

**CONSTITUTION FOR SHARED GOVERNANCE  
COLLEGE OF AGRICULTURE AND LIFE SCIENCES  
(Revised January, 2001)  
(Revision Approved September 11, 2012)**

**INTRODUCTION**

The College of Agriculture and Life Sciences Council provides for representation of the administration, faculty, staff, and students of the College to include Virginia Cooperative Extension administration, support, and field staff. This component of shared governance is essential if faculty, staff, and students together are to support the college's goals and shape its future. Deliberations and recommendations of the committee have been guided by five prerequisites for a successful system of shared governance:

- \* First, all major college activities must be represented in the governance system. Areas such as academic teaching, research, extension, and international programs will have defined places in the governance system.
- \* Second, all major groups within the college must have representation on the Council. These groups include: college administrators, faculty, classified staff, and students.
- \* Third, communications throughout the governance system must be comprehensive and open. We propose interlocking membership so that each of the governance entities is represented on the Council. Policy recommendations must systematically make their way from mission and personnel organizations to council.
- \* Fourth, shared governance requires a commitment from all members of the college community. Faculty and staff, employed by the college for a substantial portion of their professional careers, should understand that the contribution of their time to college service, beyond their working unit, is an obligation. They must be willing to participate in college committees and the Council and to serve as conduits of information to their peers. Administrative support for college service must be assured.
- \* Fifth, governance must be a yearlong activity. Administrators cannot be expected to cease decision-making during the summer months. Therefore the term of membership for all leaders in the governance system must be the full calendar year. Effective shared governance creates ownership and commitment to achieving the goals of the College. We expect that this form of governance will encourage leadership and unify our large and diverse college community.

## **Article I. Name**

The name of the Council is the College of Agriculture and Life Sciences Council.

## **Article II. Purpose**

The purpose of the Council is to (1) provide counsel and recommend policy to the Dean in a manner which ensures that the College effectively strives towards its goals through a shared governance system and to (2) transmit information throughout the system.

## **Article III. Functions**

The functions of the Council are:

1. To advise the Dean on matters of college and university governance,
2. To provide a forum for the Dean to provide information and seek counsel on issues relevant to the College,
3. To accept functions and authority delegated to it by the Dean,
4. To review and make recommendations on matters of concern to the administration, faculty, staff, and students, such matters being placed on the Council agenda by any council member in accordance with this constitution,
5. To refer issues to other college or university groups as appropriate for consideration and recommendations, and
6. To recommend changes in the College governance system.

## **Article IV. Membership**

### **Section 1. Composition**

The members of the Council are:

Dean - non-voting chair

Secretary (appointed by the Dean) - non-voting

All Associate and Assistant Deans and Directors - non-voting

Other members of the Dean's staff - non-voting

One Department Head, one District Director and one AREC Director, each elected by their peer - non-voting

Chair of the Committee on Academic Program Policy

Chair of the Committee on International Program Policy

Chair of the Committee on Extension and Research Program Policy

President of the Faculty Association

Four members elected by the Faculty Association (Three on campus, one AREC)

President of VESA

One non-agent A&P faculty elected by the non-agent A&P faculty

President of the Staff Association

Six members elected by the Staff Association (Three on campus, two Extension field staff, one AREC)

Student Representatives— one undergraduate CALS Ambassador, elected by the Ambassadors and one graduate student (chair of CALS graduate committee)

Chair of the CALS Diversity Council

## **Section 2. Voting Privileges**

All members of the Council except those indicated as non-voting shall have voting privileges.

## **Section 3. Term of Memberships**

Membership on the Council is either by virtue of holding a position designated to be a member of the council or by being elected by the appropriate groups that have been granted representation on the council. Elected terms may be for either one or two years at the discretion of the electing body. Two year overlapping terms are desirable when possible.

Membership on the Council is effective July 1 each year. Vacancies in unexpired terms are filled in the same manner as full terms. Persons filling an unexpired term are eligible for re-election to a full term.

## **Section 4. Alternates, Substitutes, and Visitors**

The Council will permit elected alternates or substitutes with voting privileges. Visitors may attend Council meetings.

## **Article V. Officers**

The officers of the Council are the Chair and the Secretary. The Dean may designate an Associate Dean as chair in his or her absence.

## **Article VI. Governance Entities**

### **Section 1. Organization:**

The college entities which participate in the governance system are:

- Committee on Academic Program Policy
- Committee on Extension and Research Program Policy
- Committee on International Program Policy
- College Faculty Association
- College Staff Association
- Virginia Extension Service Association
- Non-agent A&P
- CALS Student Ambassadors
- CALS Graduate Committee

### **Section 2. Responsibilities**

These entities are responsible to study, formulate, and recommend to Council policies and procedures affecting their respective areas of responsibilities and to facilitate the flow of communication. In addition to the functions and duties prescribed for each in Sections of this Article, they shall undertake such other functions and duties as may be delegated to them from time to time by the Council.

### **Section 3. Referral**

It is essential and expected that when policy is being formulated by a lower body or considered by the Council, concerned groups have an opportunity to study, debate, and state their positions on the matter at hand, before final action is taken by the Council.

### **Section 4. Voting Privileges**

All members of college committees shall have voting privileges.

### **Section 5. Terms of Membership**

Terms of membership of elected representatives on the three policy committees shall be for two years. Members may serve no more than two full terms in consecutive years on any given committee. Terms are staggered to permit election of approximately one-half of the membership each year. Vacancies in unexpired terms are filled in the same manner as full terms. Membership is

effective the first day of July.

### **Section 6. Alternates, Substitutes, and Visitors**

The committees may permit elected alternates with voting privileges and substitute members with voting privileges. Visitors may attend committee meetings.

### **Section 7a. Committee on Academic Program Policy**

#### **Charge:**

To study, formulate, and recommend to Council policies and procedures concerning academic matters. Areas for consideration include: student recruitment, student academic progress, advising, academic program evaluation, instructional pedagogy and effort, teaching evaluation, teaching facilities; and other matters affecting the student's academic environment.

#### **Membership:**

Director of Academic Programs and Associate Dean of Research

Seven faculty members elected by the Faculty Association to represent a cross section of department and disciplines. Faculty will serve 2-year terms.

A staff member elected by the Staff Association

A student selected from the CALS Ambassadors

A student selected from the CALS Graduate Committee

The members will elect the chair

### **Section 7b. CALS Curriculum Committee**

#### **Charge:**

To review undergraduate and graduate course proposals, check sheets, changes in curriculum, new academic programs, including education abroad and review of materials on 15-day review from other colleges. In regards to material on 15-day review from other colleges, committee members will disseminate this knowledge to other members of the CALS Faculty and staff to be sure a broad audience is aware of program or courses proposed by another college.

**Membership:**

Associate Dean and Director of Academic Programs

Academic Programs Administrative Assistant

CALS Representative to CUC

CALS Representative to GCC

One faculty member from each academic unit to be nominated by the department head and selected by the director of academic programs to represent a cross section of department and disciplines. Faculty will serve 2-year terms.

The members will elect the chair

**Section 8. Committee on Extension and Research Program Policy**

**Charge:**

To study, formulate, and recommend strategies to integrate the functions of research, cooperative extension, and continuing education. This committee serves as a conduit for communicating the importance and impact of integrated research and extension programs.

**Membership:**

Director of Virginia Cooperative Extension

Director of the Virginia Agricultural Experiment Station

Five members elected by the Faculty Association, to include one from an AREC, to represent a cross section of department and disciplines. Faculty will serve 2-year terms.

Three agent faculty elected by VESA

One non-agent A&P faculty elected by the non-agent A&P faculty

College representative to the University Commission on Outreach and International Affairs

College representative to the University Commission on Research

Two staff members elected by the Staff Association

One student from CALS Graduate Committee

The members will elect the chair

## **Section 9. Committee on International Program Policy**

### **Charge:**

To study, formulate, and recommend to Council policies and procedures concerning international programs. Areas for consideration include: promoting international research, education, development, public service, extension, and other matters related to international activities.

### **Membership:**

CALS International Programs Coordinator

One faculty from each CALS Department nominated by the Department Head

One agent faculty and one Extension Specialist elected by VESA

One non-agent A&P faculty elected by the non-agent A&P faculty

One staff member elected by the Staff Association

CALS Representative from University Council for International Affairs

The members will elect the chair

## **Article VII. Committees**

The Council and other entities may request, and their Chair may appoint, committees as needed.

## **Article VIII. Meetings and Procedures**

The latest edition of Stargaze' Standard Code of Parliamentary Procedure, subject to special rules as may be adopted by Council, shall govern the procedures of meetings of the various entities of the governance system.

### **Section 1. Council**

1. The Council shall meet two times each semester (preferably September, November, February, and April) and at other times as called by the Chair.
2. The Secretary shall prepare and distribute the agenda to members of the Council one week prior to each meeting, record attendance, and record

and distribute copies of the minutes to members of the Council and to all faculty and other personnel in the College designated by the Council. Items to be placed on the agenda must be in the hands of the Secretary at least ten days prior to the meeting date.

3. Any member of the Council may place an item on the agenda. This procedure provides a means for any group to submit items of urgency directly to the Council for consideration. However, under normal operating procedures, policy recommendations and decisions are reviewed by the appropriate governance entity(s) and then submitted to the Council for final disposition. Voting may be conducted electronically.

### **Section 2. Referral**

It is essential and expected when policy is being formulated in a committee or other entity or considered by the Council, that concerned groups have an opportunity to study, debate, and state their positions on the matter at hand, before final action is taken by Council.

## **Article IX. Amendments**

### **Section 1. Notice of Proposal**

Notice of proposal to amend the Constitution shall be given in the Council agenda and considered at no fewer than two meetings of the Council prior to voting. A copy of the proposed amendment shall be distributed with the agenda. A two-thirds affirmative vote of the members of the Council is required for approval.