members are expected to be role models of professionalism by actively and respectfully contributing to the advancement of the department's and the profession's holistic, integrative, interdisciplinary mission. This includes active participation in governance and other activities consistent with the mission of the department, profession and the institution. Faculty members are expected to support and encourage an atmosphere of open discussion and debate that respects different perspectives, values, and personalities as enriching discussion and improving collective decisions. As a group, faculty members shall support development and maintenance of a sense of community which enhances the department's mission. Conflicts between faculty members follow the UW-Regulation 2-2 Academic Personnel Dispute Resolution.

#### **V. ORGANIZATION AND GOVERNANCE**

**FCS standing committees and coordinators** [responsibilities outlined in the FCS handbook]:  
Committees and Coordinators

Committee – Budget [includes representation from each unit]

Committee - Scholarship [includes representation from each unit]

Coordinator - Assessment [Department Head]

Coordinator – Course Action Proposals (CAP)

Coordinator - Graduate Education

Coordinator - Undergraduate Education

Program Unit Leaders [appointed by Department Head]

Design, Merchandising, and Textiles

Human Development and Family Sciences

Human Nutrition and Food

College and University Committees

CALSNR - Course and Curriculum Committee

CALSNR - Scholarship Committee

CALSNR - Reappointment, Tenure, & Promotion [must be a tenured Associate Professor or Full Professor]

UW - Faculty Senate

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

Faculty may participate in other committees at the college or university level. Membership on ad hoc committees is variable depending the committee and level. Faculty communicate ad hoc committee criteria, time commitment, and primary duties with the Department Head. FCS ad hoc committees are formed as needed with criteria, time commitment, and primary duties defined by the Department Head.

## **VI. DEPARTMENT MEETINGS**

The FCS department (including faculty, office staff, and academic advisors) meets monthly or more as needed. Extension partners are included at least once each semester. Faculty are expected to participate in department meetings unless they are absent due to university-sponsored or excused activities (e.g. research data collection, conferences, sick/personal leave). All FCS faculty and staff have voting privileges at department meetings depending on topic area. Voting will typically be conducted using verbal votes with written secret votes utilized when required. Meeting agendas and minutes are maintained on the FCS shared drive and retained indefinitely. Electronic communication via UW campus email is utilized if faculty input is required between meeting dates.

## **VII. REAPPOINTMENT, TENURE, PROMOTION, AND FIXED-TERM ROLLING CONTRACTS**

The FCS annual reappointment, tenure, and promotion review process is consistent with UW-Regulation 2-7 Procedures for Reappointment, Tenure, Promotion and Fixed-Term. Expectations for tenure-track faculty and fixed-term-track academic professionals are outlined in the FCS Evaluation Criteria for Faculty and Academic Professionals.

## **VIII. ANNUAL REVIEWS OF FACULTY AND STAFF**

The FCS annual review process for tenure-track faculty and fixed-term-track academic professionals is outlined in the FCS Evaluation Criteria for Faculty and Academic Professionals and consistent with the UW-Regulation 2-7 Procedures for Reappointment, Tenure, Promotion and Fixed-Term.

The FCS annual review process for staff follows UW Human Resources guidelines:

<https://www.uwyo.edu/hr/employee-relations/performance-management/>

## **IX. HIRING AND EVALUATION OF TEMPORARY LECTURERS**

Temporary lecturers for FCS classes are recommended at the unit level for content expertise and experience, reviewed and approved by the Department Head, and hired by the FCS hiring

authority. Temporary lecturers are evaluated through student course evaluations, unit faculty feedback, and student feedback/course knowledge. FCS temporary lecturers with previous experience and positive evaluations receive priority consideration for department teaching needs.

## **X. CURRICULUM AND KEY PROGRAMMATIC CHANGES**

Units are responsible for curriculum consistent with industry needs for student placement and job competencies. Curriculum is reviewed regularly at the unit level and includes student and industry feedback, assessment data, and curriculum mapping. Curriculum review data is shared with the Department Head at least annually. Course proposals and/or major program changes are reviewed with the Department Head before moving forward through the University process, as appropriate.

## **XI. 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 a fair and equitable search as outlined by Human Resources' Equal Employment Opportunity and Affirmative Action hiring processes, including but not limited to required trainings for search committees and search committee chairs.

Search committees for FCS faculty positions are chaired by a faculty member from the home unit and are composed of at least one other unit faculty member, one FCS faculty member from another unit, and a faculty member from an outside department.

Staff searches follow procedures consistent with those 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. Specific procedures for the appointment and/or searches are determined by the Dean and central administration; however, strong support from both Dean and unit faculty and staff for the candidate will enhance the success of the candidate and unit.

## **XII. PEER MENTORING**

Mentoring of new faculty in FCS is the primary responsibility of the Department Head. Additional mentoring and support is offered informally from the new faculty member's unit.

## **XIII. OTHER**

The three units of FCS –DMT, HDFS, and HNF are distinct with different areas of faculty expertise, scholarship, measurable outputs, and student research. Units are expected to meet regularly, keep records of unit-level decisions, and maintain communication between all unit faculty. Faculty leads (Program Unit Leads) from each unit are appointed by the Department Head in consultation with each unit. Program Unit Leads are responsible for communicating with

the Department Head. Department policies take precedence over units and unit-level decisions must be approved by the Department Head. More information about Program Unit Leads is outlined in the FCS handbook.

#### **XIV. AMENDMENT OF THE BYLAWS**

Consistent with UW 2-411, Bylaws must be approved by 2/3 of faculty quorum within the department, where a quorum is defined as 50% of the faculty within the department. Alternatively, the Bylaws may be approved by a majority of the faculty within the department. The FCS Bylaws will be approved by a majority of the faculty within the department. The Bylaws must be approved by the Dean of the College or, in cases of college-like units, the Provost and Vice President of Academic Affairs and must be reviewed every three (3) years.

#### **XV. CONFLICT BETWEEN DEPARTMENT AND COLLEGE BYLAWS AND UNIVERSITY REGULATIONS, POLICIES AND PROCEDURES**

University of Wyoming Regulations, Standard Administrative Policies and Procedures (SAPs), and College 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.

**BYLAWS ACCEPTED AT FACULTY MEETING ON: October 11, 2024**

**Approved by Dean:** 2/3/2025 *Kelly R. Crane*  
**Revised:**