CONSTITUTION OF THE
COLLEGE OF NATURAL RESOURCES
FACULTY ASSOCIATION

Article I. Name and Purpose
This representative body shall be known as the College of Natural Resources and Environment Faculty Association, hereafter “Association.”

The purpose of this Association is to create an effective faculty organization which can enter into partnership for shared responsibility and cooperative action between and among the faculty, administration, and students in order to promote the general welfare of the College of Natural Resources and Environment, hereafter “College.”

Article II. Functions
The functions of the Association are:
1. To establish within the laws applicable to Virginia Polytechnic Institute and State University an effective means for advising and responding to the University and College on university and college affairs.
2. To express opinions on university and college affairs as the Association deems appropriate and necessary.
3. To participate in the formulation of policies that concern the College.
4. To afford avenues and procedure whereby communications within the College may flow freely, fully, and systematically.
5. To help create, maintain, and protect the College environment conducive to the richest growth of scholarship, learning, teaching, research, service, and respect for human dignity, rights, and academic freedom.
6. To accept and share responsibility with the administration and students in all efforts to improve the stature and usefulness of the College.

Article III. Membership
Section 1. Composition
Association members will be all faculty with “Standard Faculty Appointments” in any of the Departments of the College as defined by the March 6, 1992, Faculty Handbook revision, PM 123. This includes those with the following positions:

- Instructor
- Assistant Professor
- Associate Professor
- Professor
All above faculty will automatically become members of the Association by virtue of their appointment. Faculty with appointments split between Colleges will be members of the Association if they hold at least a 50% appointment in the College.

In addition, any College “Special Faculty Appointment” person may petition the Executive Committee of the Association for membership. “Special Faculty Appointments” are individuals holding any of the following titles (PM 123):

- Lecturer
- Research Associate
- Extension Associate
- Senior Research Associate
- Postdoctoral Associate
- Research Scientist
- Senior Research Scientist
- Visiting Professor
- Adjunct Professor

Association membership may be extended by the Executive Committee only to “Special Faculty Appointments” whose primary responsibilities are in the teaching, research, and/or extension programs of the College.

Persons with more than a 50% administrative appointment in the College will not be eligible for membership, with the exception of Department Heads, who are considered faculty.

Persons with any administrative appointment will not be eligible for Association standing committee membership or elected office, with the exception of Department Heads.

**Section 2. Voting Eligibility**

Eligibility to vote in the election of officers and other matters is limited to Association members.

**Article IV. Officers**

**Section 1. Officers**

Association officers are President, Vice President, and Secretary.

- **President:** The President presides at all meetings and serves as the College representative on the University Council.
- **Vice President:** The Vice President acts in the absence of the President.
- **Secretary:** The Secretary distributes the agenda prior to each meeting of the Association and records attendance and minutes.

**Section 2. Executive Committee**

The officers and the elected faculty senators constitute the Association’s Executive Committee with responsibilities as defined in the Association Bylaws.

**Section 3. Nomination and Election of Officers**

The Nominations and Elections Committee, as defined in the Association Bylaws, presents to the Association a slate of candidates for elected positions. Nominations will also be accepted from Association members. The time and manner of elections are described in the Bylaws.
Section 4. Term of Office and Vacancies

Officers are elected for a term of one year and are eligible for re-election, but may not serve more than two years consecutively in one office. The beginning and ending date of the terms of office are prescribed in the Bylaws. Vacancies in unexpired terms are filled in the manner prescribed in the Bylaws.

Article V. Standing Committees

Standing committees are established to carry out the functions and operation of the Association. Responsibilities of each committee are defined in the Association Bylaws. Standing committees are:

1. Student Policy and Affairs
2. Planning and Budget
3. Research, Extension, and International Policy and Affairs
4. Academic Resources
5. Faculty Affairs
6. Teaching Honorifics
7. Nominations and Elections
8. Diversity

Article VI. Amendments

Section 1. Amendments to the Constitution

VI.1.a. Notice of Proposal. Notice of proposal to amend the Constitution shall be given in the agenda and considered at no fewer than two meetings of the Association before voting. A copy of proposed amendments will be distributed with each meeting’s agenda.

VI.1.b. Voting. A proposed amendment to the Constitution shall be submitted to a vote of the Association. A vote may be taken on an amendment at or after the second meeting. Association members shall be notified and furnished with a final copy of the proposed amendment at least two weeks before voting. Voting will be by secret ballot.

VI.1.c. Adoption. An amendment to the Constitution becomes effective upon approval by a two-thirds majority of those with “Standard Faculty Appointments.”

VI.1.d. Section 2. Amendments to the Bylaws

Notice of proposal to amend the Bylaws shall be given in the agenda and considered in at least one meeting of the Association before voting. At least 50% of the Association members must vote on any amendment. An affirmative majority vote is required for adoption.

Article VII. Ratification

This Constitution is ratified upon approval by two-thirds of those with “Standard Faculty Appointments.”
BYLAWS OF THE
COLLEGE OF NATURAL RESOURCES
FACULTY ASSOCIATION

I. Definitions
   A. The College of Natural Resources and Environment Faculty Association is hereafter “Association.”
   B. The College of Natural Resources and Environment is hereafter “College.”
   C. The term “Department” applies only to the Departments of Forest Resources and Environmental Conservation, Fish and Wildlife Conservation, Wood Science and Forest Products, and Geography.

II. Executive Committee
   Responsibilities are:
   1. To appoint a Nominations and Elections Committee that equally represents the four Departments.
   2. To invite persons with “Special Faculty Appointments” to petition for Association membership and decide on these petitions.
   3. To call all Association meetings.
   4. To inform Association membership of all actions taken within two weeks.
   5. To establish ad hoc committees as needed.
   6. To represent the faculty as required in the day-to-day Association business.
   Association membership may override an Executive Committee decision with approval by a majority of the membership.

III. Nominations and Elections Committee
   Responsibilities are:
   1. To ensure that faculty from all Departments in the College are represented on each Association committee.
   2. To assign all eligible faculty members who are not affiliated by majority appointments with one of the Departments to the most appropriate Department.
   3. To manage all nominations, elections, and appointments.

IV. Regular Elections
   Each year during the Spring Semester, the Nominations and Elections Committee shall propose slates of officers for the Association, Association standing committee members, and faculty senators. Elections will be held prior to March 15.
Permission of candidates must be obtained before names are placed in nomination. Elections shall be by secret ballot with at least 50% of the Association members voting. Standing committee members are elected by a plurality, subject to the constraint that all Departments are represented on each committee (Section VII.1). Officers and senators are elected by a majority. When no candidate receives a majority, a runoff election will be held between the top two candidates.

V. Terms of Office and Vacancies

Initially, the elected faculty senators will be ordered on the basis of number of votes received. One-third of the allotted senators, to the nearest whole number, receiving the highest number of votes is elected for a term of three years; one-third, to the nearest whole number, receiving the next highest number of votes is elected for a term of two years; and the remainder is elected for a term of one year. Thereafter, senators serve for three years.

Faculty terms on standing committees shall be two calendar years, beginning 1 April following the Spring Semester elections. Terms will be staggered so that exactly half of the faculty representatives on each committee will be elected each year.

In the case of a faculty senator or Association officer vacancy, the Association shall elect a replacement to fill the unexpired term as soon as possible, but no later than the next Association meeting. The Executive Committee shall appoint replacements for vacancies on standing committees.

VI. Standing Committees

Committees consist of five members: one member from each of the four departments and one member at large. Exceptions: The Teaching Honorifics Committee consists of one member from each department who has previously won at least one Virginia Tech teaching award (outlined in Section VI.F below), and the Nominations and Election Committee consists of one member from each department. Ex officio members are in addition to the foregoing and do not vote. Standing committees may appoint additional ex officio members. Every committee has representation from each Department and elects its own chairperson.

A. Student Policy and Affairs Committee

Ex officio members: one selected by the Dean, two graduate students, two undergraduate students.

Responsibilities include:

- Policy on graduate and undergraduate admissions, affairs, retention, and advancement
- Policy on transfer student admission and transcript evaluation
- Policy on college core curriculum
- Reactions to university policy on core curriculum
- Evaluation of proposed undergraduate and graduate courses, checklists, and curricula
- Outcomes assessment policy
- Course advising policies
- Evaluation of proposed undergraduate and graduate options and degrees
- Service as Honorifics Committee concerning College-level undergraduate and graduate student awards
• Appoint, from its membership, single representatives to the University Commissions on (1) Graduate Studies and (2) Undergraduate Studies and to the University Committees on (1) Commencement and (2) Scheduling and Registration

B. Planning and Budget Committee

*Ex officio* members: one selected by the Dean, one staff member.

Responsibilities include:

• Participate in developing long- and short-range plans for the College
• Participate in College budget development
• Participate in setting priorities during College and University capital drives
• Participate in developing and allocating facilities
• Appoint, from its membership, one representative to the University Athletic Committee

C. Research, Extension, and International Policies and Affairs Committee

*Ex officio* members: two selected by the Dean, one graduate student.

It is recognized that research and extension have common service characteristics and that both missions can benefit from closer dialogue. Responsibilities include:

• Policy on all research and extension matters (e.g., projects, support, facilities, priorities, evaluation of programs)
• Policy on experiment station projects
• Policy on Centers
• Policy on non-traditional extension/service efforts
• Policy on international research and service
• Appoint, from its membership, single representatives to the University Commissions on (1) Research and (2) Extension

D. Academic Resources Committee

*Ex officio* members: one selected by the Dean, one graduate student, one undergraduate student, one staff member.

Responsibilities include:

• Develop and monitor policies and practices concerning all facilities, library liaison, computer resources, lands, buildings, laboratories, other physical facilities
• Appoint, from its membership, single representatives to these University Committees: (1) Communications Resources, (2) Computer, (3) Library, and (4) Parking and Transportation

E. Faculty Affairs Committee

*Ex officio* members: None.

Responsibilities include:

• Monitor compliance with search and Equal Opportunity/Affirmative Action (EO/AA) policies
• Monitor promotion and tenure policy (this committee does not make promotion and tenure recommendations)
• Evaluate annual report process for faculty
• Formulate policy on adjunct appointments
• Formulate policy on distinguished and named professorships
• Formulate policy on consulting
• Appoint, from its membership, single representatives to these University Committees: (1) Employee Benefits and (2) EO/AA.

F. Teaching Honorifics Committee

The Teaching Honorifics Committee consists of one faculty member from each Department who has previously won at least one of the following Virginia Tech awards: Certificate of Teaching Excellence, Sporn Award for Teaching Introductory Topics, William E. Wine Award, and Diggs Teaching Scholar Award. If there is no faculty member in a Department eligible to be on the Committee, the Department may select one faculty member to be a non-voting member of the Committee.

Responsibilities include:

• Review the nominees for the Certificate of Teaching Excellence within the College and select the annual winner
• Review the nominees for the William E. Wine Award within the College and select one or two nominees to forward to the University Wine Award Committee. In addition, they will select a member of their committee to serve on the University Wine Award Committee. This traditionally has been a past winner of the Wine Award.

If in any year the College has three or more current faculty members who have previously won the Wine Award, they will become members of a College Wine Award Committee and assume responsibility for selecting the one or two nominees to forward to the University Wine Award Committee. They will also select one member of their committee to represent the College on the University Wine Award Committee.

G. Diversity Committee

*Ex officio* members: one representative from the office of the Associate Dean of Undergraduate Programs, one staff member.

It is recognized that diversity at multiple levels (administration, faculty, staff, and graduate students) contributes to a more welcoming environment for undergraduate education.

Responsibilities include:

• Assist with the recruitment and retention of a diverse student and employee population within the College of Natural Resources
• Coordinate the nomination and selection of the College Diversity Award
• Serve as a resource for search committees within the College of Natural Resources who are interested in obtaining a diverse pool of applicants.
• Serve as a liaison between university diversity initiatives and the College of Natural Resources
• Appoint, from its membership, a single representative to attend the annual Virginia Tech Diversity Summit
VII. Association Meetings

A regular meeting of the Association shall be held at least once each semester at a time set by the officers.

Special meetings of the Association may be called by the President of the Association. Requests for special meetings shall include a statement of the purpose of the meeting.

The Executive Committee of the Association may call open-forum meetings to provide members an opportunity to exchange views on an issue of general concern.

VIII. Ratification

These Bylaws are ratified upon approval by two-thirds of those with “Standard Faculty Appointments.”