

APPENDIX G: NICHOLAS SCHOOL OF THE ENVIRONMENT

Faculty Bylaws

Approved by faculty vote, January 26, 2010

Mission

The mission of the Nicholas School of the Environment is to create knowledge and leaders of consequence for a sustainable future. With a cadre of world-class researchers, educators, and students spanning the relevant physical, life, and social sciences, we seek to understand basic earth and environmental processes and human behavior related to the environment, and to inform society about the conservation and enhancement of the environment and its natural resources for future generations.

Organization and Administration

Primary appointments of faculty are in the Nicholas School with membership in divisions whose membership and mission are defined to appropriately reflect intellectual interests. Joint, secondary, and other appointments may be made as deemed appropriate within these bylaws and the Faculty Handbook.

The Dean. The Dean is responsible for the leadership, faculty development, management, budget and administrative structure of the Nicholas School. The Dean shall appoint, with the advice and counsel of the faculty, administrative officers as deemed necessary to assist in the administrative functions of the School and notify the faculty of the officer's responsibilities and duties. The Dean may also appoint Visiting Scholars, renewable on an annual basis. The Dean may also form ad hoc faculty committees to advise him or her as needed.

The Dean will present a report on the Nicholas School's budget and organizational structure to a plenary meeting of the faculty each year.

The Dean will make an annual State of the School address open to the Nicholas School Community.

The Divisions. The divisions represent the primary intellectual foci of the Nicholas School.

Proposals to create or change the divisional structure of the School may be initiated by the faculty or by the Dean and submitted to the faculty for a school-wide vote. A positive outcome of the vote will be communicated by the Dean to the Provost for approval by appropriate University bodies.

Division chairs. The division Chair is the official link between the division and the administration of the Nicholas School. He or she represents divisional needs, objectives and evaluations of achievement to the Dean and transmits administration policy to his or her colleagues and implements the same. In consultation with the Dean, the Chair is responsible for appointment of administrative positions within the division, convening and chairing regular faculty meetings, budget preparation and oversight, assignment of academic and nonacademic staff, facilitation of faculty mentoring, assignment of teaching responsibilities that take into account divisional and cross-divisional teaching needs, student advising, and appointment of divisional faculty to committees as needed.

Division chairs are appointed by the Dean for a term of three years to five years, and may be reappointed following review. In the last academic year of the Chair's term, the Dean will request written input from each faculty member of the Division regarding appointment or reappointment of the next Chair. This information is reviewed by the Dean, who may also choose to consult other individuals. The Dean recommends an appointment to the Provost, and, upon approval, the Dean sends a letter of appointment to the Chair. In the case of recruitment of a Chair from outside the University, procedures for faculty hiring and appointment established by the University and the Nicholas School of the Environment will be undertaken in parallel with evaluation of the candidate for the position of Chair.

Divisional Activities and Functions. The Chair and division faculty shall be responsible for appointment, promotion, and tenure of faculty within their division and for the oversight of educational programs managed within each division.

The Voting Faculty

Each faculty member will have a primary appointment in one division, with the option to request secondary appointments in other divisions.

The voting faculty on matters relating to School issues, except tenure track faculty appointment, promotion, and tenure decisions, is composed of the regular rank faculty who hold primary or joint faculty appointments in the Nicholas School, as defined in the Faculty Handbook. A quorum for voting on school-wide issues consists of half of the faculty eligible to vote on the issue. With the exception of amendment of the by-laws, approval of a motion requires a majority vote in the affirmative.

The voting faculty on matters relating to divisional issues is composed of the regular rank faculty who hold primary or joint faculty appointments in that division. Divisions will in their bylaws establish policies for the extension of voting rights to secondary faculty and other categories of appointment.

Cases for appointment, promotion, and tenure will be initiated and voted upon within the faculty member's primary division by the faculty within that division, following procedures specified in the Faculty Handbook. No less than one week before the divisional vote, the appropriate school faculty (in accordance with the Faculty Handbook) outside the division will be informed of the upcoming vote and may attend the divisional meeting where the vote is discussed as non-voting participants. The result of the divisional vote, and dossier if required, will be transmitted by the Chair to the Dean, following procedures specified in the Faculty Handbook.

Voting by the faculty on cases of appointment, promotion, and tenure for all regular rank faculty is made by secret unsigned ballot by faculty within the appropriate division attending a meeting called for that purpose. Voting divisional faculty not present may vote only if they participate in the meeting by teleconference and convey their vote to the Chair before the end of the meeting. Voting on other division or school issues may, with majority consent of the faculty involved, occur through electronic media.

Faculty Meetings

School-wide Plenary Meetings. The members of the Nicholas School faculty shall meet at least once each semester in plenary sessions called by the Dean of the School. The agenda for such meetings will be developed by the Dean and circulated to the faculty at least one week prior to such meetings.

The faculty of each division shall meet regularly during the academic year with meetings convened by the Division chair.

Hiring, Reappointment, Rank, Promotion, or Tenure

Priorities for faculty development will be initiated by discussion among faculty within divisions and other faculty groups and committees. Taking into consideration the overall needs and resources of the divisions and the Nicholas School, and after seeking input from the faculty individually as well as through the relevant standing and *ad hoc* committees, the Dean will make recommendations to the Provost regarding new hires. Matters concerning the hiring, reappointment, rank, promotion, or tenure of faculty will be handled in accordance with the policy and criteria for hiring and promotion stated in the Faculty Handbook. In all cases where teaching and/or research activities of a vacant position or individual promotion directly relate to similar activities in another division or school, input will be sought from that unit, as well as the relevant standing and *ad hoc* committees.

Education Programs

The undergraduate programs of the Nicholas School are initiated and implemented in coordination with Trinity College. The professional programs (M.F./M.E.M.) are overseen by the faculty of the Nicholas School. The curricula of the graduate (M.S./Ph.D.) programs, are regulated by the faculty of those programs in accord with the by-laws of the Graduate School. Coordination among the educational programs is overseen by the Education Committee.

Standing Committees

The School has the following standing committees:

The Social Science Faculty, Life Science Faculty, and Physical Science Faculty Committees assist the divisions in faculty recruitment, mentoring, promotion and tenure issues (e.g., preparation of dossiers), and curriculum development within their disciplines. A school faculty member may choose to serve on one or more Faculty committees. Each Faculty Committee will have a chair elected by its members to a 2-year renewable term, who will be the first point of contact for division chairs, the chairs of other committees, and the Dean, and will serve on the Faculty Council.

The Faculty Council serves as the faculty's representative to the Dean and Division chairs providing input and advice on the formulation and implementation of school policy. The Faculty Council shall be composed of two faculty members from each Division, and one faculty member each representing the standing committees of the biological science, physical science, and social science disciplinary faculties. The Faculty Council will elect a Chair from among its members to convene the Faculty Council as needed. The Chair of the Faculty Council, with input from the Dean as needed, shall set the agenda for the Faculty Council and will inform the faculty of all matters discussed at meetings of the Faculty Council by submitting written minutes to the faculty within two weeks of the meeting. Terms of office for Faculty Council members and the Chair are for two academic years beginning in the fall semester.

The Standing Committee on Education coordinates the undergraduate, professional, and graduate levels of education. The committee consists of the director(s) of undergraduate programs, the director of the professional master program, chairs of the professional master program concentrations, directors of graduate studies, and, at the dean's discretion, an additional representative of the dean's office as an *ex officio*, non-voting member. The Director of Enrollment Services and the Director of Career Services serve as *ex officio*, nonvoting members of the Standing Committee on Education. The Chair of the Education Committee is appointed by the Dean in consultation with the faculty. The committee shall be constituted for the purpose of monitoring and evaluating courses, curricula, and the requirements of educational programs; recommending changes and revisions of same to better meet the goals of the school; recommending hiring priorities based on educational needs, and helping to coordinate the School's educational programs and other activities related to the content and quality of the Nicholas School's educational programs. Summary minutes of meetings will be provided to the faculty by the chair of the committee.

The Admissions and Awards Committee for professional students shall be comprised of one faculty member from each professional program, the Director of Professional Studies and Director of Enrollment Services. The chair of the committee is selected by the committee members. The committee considers candidates for admission and recommends to the Dean the distribution of awards.

Research Centers

Interdisciplinary research centers are non-degree granting administrative units that foster collaborative initiatives in research and/or teaching. The establishment of new interdisciplinary centers within the Nicholas School follows procedures established by the Office of the Provost. The Director of the Center reports to the Dean. Centers are reviewed annually in accord with procedures established by the Dean and Provost. Every five years, each center will be reviewed by the Faculty Council to determine the activity level in terms of faculty involvement, student participation, funding, and relevancy to Nicholas School goals. The Dean may choose to dissolve a center for inactivity.

Faculty Grievances

Faculty members have a number of avenues through which they may express a grievance. The avenue they choose may depend upon factors such as the need for confidentiality or the severity or nature of the grievance. Faculty may bring a grievance to their Division chair, the Dean, or, as detailed in the Faculty Handbook, the Faculty Ombuds and/or Faculty Hearing Committee.

Amendments

These bylaws may be amended by a two-thirds vote of the regular rank faculty. Proposed amendments must be circulated in writing to each member of the regular rank faculty at least two weeks prior to the meeting at which the change will be considered.