

GUIDELINES FOR OPERATION

Department of Plant Pathology

Institute of Agriculture and Natural Resources
University of Nebraska–Lincoln

Adopted by Plant Pathology Faculty in July 2007

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FOREWORD

The intent of these guidelines is to facilitate the complex tasks of serving our students and other clients in offering undergraduate and graduate curricula, conducting research and scholarly activity, and engaging in outreach projects and activities. These guidelines, based on departmental actions, give direction for effective decision-making and functioning.

They are written to be consistent with the policies of the Agricultural Research Division (ARD), College of Agricultural Sciences and Natural Resources (CASNR), the Cooperative Extension Division (CED), the Institute of Agriculture and Natural Resources (IANR), and the *Bylaws* of the Board of Regents of the University of Nebraska.

VISION AND MISSION STATEMENT

The Department of Plant Pathology is the only unit in the state that generates and provides essential information related to infectious and abiotic diseases of plants to a variety of clientele and stakeholders. Our particular vision and mission are as follows:

Our vision –

Mitigate the Impact of Plant Disease on Society.

Our mission –

To improve the lives of the citizens of Nebraska and the world by increasing profitability and maintaining sustainability in agricultural and urban environments through the mitigation of plant disease with environmentally responsible strategies.

MEMBERSHIP

The membership of Plant Pathology shall consist of (a) all persons holding the rank of instructor or above and occupying funded positions in Plant Pathology; (b) all faculty holding tenure homes in Plant Pathology and who are budgeted in other units; (c) all persons holding courtesy, adjunct, or visiting faculty appointments in Plant Pathology; (d) all Plant Pathology project associates and graduate assistants; and (e) all Plant Pathology office/service personnel and managerial/professional personnel.

The *voting* membership of the Plant Pathology faculty shall consist of every person with the rank of assistant professor or above, occupying a full-time funded position in IANR, and holding a minimum 25 percent budgeted appointment in the Plant Pathology Department. Other categories of faculty and staff shall have full discussion privileges, except in making and seconding motions.

Meetings of the faculty are held as needed. In addition, special meetings, seminars, and retreats may be scheduled as needs arise.

ROLES & RESPONSIBILITIES IN DEPARTMENTAL GOVERNANCE

The department head will provide leadership for all departmental faculty and programs. The head also has administrative responsibility for the management of department personnel, budgets, facilities, and equipment to meet program objectives. It is also the head's responsibility to ensure

that all programs of Plant Pathology are administered according to the University's Affirmative Action/Equal Opportunity/Diversity Programs. The head is the presiding officer of the department. He/she reports to the Dean of Cooperative Extension, the Dean of Agricultural Research, the Dean of CASNR, and the Vice Chancellor of IANR. Based upon due consultation with departmental faculty, the head will make recommendations to the dean and the faculty of the college concerning the welfare of the department or its relationship to other departments.

The department head and faculty will work together as described to make decisions concerning issues of departmental governance and operation in the following areas:

FACULTY POLICIES

Faculty Appointments. The department head will facilitate the creation of job descriptions and will consult with appropriate staff in identifying candidates for part-time or full-time positions. The faculty will participate in interviews of candidates and will make recommendations to the head; however, the ultimate decision to offer a position to a candidate will be made by the department head.

Reappointments or Renewals. The department head will consult with the Promotion and Tenure Committee when reappointing faculty.

Courtesy Appointments. Faculty vote on nominations based on CV and relevance to department. Majority vote needed. (See Addendums)

ACADEMIC AND STUDENT POLICIES

The department head and faculty representatives will collaborate on student matters. Changes in academic programs will be put to a faculty vote.

FISCAL MATTERS

Budgets. The department head will consult with faculty when formulating personnel and equipment needs and additional operating expense requests. The head will provide periodic budget updates throughout the fiscal year.

Reimbursement/Release Time for Professional Growth. In determining reimbursement and release time for professional growth activities, the department head will consult with faculty about the amount of support the department should provide the faculty and how the faculty member's duties will be covered. The head will consult and reach joint agreement with individual faculty members as they plan individual professional growth plans.

Salary Increases/Merit Raises. The head will recommend salary increases and merit raises based, in part, on input from the department's Promotion and Tenure Committee.

Administration of Grants and Contracts. The project director(s) is responsible for administration of the project budget. The department head will consult with the faculty as appropriate regarding expenditure of faculty salary savings and indirect costs that arise from grants and contracts.

EVALUATION OF PERFORMANCE

eARFAs. The Plant Pathology Department follows the annual evaluation process outlined in the current IANR guidelines for evaluation of faculty. After faculty submit an eARFA, the department head reviews the material and prepares a draft evaluation using the standard IANR form. Each faculty member has the opportunity to meet with the department head to discuss and sign the evaluation and add comments if desired. Following the discussion, the evaluation may be revised and then submitted with accompanying materials to the IANR administration. After the IANR discussion, the department head and individual faculty member meet for a full performance evaluation. The individual faculty member again signs the evaluation form and may add comments.

Untenured, tenure-line faculty. Plant Pathology's P&T Committee will peer review eARFAs annually for untenured, tenure-line faculty to assess their progress toward obtaining tenure. This process will be concurrent with the department head's review of the eARFA for the annual performance evaluation. The committee will give the faculty member feedback about progress toward tenure and, if appropriate, suggestions for improvement. This feedback will be shared with the department head after the annual performance evaluation occurs.

Tenured but not fully promoted faculty. Plant Pathology's P&T Committee will peer review eARFAs annually for the tenured but not fully promoted faculty to assess progress on continual growth in their position. This process will be concurrent with the department head's review of the eARFA for the yearly evaluation. The committee will give the faculty member feedback about progress toward promotion. This feedback will be shared with the department head before annual performance evaluation occurs.

Post-Tenure Review. Plant Pathology will follow the policy as set forth by the University of Nebraska and IANR for Post-Tenure Review. The need for post-tenure review is mandated, according to university policy, whenever a faculty member who has held tenure for three or more years has a "substantial and chronic deficiency." In Plant Pathology "substantial and chronic deficiency" is defined as three years of any combination of "B" or "U" on the "overall evaluation" scale (as found on the current IANR annual Academic Performance Evaluation). After two years of B and/or U ratings, the unit administrator (Plant Pathology department head) notifies the faculty member in a written evaluation that "if the faculty member does not make substantial, acceptable progress toward remedying the deficiency by the next annual evaluation, a post-tenure review will be initiated" (UNL Post-Tenure Review Policy).

Nontenured-line faculty. Plant Pathology's P&T Committee reviews the eARFA annually for all nontenured-line faculty to assess their progress. This process will be concurrent with the department head's review of the eARFA for the annual performance evaluation.

Managerial/professional staff and office/service personnel. Established IANR procedures are also followed for the performance evaluations of office/service personnel and managerial/professional staff. The same process of dialogue between the staff member and supervisor is followed in preparing the evaluations for submission to IANR administration.

Department Head. The department head is evaluated by faculty and by office/service personnel following standard IANR procedures under direction of the Chair of the Promotion and Tenure Committee. After faculty and office/service personnel evaluations of the department head are separately compiled, the department head meets with the Promotion and Tenure Committee to discuss the evaluation from faculty and office/service personnel, and any advice concerning improvement.

COMMITTEE GUIDELINES AND RESPONSIBILITIES

Committees are established by department head and faculty action. Programmatic committees are established to carry out the programs of the department. Standing committees are established to facilitate the structuring of the department. Task Forces are appointed and/or elected to address specific issues or provide leadership for new directions, empowered for a year or more, with renewal possible. Ad hoc committees are more limited in scope and complete work in a short or specified term.

All voting Plant Pathology faculty are expected to have one or more committee assignments during the year, with memberships being distributed among all departmental faculty and staff as appropriate. Faculty who have their tenure home in Plant Pathology, contract, courtesy, adjunct faculty, and others, as faculty deem appropriate, may be invited to serve on committees. All committee members will have voting privileges within the committee on which they serve with the exception of the P&T Committee.

Membership on *programmatic* and *standing* committees is determined annually by the department head with faculty member concurrence at the first faculty meeting of the year. Committee size may vary, but there should be no fewer than three members on each committee. A committee rotation system to allow for both continuity and new perspectives is recommended. After programmatic and standing committees have been selected, they will meet as needed and report their activities at the faculty meetings as appropriate. The programmatic and standing committees are described below.

PROGRAMMATIC COMMITTEES

CURRICULUM COMMITTEE

Description. The Curriculum Committee promotes integration of study and excellence in the curriculum of Plant Pathology, and addresses issues and concerns relating to undergraduate and graduate coursework.

Responsibilities. Oversees the curriculum of Plant Pathology

- X Evaluates, designs, and redesigns individual course offerings and programs of study in cooperation with the faculty.
- X Refers approved courses to CASNR and University Curriculum and Academic Planning committees, as appropriate.
- X Recommends deletion of courses and programs no longer viable.
- X Leads Plant Pathology in exploration of new disciplinary and interdisciplinary programs of study, including cooperation with Agronomy and Horticulture, Entomology, and Biological Sciences.
- X Addresses requests for action on proposed courses and curricula submitted by other departments or units.

Membership/Selection. The Curriculum Committee consists of four faculty members with teaching appointments nominated by the department head and approved by the vote of the faculty. No more than two members should rotate off each year.

GRADUATE COMMITTEE

Description. The Graduate Committee oversees all matters related to graduate student admission, support and progress.

Responsibilities.

- X Completes admission files.
- X Circulates the files.
- X Tabulates faculty votes.
- X Recommends admission or denial.
- X Submits recommendations to the SBS (School of Biological Sciences) graduate committee or the Agronomy & Horticulture graduate committee.
- X Represents Plant Pathology at the SBS graduate committee meetings and the Agronomy & Horticulture graduate committee meetings.
- X Evaluates students' progress and reports to SBS committee or the Agronomy & Horticulture committee.
- X Schedules guidance interviews.
- X Recommends allocations of departmental GRAs.
- X Keeps track of student's eligibility for GRAs.
- X Answers admission questions, sends applications, etc.

Membership/Selection. Qualifications of members are consistent with NU Graduate College policies; membership is usually limited to 3 faculty members. The department head nominates and the members are approved by a vote of the faculty.

PROMOTION AND TENURE COMMITTEE

Description. The Promotion and Tenure Committee follows University and IANR guidelines on evaluation of faculty seeking tenure and/or promotion, and makes recommendations to the department head. The P&T Committee may also be called upon to conduct other tasks relating to faculty work, such as nominating faculty for recognition and rewards.

Responsibilities.

- X Coordinates the promotion and tenure process in Plant Pathology in accordance with University of Nebraska and IANR policies (see *IANR Guidelines for the Evaluation of Faculty: Annual Evaluation, Promotion, Tenure, and Reappointment*, December 2001, Sections III, IV, V, & VI).
- X Reviews Annual Reports of Faculty Activities (eARFAs) and other information, e.g. 5-year publication/grant list, for not fully promoted, tenure-line and non-tenure adjunct faculty annually and provides feedback to the faculty member and the department head.
- X Reviews Annual Reports of Faculty Activities (eARFAs) for tenured and fully promoted faculty at least once every three years and provides feedback to the faculty member and the department head.
- X Reviews portfolios of faculty requesting promotion or tenure and makes written recommendations independent of the department head.
- X Coordinates annual evaluation of department head.
- X Review vita of persons requesting courtesy appointments (review every 5 years) and make recommendations to the department head. Department head obtains faculty approval vote and informs IANR Dean's Council.

- X In consultation with department head and faculty, nominates appropriate Plant Pathology faculty for awards.
- X Reviews performance of faculty member on post-tenure review.
- X Mentors faculty not fully promoted/tenured.

Membership/Selection. Three or more committee members are selected by nomination by the department head and approved by a faculty vote every three years from the fully promoted faculty. Another member is from the Research and Extension Center off campus. Also, for one year, junior faculty are invited to attend meetings and take part in closed discussions but do not have a vote. Qualifications of membership are consistent with University of Nebraska policies and procedures for granting promotion and tenure.

STUDENT RECRUITMENT COMMITTEE

Description. Although recruitment is considered part of the responsibility of every faculty member, the Student Recruitment Committee oversees the development of recruitment brochures and the coordination of visibility at UNL sponsored recruitment events and department opportunities for recruitment.

Responsibilities.

- X Designs and updates recruitment brochures.
- X Notifies department of recruitment events.
- X Reviews and submits updates concerning recruitment for the department's website.

Membership/Selection. Three or more committee members are selected from the faculty each year. No more than 2 members should rotate off each year.

STANDING COMMITTEES

AWARDS COMMITTEE

Description. The Awards Committee maintains awareness of the awards available to faculty, staff and students.

Responsibilities.

- X Keeps record of dates for submission of award applications/nominations.
- X Makes recommendations for awards and facilitates the award submissions.

Membership/Selection. The 4 members include one person from each of the following groups: faculty (chair of committee), managerial/professional, office/service, and students.

LIBRARY LIAISON COMMITTEE

Description. The Library Liaison Committee maintains contact with UNL Libraries on library issues that affect the department.

Responsibilities.

- X Interacts with our UNL Libraries liaison on journal subscription additions/deletions.
- X Makes recommendations on the use of the book budget allocated to the department by UNL Libraries.
- X Makes recommendations on any other library issues concerning the department, e.g. electronic journal subscriptions.

Membership/Selection. Two faculty members are selected each year.

PHYTOPATHOLOGY & PATHOGEN NEWS COMMITTEE

Description. The Phytopathology and Pathogen News Committee reports faculty updates and department news to the professional/scientific newsletters.

Responsibilities.

- X Reports faculty, post doc and student updates.
- X Reports department news.

Membership/Selection. Two or three faculty members are selected each year.

QUALIFYING EXAM COMMITTEE

Description. The Qualifying Exam Committee composes the qualifying exam for each graduate student and administers the exam.

Responsibilities.

- X Composes the qualifying exam.
- X Administers the exam.
- X Meets with the student to discuss the exam/proposal.
- X Judges the proposal on a pass/fail basis and notifies the unit overseeing the graduate program of the outcome.

Membership/Selection. Two or three faculty members are selected each year.

SAFETY COMMITTEE

Description. The Safety Committee maintains awareness of all safety procedures for the department and informs personnel of such procedures.

Responsibilities.

- X Develops the Safety Manual - implement its guidelines, revise and update it when necessary.
- X Provides copies of the approved Safety Manual for everyone's use in each laboratory and in main offices.
- X Cooperates with each laboratory safety manager (LSM) to provide employee/student training in safe work practices and emergency procedures.
- X Cooperates with each LSM to provide each room in which chemicals are stored with an annually updated placard located near the entrance, in conformity with NFPA specifications.

- X Checks that safety signs are in place and accurate, i.e., exit signs, warning signs, tornado shelter signs, safety equipment location signs, etc.

Membership/Selection. The four members include two faculty and two managerial/professional.

SOCIAL COMMITTEE

Description. The Social Committee plans and coordinates social functions for the department.

Responsibilities.

- X Plans social events to aid the camaraderie of members of the department.
- X Plans recognition events.

Membership/Selection. The four members include two faculty members, a graduate student and a managerial/professional or office/service staff member.

SPACE/EQUIPMENT COMMITTEE

Description. The Space/Equipment Committee addresses office and laboratory space needs, issues, concerns and conflicts for faculty, staff and students.

Responsibilities.

Addresses use of facilities in the most efficient and equitable manner by examining use patterns of departmental space and recommending changes. Evaluates procedures relating to space and recommends changes.

- X Coordinates faculty greenhouse and growth chamber use.
- X Coordinates use of space with other academic units in Plant Science Hall.
- X Provides advice to head in making new or revised space allocations.

Membership/Selection. Three faculty members are selected each year and include one teaching faculty, one extension faculty and one research/adjunct faculty.

SEMINAR COMMITTEE

Description. The Seminar Committee plans the Fall semester colloquium and the Spring semester seminar series.

Responsibilities.

- X Sends out requests for speakers.
- X Schedules dates and times for speakers.
- X Notifies all personnel of schedule.

Membership/Selection. One or two faculty members are selected each year.

DEPARTMENTAL RESPONSIBILITIES

COMPUTER SUPPORT

Description. The Computer Support person supports the faculty, staff and students' computer hardware and software.

Responsibilities.

- X Researches options for new computer equipment.
- X Purchases and installs new computer equipment.

- X Maintains inventory of main office computer equipment.
- X Updates/installs software.
- X Provides assistance for computer problems.

Membership/Selection. One person is selected from the department.

FACULTY MEETING SECRETARY

Description. Records the minutes of each faculty meeting.

Responsibilities.

- X Records the minutes of each faculty meeting.
- X Distributes the minutes to the department head for approval.

Membership/Selection. Two faculty members are selected each year.

GOSS MEMORIAL SCHOLARSHIP SELECTION COMMITTEE

Description. This committee meets once per year to award the scholarship to graduate students.

Responsibilities.

- X Notifies graduate students of application process.
- X Reviews applications.
- X Selects students to receive scholarship.
- X Notifies students of award.

Membership/Selection. Three faculty members are selected each year.

INFRASTRUCTURE

Description. The members of the Infrastructure group each supervise a core area of the department.

Responsibilities.

- X Field Facilities
- X Media Preparation Room
- X Darkroom
- X Greenhouse
- X Reading Room

X Equipment Room

Membership/Selection. A faculty member is selected each year for each responsibility.

PROPERTY MANAGER

Description. The Property Manager maintains a current inventory list of all major equipment in the department.

Responsibilities.

- (1) Completes yearly inventory of listed property by physical verification.
- (2) Records disposal of inventory items.
- (3) Arranges to record and tag newly acquired property.

Membership/Selection. A faculty member is selected each year.

OTHER POLICIES AND PROCEDURES

OFFICE ASSIGNMENTS

As new office space becomes available or administrative adjustments are required, new office selection will be based on a rank and tenure-based system. First priority will go to full-time faculty holding the rank of professor, with order of preference being based upon years in that rank. Second priority will go to those holding the rank of associate professor, with order of preference going to those tenured, based upon years since tenure was granted; followed by non-tenured associate professors based upon years in that rank. Third priority will go to those holding the rank of assistant professor, with order of preference being based upon years in that rank. Fourth priority will go to instructors based upon years of service in that rank.

PLANT PATHOLOGY GREG REQUIREMENTS

The Plant Pathology Department is a GREG in the School of Biological Sciences.

TOEFL Score needed for admission of International Students: 85 iBT, 565 paper based/225 computer based.

M.S. Written Comprehensive Examination

M.S. students must take a comprehensive examination within seven months but at least one month before the thesis defense. The form of the exam is up to the discretion of the committee.

Ph.D. Comprehensive Examination

Typically, this can be accomplished by writing a grant proposal and defending it orally at a meeting with the student's committee. The topic of the proposal is agreed upon by the student's supervisory committee.

Required Coursework

Principles of Plant Pathology (PP 864A and PP 864B), is a one-year advance course with PP 369, Introductory Plant Pathology, or equivalent, and Biochemistry as prerequisites. This course is a requirement for all Plant Pathology students. The course will be two semesters of three credits

each. Emphasis in one semester Physiology and Molecular Biology of Cellular Interactions will be discussed.

Additional Coursework

Plant Pathology graduate students are required to present a minimum of one seminar per year.

PLANT PATHOLOGY STUDENT ORGANIZATION

Description. The Plant Pathology Student Organization provides educational and social activities for the students interested in plant pathology.

Objectives and Purposes. Provides educational, leadership and extension opportunities and training outside of the classroom.

- X Stimulates interest in plant pathology among university students.
- X Fosters a spirit of cooperation and mutual helpfulness among students, faculty and staff.
- X Provides an opportunity for wider acquaintances with the general public and activities of other divisions of the American Phytopathological Society.
- X Be of service to the university, department, other students, and the general public.

Membership/Selection. All undergraduate students and graduate students who are interested in plant pathology comprise the membership.

ADDENDUM added 2015

CRITERIA FOR COURTESY OR ADJUNCT APPOINTMENT IN PLANT PATHOLOGY

Appointment Justification

Programs in Plant Pathology will benefit from the input of individuals outside the ranks of present staff. These individuals may be from other administrative units in the university (Courtesy Appointment) other universities or colleges, state or federal government, or US or international organizations (Adjunct Appointment). Adjunct or courtesy appointments are a source of goodwill, plus expertise and philosophies divergent from our department that broadens the experience of faculty, staff, and students.

Appointment Criteria

The nominee will:

1. Have a terminal degree in their field, or experience that would give them professional stature roughly equal to that of academic staff in the department.
2. Have expertise that is complementary to the department or university and is important to agriculture and natural resources statewide, nationally, and/or internationally.
3. Be involved in graduate education as a committee member and/or primary instructor, or in undergraduate education as a primary instructor in course(es), or otherwise contribute significantly to the mission of the department in teaching, research, and/or extension.

Appointment Procedure

Any faculty member in the department may nominate individuals for courtesy or adjunct appointment. Nominator of an adjunct will submit to the department head a completed

nomination form and supporting documents (e. g., CV) showing accomplishments and activities of the Nominee. Department head will forward nominations to the Promotion and Tenure (P&T) committee for review and recommendation. A favorable recommendation of the P&T committee would result in a request for the nominee to give a seminar to the department. Following the seminar a final acceptance would occur by vote of faculty majority. The department head will notify the nominee of the outcome. Nominator of a courtesy appointment will submit to the department head a completed nomination form and supporting documents (e. g., CV) showing accomplishments and activities of the Nominee. Department head will forward nominations to the Promotion and Tenure (P&T) committee for review and recommendation. Following recommendation by P&T Committee a final acceptance would occur by vote of faculty majority. The department head will notify the nominee of the outcome.

Term of Appointment

Term of appointment is 5 years, to be reviewed and extended or terminated at that time. Appointments may be terminated by the department at any time if contributions to the department no longer meet the above criteria. Appointments also may be terminated at any time at the request of the appointee.

Intended Role of Nominee

Type of appointment proposed: [] Courtesy [] Adjunct

Level of appointment proposed: [] Assistant [] Associate [] Full

Describe the qualities, standing and achievements the nominee possesses that are deemed appropriate for consideration, and those that are considered comparable to those expected at the relevant position level

In what way will the nominee contribute to the enhancement of the Department's teaching, research, extension, and professional activities (complete all that apply)?

What courses are the candidate expected to teach over the next five years? If re-appointment, what courses were taught in the past five years and/or currently?

How many graduate committees will/has the candidate serve(d) on (name the student(s))? On what date did the last graduate committee service end?

What other activities will/has the candidate be(en) involved in that warrant this appointment status?