

## **Bylaws of the Entomology & Nematology Department University of Florida**

Approved July 13, 2007

Updated May 9, 2014

Updated December 4, 2020

Updated July 17, 2024

### **Preamble**

In all our policies and procedures, we embrace the principles of diversity, equity, and inclusion. The shared goals of the faculty and administration of the Entomology & Nematology Department are to attain excellence in academic responsibilities of teaching, research, Extension and service and to gain national and international recognition for these programs. These goals can best be achieved with a governance structure from the Department level to the University level that fosters collegiality, collaboration, mutual responsibility as well as accountability, and transparency.

### **Article I – Governance of the Entomology & Nematology Department**

These Bylaws establish the general principles by which the Entomology & Nematology Department shall be governed. These Bylaws are governed by and subordinate to the Constitutions of the Institute of Food and Agricultural Sciences, the University and the policies and directives of the University of Florida’s Board of Trustees and the Florida Board of Governors. Operating within the context of these Bylaws, the governance of the Entomology & Nematology Department shall be shared between the administration and the faculty.

### **Article II – The Faculty**

#### **Section 1 – Faculty Membership**

The faculty of Entomology & Nematology shall consist of individuals in tenured, tenure-accruing, and non-tenure-accruing faculty positions both on the Gainesville campus and at Research and Education Centers. Faculty are defined by the University of Florida Constitution and Senate Bylaws and include the various ranks of Professor, Scholar, Lecturer, Research Scientist, Research Professor, and Extension Scientist. Courtesy and Affiliate faculty are encouraged to participate fully but are not voting members of the Department.

#### **Section 2 – Faculty Rights**

- Faculty have the right to know the expectations of their job assignment and how they will be evaluated.
- Faculty have the right to assemble without limit to discuss issues of concern.
- Faculty have the right to open academic discourse without fear of retribution.

#### **Section 3 – Faculty Responsibilities**

- Faculty are responsible for planning and conducting teaching, research, Extension and service in a competent and professional manner.
- Faculty are responsible for contributing to the professional development of students.
- Faculty are responsible for contributing to the operations of the Department, including building, infrastructure, social, public relations, and outreach functions.
- Faculty are responsible for contributing to the governance of the Department, IFAS (CALs, Cooperative Extension, Experiment Station), the University, and their professional societies.

#### **Section 4—Department Chair Responsibilities**

**The Department is headed by a Chair** appointed by the University of Florida Vice President for the Institute of Food and Agricultural Sciences in accordance with the University Constitution. The Chair serves as chief executive and administrative officer of the Department. The Chair provides financial planning and policy and supervises routine operations of the Department, including faculty evaluations and evaluations of selected staff (see *Appendix A* for more complete description). The Chair is responsible to the Vice President and the three Deans for programmatic issues and is the agent of the Department faculty for execution of academic policy. The Chair is expected to operate the Department in the spirit of shared governance and seek faculty input, consider it, and provide feedback and rationale about final decisions. The Chair may maintain a program of teaching, research and/or Extension, as time permits.

The Department Chair may select one or more faculty member to serve as Associate Department Chair(s) for a period of time to be agreed upon by the faculty member and the Department Chair in accordance with the University Constitution Memoranda. The duties of the Associate Chair(s) shall be assigned by the Department Chair based on departmental needs and interests of Associate Chair(s).

#### **Article III – Committees**

##### **Purpose and Classification**

Service on Entomology & Nematology committees is the primary means by which faculty can participate directly in the governance of the Department. With the exception of the Administrative Committee, faculty both on campus and at centers, shall have the opportunity to participate in the standing committees through which the major governance of the Department occurs. Due to responsibilities of the committee related to decisions that concern the Gainesville facilities, only on-campus faculty may be members of the Administrative Advisory Committee.

Standing committees include: Administrative Advisory Committee, Graduate Recruitment and Admissions Committee, Graduate Program Committee, Undergraduate Committee, Tenure and Promotion Committee. General rules for standing committees include:

1. Standing committees shall meet regularly, or as needed. Each committee shall keep and archive minutes and records (edited for confidentiality as necessary).

2. Reports of the standing committees shall be made at faculty meetings when appropriate.
3. Committee meeting minutes should be made available through a secure digital archive.
4. Policy recommendations developed in the standing committees shall be considered at faculty meetings, at which time faculty input and discussion will be entertained. Vote on policy issues will occur by anonymous Qualtrics or similar survey tools.
5. Standing committee membership should be updated regularly and posted to a secure digital archive.

### **Section 1 – Administrative Advisory Committee**

The Administrative Advisory Committee is responsible for providing input to the Department Chair on matters of space, allocation of matching funds when available, and long-range planning. The committee will review the Bylaws of the Department every five years and propose modifications to the entire faculty, as necessary.

The Administrative Advisory Committee shall consist of six faculty who will each serve three-year staggered terms and one Associate Chair, if any are appointed. Three members shall be elected by electronic ballot and three members shall be appointed by the Chair. Two members shall rotate off the committee every year and shall be replaced by one elected and one appointed faculty member. The Department Chair will serve as chair of the Committee. The two members rotating off the Committee each year will form a nominating subcommittee to solicit candidates for the Administrative Advisory Committee, but all on-campus faculty shall be afforded the opportunity to be considered via self- or peer-nomination. Meeting minutes (edited for confidentiality) will be made available to faculty through a protected website.

### **Section 2 – Graduate Recruitment and Admissions Committee**

The Graduate Recruitment and Admissions Committee shall be chaired by a member of the graduate faculty who will be known as the Graduate Coordinator. The Graduate Coordinator will be appointed by the Department Chair and shall serve a period of time to be agreed on by the Graduate Coordinator and the Chair. Four graduate faculty, in addition to the Graduate Coordinator, will serve as members of the Graduate Recruitment and Admissions Committee, each serving staggered terms from 2-4 years, at the discretion of the Department Chair.

The responsibilities of the committee shall include:

1. Supporting new student recruitment by offering information about the ENY graduate program in the form of events, brochures, and activities
2. Organizing a prospective student "open house" annually in early spring
3. Communicating with faculty about admissions procedures and timelines
4. Evaluating student applications to the ENY graduate program and voting on graduate student admissions,
5. Ranking nominees for graduate assistantships, scholarships, Graduate School Funding awards, and Dean's and endowment matching assistantships,

### **Section 3 – Graduate Program Committee**

The Graduate Program Committee shall be chaired by the Associate Chair for Academic Programs (or the Graduate Coordinator if no Associate Chair for Academic Programs is appointed). Four graduate faculty, in addition to the Associate Chair for Academic Programs and the Graduate Coordinator, will serve as members of the Graduate Program Committee, each serving staggered terms from 2-4 years, at the discretion of the Department Chair. The Distance Education Coordinator serves as an *ex-officio* member of the committee. The Associate Chair for Academic Programs and Graduate Coordinator shall solicit and suggest replacement members through a general solicitation to eligible faculty members. The Graduate Program Committee shall meet monthly on a regular schedule. Minutes shall be posted on a protected website available to all faculty and the Graduate Coordinator, or other designated committee member in the Graduate Coordinator's absence, will deliver a report of the committee's actions at faculty meeting.

The responsibilities of the committee shall include:

1. Provide a review of graduate Student Learning Outcomes and Academic Assessment Plans and recommending enhancements and improvements;
2. Developing policies and procedures related to graduate students and graduate studies, including grievances,
3. Reviewing new and revised graduate courses, in conjunction with the department's representative to the CALS Curriculum Committee, before submission to the CALS Curriculum Committee,
4. Recommending courtesy and affiliate faculty for graduate faculty appointments,
5. Recommending theses and dissertations to be nominated for IFAS, University and national awards and honors,
6. Evaluating and recommending nominees for ENY research and travel awards,
7. Coordinating with graduate Certificate and Distance Education programs.

### **Section 4 – Undergraduate Committee**

The Undergraduate Committee shall be chaired by a member of the faculty who will be known as the Undergraduate Coordinator. The Undergraduate Coordinator will be appointed by the Department Chair and shall serve a period of time agreed on by the Undergraduate Coordinator and the Chair. The committee shall consist of the Undergraduate Coordinator, Undergraduate Honors Coordinator (if this individual is not the Undergraduate Coordinator), Undergraduate faculty Certificate Advisor, CALS Curriculum Committee representative, and two other faculty members elected by the department faculty to serve a two-year term. Elected committee members shall be nominated by outgoing members of the committee, and all faculty shall be afforded the opportunity to be considered via self- or peer-nomination with election by electronic ballot. Participation in committee meetings is open to faculty, although only official members have voting privileges. Minutes of the Undergraduate Committee shall be taken by a staff member to be

archived, and the Undergraduate Coordinator, or other designated committee member in the Undergraduate Coordinator's absence, will make reports of the committee's actions during faculty meetings as appropriate.

The responsibilities of the committee shall include:

1. Determine the distribution of undergraduate designated endowed funds for academic, leadership, and specialization scholarships.
2. Review and recommend enhancements and improvements to the undergraduate curriculum as appropriate, including oversight of undergraduate concentrations, certificates, and distance education programs.
3. Review student petitions for exemptions from Departmental core course and grade requirements by a subcommittee consisting of two undergraduate advisors, the CALS Curriculum Committee representative and Department Chair. Petitions for student exemptions for course substitutions are approved by the Undergraduate Coordinator. Once approved by the Department Chair, exemptions are then submitted through the degree audit system for approval by CALS and then are sent to the registrar.
4. Provide review of undergraduate Student Learning Outcomes and Academic Assessment Plans, including the Academic Learning Compact by a 3-member subcommittee.

## **Section 5 – Tenure and Promotion Committee**

This committee is responsible for reviewing and providing feedback for Department Faculty submitting Three-Year Review and Tenure & Promotion Packets. For faculty preparing three-year reviews, the committee assesses their packets for strengths and weaknesses and indicates where the faculty member should concentrate their efforts in the time remaining in order to be successful in the tenure process. For faculty preparing packets for Tenure and Promotion, the committee provides constructive suggestions to improve the packet presentation.

1. Terms of Service: Five-year staggered terms.
2. Composition of Committee: Five members, with at least one person who has served (as recently as possible) on the college Tenure and Promotion Committee, at least one member from an off-campus Research and Education Center and one member who has recently been through the promotion and/or tenure process. Committee composition should represent basic and applied research, teaching, and Extension. The Department Chair appoints both the Center faculty representative and the member who most recently served on the College Tenure and Promotion committee. Remaining members are elected by the Faculty.

## **Section 6 – Ad hoc Committees**

Ad hoc committees can be formed by the Department Chair or the faculty, as needed. Members of these committees shall volunteer for the assignment and shall elect a chair from among their members, if a chair is deemed necessary. Terms of service and chair

responsibilities will be at the discretion of committee members. Current ad hoc committees include:

1. *Mentoring committees*: A mentoring committee for newly appointed tenure and non-tenure track faculty members shall be formed consisting of at least two members from the faculty within the Entomology & Nematology Department (with additional members from outside the Department, if appropriate). (see *Appendix C*). Although not required, mentees should consider consulting with a mentoring committee beyond promotion and tenure decisions. The Mentoring Committee will be chosen by the mentee. The mentee may seek advice from the Chair and faculty colleagues on selection of faculty to serve on the committee. Committee members shall meet with the mentee as often as the mentee requests, but at least once a year, individually or as a group. Committee members should review the mentee's annual evaluation packet and meet with the mentee at this time. Committee members may submit a written annual evaluation to the mentee and Chair discussing his/her progress towards tenure and/or promotion.
2. *Peer evaluation of teaching committees*: Faculty members requesting that their courses be evaluated will form a committee of two to four members of the faculty (from within or outside the Department, as appropriate) and will include the Peer Assessment Coordinator. The Coordinator will be designated by the Department Chair for a period of time to be agreed upon by the faculty member and the Chair and is responsible for organizing meetings, participating in the assessment and writing the final report. Committees will meet with the faculty member whose course is being evaluated before the semester begins to discuss the course history and materials. Committee member shall observe at least two lectures and two laboratories (as appropriate) with prior notice and will meet with the faculty member and the Peer Assessment Coordinator for a final summary and feedback session. Each member will provide a written evaluation to the Peer Assessment Coordinator who will summarize the evaluation and provide it to the faculty member. (See *Appendix D* for further guidelines)
3. *Diversity, Equity, and Inclusion committee*: The Diversity, Equity, and Inclusion Committee may consist of faculty, staff, students, and postdoctoral associates and is responsible for organizing and implementing plans which promote the principles of diversity, equity, and inclusion among our student body, faculty and staff. The committee will work with the Chair and other associated committees to promote the recruitment, retention and support of people from diverse backgrounds, including women and underrepresented minorities such as, but not limited to, Black, Indigenous, Latinx, and other POC groups, members of the LGBTQIA+ community, the neurodivergent community, and persons with varying degrees of physical able-bodied status. The committee will also promote access to tools, resources, and knowledge to promote the values and practices of a diverse, equitable, and inclusive workplace.
4. *Communications committee*: This committee may consist of faculty, students and staff. The committee will review websites and social media sites maintained by Entomology and Nematology faculty and staff (on campus) and recommend updates (broken links, outdated content, outdated logos). The committee will work to promote activities and events through the departmental website and other social media outlets and is tasked with communicating with alumni and collection of contact information.

5. *Honors and awards committee*: This committee may consist of faculty and staff members. The committee will solicit nominations from the faculty, staff and students for IFAS, University, and professional honors and awards for the faculty and staff (student awards will be managed by the Graduate and Undergraduate Committees). Minutes of the Honors and Awards Committee will be provided at faculty meetings as a report of the committee's actions. The committee will work to publicize award winners by providing information to the Departmental Newsletter and to the Graphics Department so Award photos can be posted in the front lobby.
6. *Social committee*: The social committee may consist of faculty, staff members and students, and organizes and implements plans for departmental social occasions such as the Holiday Party and alumni receptions at professional meetings. Other activities that help to foster community among faculty, students and staff are at the discretion of the committee.
7. *Seminar committee*: This committee promotes seminar attendance and participation among the faculty, students and staff, including meeting with visiting speakers and hosting social events for out-of-town speakers. The committee will identify speakers, including entomology or nematology pre-tenure faculty, presenters with diverse backgrounds, and experts that provide a broad perspective in the research, teaching and Extension activities of our disciplines.

#### **Article IV – Faculty Meetings**

The faculty meeting is the primary means of fostering communication among all faculty members within Entomology & Nematology on campus and around the state. Faculty meetings should be held once monthly on a schedule published at the beginning of each semester. The faculty and administration have the right to place items on the agenda for discussion by contacting the Department Chair. The agenda should be distributed via email before the faculty meeting. Entomology & Nematology faculty members serving as UF Senators, members of the IFAS Faculty Assembly, and other IFAS and University committees and councils should provide updates on critical items currently before these governing bodies.

The faculty meeting is the most important venue for discussion of policy issues, tenure and promotion, changes in curriculum, new positions, and other issues relevant to our academic mission. Department faculty, plus emeritus, courtesy, and affiliate faculty, and student and staff representatives may speak on any issue before the faculty. Voting on most matters shall be restricted to department faculty. However, voting on promotion and tenure will follow IFAS and University guidelines. Discussions regarding tenure and promotion are considered confidential.

After all candidates for new faculty positions have interviewed, the merits of each candidate will be discussed in a faculty meeting. Written input on candidate qualifications will be submitted on an evaluation form (*Appendix B*). Any faculty member, staff or student may fill out an evaluation form for candidate tenure-accruing and non-tenure accruing faculty for use by the Chair in faculty hiring decisions.

Electronic ballots will be used for election of faculty members to the standing committees.

The results of any balloting conducted should be relayed to the faculty.

The Department Chair and Chairs of standing committees will present activity reports during the year, which will be included in, or appended to, the faculty meeting minutes.

Faculty meeting minutes will be digitally archived to a secure site for review.

#### **Article V – Ratification and Amendments**

Section 1. These Bylaws shall become effective upon their ratification by the faculty of Entomology & Nematology Department with a two-thirds majority vote of faculty eligible to vote, concurrence of the Department Chair, and approval of the IFAS Vice President.

Section 2. Proposals for amendments to these Bylaws may be made to the Department Chair by any member of the faculty.

Section 3. Changes in these Bylaws shall be made by a two-thirds majority vote of the Entomology and Nematology Department faculty.

Section 4. The faculty will have one month to review and register a vote for adoption and amendment of a Bylaw: Majority is defined as two-thirds of the faculty that vote by ballot.



## APPENDIX A

### Department Chair Position Description

The Department Chair serves as the faculty's representative to the UF/IFAS administration and the administration's representative to the faculty. The primary role of the chair is to develop excellence in entomology-nematology by functioning as a facilitator, guiding and overseeing the Department's personnel in developing and conducting educational programs, research activities, and Extension and outreach services for Florida residents.

The Department Chair provides coordination, accountability, and administrative functions for the Department in Gainesville by:

1. Providing state-wide leadership to faculty, staff, and students in carrying out the IFAS mission and the Land-Grant philosophy, fostering civility and collegiality, developing a set of policies, and promoting department programs in instruction, research, Extension, and service;
2. Developing and managing human, fiscal, and physical resources in support of departmental instruction, research, Extension, and service activities, within the constraints imposed by resource availability;
3. Developing and maintaining networks and relationships, both internal and external to the department, including fostering interagency, interdisciplinary, and private partnerships in support of academic functions of the Department;
4. Evaluating and rewarding excellence in all forms of scholarship.

The Department Chair also shares responsibility with Center Directors for 30-40 faculty members at Research and Education Centers statewide, and communicates with them with respect to direction and evaluation of entomology-nematology faculty.

The Department Chair is directly accountable to the IFAS Deans for the quality and direction of departmental programs, to the IFAS Vice President for administrative matters and the overall administrative efficiency of the Department, and to the on-campus Faculty for internal program management of space, personnel, and other resources provided.

### Specific Tasks and Duties of the Department Chair

#### 1. Governance

Facilitate development and administration of Department policies, goals, and objectives

Conduct faculty meetings

Establish department committees

Use committees effectively

Delegate some administrative responsibilities to faculty and/or committees

Facilitate development and administration of Department policies, goals and objectives

Help determine technical services to be supplied by the Department to College, University, and State

Serve as an advocate for the Department and its personnel

Enhance diversity of Department and oversee compliance with affirmative action

plans of the University

## **2. Department Programs**

- Communicate and facilitate vision of Department directions and programs to faculty, students, staff, and administration
- Provide oversight of class scheduling
- Provide oversight of graduate student activities and research
- Provide oversight of Department curriculum, stimulating change as needed
- Support the activities of the undergraduate and graduate coordinators
- Work to assure availability of space and equipment to meet needs for teaching, research, and Extension efforts

## **3. Faculty Activities**

- Set tone of high professional, ethical, and scientific excellence in Department
- Reward academic scholarship in all forms, including discovery, dissemination, and application of knowledge
- Establish processes for recruitment and selection of faculty members
- Assign faculty responsibilities such as teaching, research, committee work, etc. to faculty in Gainesville, and in collaboration with Center Directors for departmental faculty located in RECs
- Provide oversight of peer evaluation process
- Facilitate coordination among faculty members for statewide programs
- Monitor and evaluate faculty performance in teaching, research, Extension, service, and citizenship; communicate with Center Directors as necessary
- Deal with unsatisfactory faculty and staff performance
- Maintain communication between Department and other units of the University
- Reduce, resolve, and prevent conflict among faculty members
- Encourage, when appropriate, faculty participation in departmental, college, and university activities, including governance

## **4. External Communication**

- Serve as interface between Department and Deans, and other Administrators
- Serve as contact for Department or designate appropriate representative for USDA, State Department of Agriculture and Consumer Services, and other agencies and groups as necessary
- Serve as contact or designate appropriate representative for outside groups requesting information about the Department, programs and faculty expertise
- Provide for the completion of forms and surveys
- Oversee production of department advertising and recruitment material

## **5. Budget and Resources**

- Communicate Department needs to administration
- Administer Department budget (state and federal funds allocated by deans)

- Provide oversight of faculty contract and grant budgets
- Review travel expenditures, especially foreign travel
- Coordinate special requests to Deans for funding
- Encourage submission by faculty of grant and contract proposals
- Reallocate space and support staff to meet changing needs and requirements
- Administer funds generated by off-book programs and indirect cost returns

## **6. Facilities and Office Personnel Management**

- Manage Department facilities, including inventory control
- Initiate and supervise new construction projects and renovation, as necessary
- Hire, supervise and evaluate selected staff
- Supervise Department personnel, record-keeping, and accounting functions
- Compile information for productivity reports

## **7. Professional Development**

- Foster the development of each faculty member's interests and talents, blending these efforts into a functional program
- Encourage faculty development, including participation in self-improvement programs, faculty development leaves, consulting, and international experiences
- Foster excellence in teaching, research, Extension, and service
- Promote diversity, equity and inclusion
- Encourage faculty to contribute to the enhancement of the department's and Institution's visibility and reputation within Florida, the U.S. and internationally

## **8. Personal Development**

- Keep current with developments in field of expertise
- As time permits, contribute to productivity and reputation of the department through participation in the department's programs in instruction, research, Extension, and/or service to professional societies and institutional committees

**APPENDIX B**

**ENTOMOLOGY AND NEMATOLOGY DEPARTMENT CANDIDATE EVALUATION FORM**

**Name:** \_\_\_\_\_ **Candidate:** \_\_\_\_\_

**UF Affiliation (check one)**

- Campus Faculty     
  State-wide Faculty     
  Student/Staff  
 Administrator/Dean     
  Post-Doc Associate

**Check all that apply**

- Read position description     
  Other (please specify): \_\_\_\_\_  
 Read candidate CV and materials     
  Attended candidate lunch/dinner  
 Attended candidate seminar(s)     
  Met with candidate

	Outstanding	Excellent	Average	Unacceptable	Unable to Judge
<b>Research</b>					
Overall assessment of research seminar					
Evidence of research productivity					
Evidence of research funding					
Evidence of collaboration					
<b>Teaching/Extension</b>					
Overall assessment of teaching/Extension seminar					
Evidence of formal teaching and scholarship					
Evidence of supervising personnel (undergraduate/graduate mentees)					
<b>Service</b>					
Potential to contribute to departmental, unit and college service					
Potential to contribute to departmental diversity, equity, and inclusion mission					
<b>Search Committee Specific Criteria</b>					

**Notes:** \_\_\_\_\_

\_\_\_\_\_

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ENTOMOLOGY AND NEMATOLOGY DEPARTMENT CANDIDATE EVALUATION FORM

Candidate Evaluation-Rubric		Outstandine	Excellent	Average	Unacceptable	Unable to Judge
I II III D	Overall assessment of research seminar	Highly organized, compelling, relevant, germane to the position and a broad audience	Well organized, relevant to the position and targeted a broad audience	Basic organization, targeted audience, narrow research	Not germane to position, incomprehensible AND generally unprepared	Did not attend
	Evidence of research productivity	Numerous publications, including high impact journals, grants AND well developed research program	large number of publications relative to experience AND evidence of grants	Number of publications reflect experience and demonstrated potential for grant writing	No evidence of past AND no potential for future publications, or other materials	Did not review CV
	Evidence of research funding	Previous success in extramural funding, including large federal grants	Previous success in extramural funding	Previous grant writing experience and success in acquiring funding	No evidence of past AND no potential for future funding	Did not review CV
	Evidence of collaboration	Numerous evidences of productive collaborations AND vision for future collaborations	Evidence of productive collaborations AND vision for future collaboration	Stated vision for future collaborations	No evidence of, AND stated aversion to collaboration	Did not review CV, candidate materials, or meet with the candidate
I II III C D	Overall assessment of teaching/Extension seminar	Highly organized, included active learning techniques AND appropriate level for the course	Well organized, engaging / interactive AND appropriate level for the course	Basic organization, appropriate level for the course AND limited interactivity	No organization, inappropriate for level of the course AND no interactivity	Did not attend
	Evidence of formal teaching and scholarship	Evidence of formal teaching training, scholarship AND application of methods	Evidence of teaching scholarship and application of methods	Application of advanced teaching methods, e.g. active learning	No evidence or understanding of teaching scholarship	Did not review CV or candidate materials
	Evidence of supervising personnel (undergraduate/graduate mentees)	Evidence of past mentorship, mentee productivity AND prof. development plans	Evidence of past mentorship AND mentee productivity	Evidence of past mentorship relative to experience	No evidence of past mentorship AND no plan or interest in mentorship	Did not review CV or candidate materials
I II III A	Potential to contribute to departmental, unit and college service	Evidence of past service, appreciation for collegial culture AND stated interest in specific committees	Evidence of past service AND stated interest in specific committees	Appreciation for collegial culture AND willingness to serve	No evidence of past service and reluctant to participate in service	Did not review CV, candidate materials or meet with the candidate
	Potential to contribute to departmental DEI mission	DEI statement included in research/teaching materials AND plan for inclusion	DEI statement included in teaching materials	Stated desire to contribute to DEI mission	No DEI statements -/ aversion to diversity, equity and inclusion	Did not review CV, candidate materials or meet with the candidate

## APPENDIX C

### **Mentoring of Junior Faculty**

1. All newly hired tenure track and nontenure track faculty must select a mentoring committee composed of at least two tenured faculty members from within the Entomology & Nematology Department (with additional members from outside the Department, if appropriate). Faculty mentors should be chosen based on their expertise and Research/Teaching/Extension assignment.
2. Mentees should provide their mentoring committee members with their annual plan of work and report of accomplishments.
3. The mentoring committee may provide an annual assessment of the mentee's progress towards tenure to the tenure-track faculty member.
4. A mid-career review will be conducted for faculty members in the tenure probationary period no later than the close of the third year of academic service.
5. Junior faculty will prepare a packet documenting their achievements (without external letters).
6. Notification will be emailed to all tenured departmental faculty who are invited to review the packets and provide written comments to the Chair.
7. The Chair synthesizes faculty comments and shares this assessment with the tenure-accruing faculty member.
8. The Chair's letter and the faculty assessment letter accompany the three-year packet to IFAS Administration.

**ENTOMOLOGY-NEMATOLOGY PEER ASSESSMENT OF TEACHING**

Reference the documents provided by the College of Agricultural and Life Sciences

[Peer Teaching Assessment Procedures](#)

[Peer Teaching Assessment Summary](#)

All faculty should read the current CALS Guidelines for the Teaching Section of the Tenure and Promotion package here:

[https://cals.ufl.edu/content/PDF/Faculty\\_Staff/CALS\\_TP\\_guidelines%20\(2-20-18\).pdf](https://cals.ufl.edu/content/PDF/Faculty_Staff/CALS_TP_guidelines%20(2-20-18).pdf)

Procedures to obtain a peer assessment:

1. Faculty member should contact the Peer Assessment Coordinator the semester before they want their teaching assessed by a committee of peers.
2. Coordinator and faculty will form a committee of three peers (at least two within the Department; a third can be from another department). Coordinator may chair the committee if the faculty member chooses.
3. Faculty will provide the committee with syllabus, teaching philosophy, course evaluations, course enrollment figures, representative course activities and exams, and access to the Canvas course site.
4. Faculty and committee will meet at the beginning of the semester and then again at the end of the semester after the committee members have visited lectures/labs or viewed online content.
5. Peer Assessment Coordinator will provide the faculty member with a written summary of the assessment and suggestions for improvement following the format of CALS [Peer Teaching Assessment Observation Form](#).

## APPENDIX E

### Criteria for Awarding Graduate Faculty Status in Entomology & Nematology

**Graduate School Policy** (complete policy at [http://graduateschool.ufl.edu/faculty--\\_staff/resources/graduate-faculty/](http://graduateschool.ufl.edu/faculty--_staff/resources/graduate-faculty/))

All faculty are automatically granted graduate faculty status upon hire in tenure-track or tenured positions.

**Departmental Guidelines for Awarding Graduate Faculty Status** Privileges conferred by Graduate Faculty status include the ability to chair, co-chair and serve as a member on committees of M.S. and Ph.D Entomology & Nematology students. Responsibilities are to understand and follow the graduate education policies of the Department and the Graduate School and commit to frequent and conscientious mentorship of graduate students in the department. Graduate faculty status is automatically removed upon resignation, termination, or retirement from the University of Florida, unless committee service is needed beyond retirement. Graduate faculty status is conferred with a 2/3 vote by anonymous Qualtrics survey of all budgeted Entomology & Nematology faculty with graduate faculty status.

Training and Preparation for Graduate Faculty Status: Talk with the Graduate Coordinator and members of your mentoring committee about mentoring best practices; read the departmental Graduate Handbook and major academic milestones document, and attend UF- or CALS-sponsored mentoring workshop if possible.

A. Entomology & Nematology faculty hired into non-tenure track positions e.g., Assistant Research Scientist, Assistant Extension Scientist

- Provide CV and cover letter requesting graduate faculty status.
- Within the letter, provide evidence of: 1) student research mentorship, 2) quality and quantity of peer-reviewed publications, 3) a developed or developing independent research program and service to the Department, 4) continued expectation of contribution to graduate student mentoring at UF, and 5) names of three references who may be contacted.
- Service on one Entomology & Nematology graduate committee as a member is recommended before serving as the chair of a committee.
- Graduate Program Committee will review and recommend to the faculty who will then vote by Qualtrics survey.
- Graduate Program committee will re-evaluate continued status every five years or upon change of employment status. Graduate faculty status is revoked automatically upon retirement, termination, or resignation.

B. Affiliate faculty (other departments within the University)

- Provide CV and cover letter requesting graduate faculty status.
- Document in the cover letter or CV service on at least one



Entomology & Nematology thesis/dissertation committee as a special member.

- Within the cover letter, provide evidence of: 1) student research mentorship, 2) quality and quantity of peer-reviewed publications, 3) a developed or developing independent research program, 4) continued expectation of contribution to graduate student mentoring at UF, and 5) names of three references who may be contacted.
- Graduate Program Committee will review and recommend to the faculty who will then vote by Qualtrics survey.
- Graduate Program Committee will re-evaluate continued status every five years or upon change of employment status. Graduate faculty status is revoked automatically upon retirement, termination, or resignation.

C. Courtesy faculty (scientists not employed by UF): In most cases, graduate faculty status is not warranted for courtesy faculty to serve on graduate committees. Many courtesy faculty are appointed for one committee and then do not serve again. Special member status is appropriate for this type of service. Courtesy faculty who expect to serve repeatedly on student committees may request graduate faculty status.

- Provide CV and cover letter requesting graduate faculty status.
- Document in the cover letter or CV service on at least one Entomology & Nematology thesis/dissertation committee as a special member.
- Within the cover letter, provide evidence of: 1) student research mentorship, 2) quality and quantity of peer-reviewed publications, 3) a developed or developing independent research program, 4) continued expectation of contribution to graduate student mentoring at UF, and 5) names of three references who may be contacted.
- Graduate Program Committee will review and recommend to the faculty who will then vote by Qualtrics survey.
- If status is granted, courtesy faculty must have a budgeted Entomology and Nematology Graduate Faculty member serve as co-chair of committees they chair to provide guidance on departmental, college and university academic policy.
- Graduate Program Committee will re-evaluate continued status every five years or upon change of employment status. Graduate Faculty status is revoked automatically upon retirement, termination, or resignation.