

**DEAN'S FACULTY ADVISORY COUNCIL
OPERATING DOCUMENT**

Council Charge:

To provide analyses and advice at the request of the Dean and Associate Vice President for Agriculture-Research (AVPAR) concerning issues of importance to the College of Agricultural, Food and Life Sciences and the Arkansas Agricultural Experiment Station, their students, faculty, staff and administrations.

To present issues of importance on behalf of the students, faculty and staff to the Dean and AVPAR and to provide counsel as to best resolution of such issues for consideration by the administrations of the College of Agricultural, Food and Life Sciences and the Arkansas Agricultural Experiment Station.

To keep their respective units and unit heads apprised of the issues and activities engaged by the Faculty Advisory Council and to seek input from the faculty and staff for use by the Council.

To serve in other roles and provide other services to the College and Experiment Station as might be identified through time to include, but not be restricted to, strategic planning and evaluation of policy and procedures.

**Council Operations
August 19, 1994**

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| Duties of the Chair: | The Chair shall schedule, arrange and conduct the meetings of the Council, receive and include agenda items from the Dean/AVPAR or Council members, conduct polls or surveys as required and formally present the recommendations of the council to the Dean/AVPAR as needed. |
| Duties of the of the Chair-Elect: | The Chair-Elect shall, as requested, assist the Chair in the operation of the Council and Council meetings and shall conduct meetings in the absence of the Chair. The Chair-Elect shall become the Chair when the term of office of the current Chair expires or in the event the current Chair ceases to serve. |
| Duties of the Secretary | The Secretary shall record the minutes of the Council meetings and shall submit for Council approval a permanent record of minutes to be maintained by the office of the Dean/AVPAR. |
| Officer election and terms | Officers will be elected for one-year terms, from the general membership of the Council. Under normal circumstances, election of the Chair-Elect and Secretary shall occur at the first meeting after July 1 of each year. |

Membership and Terms

The membership shall consist of a single representative from each academic department and from other units as selected by the Dean. Each department or unit shall select their representative by a means to be determined by each individual faculty. Each member shall serve a three-year term with one-third rotating off each year (July 1) as follows:

Three year term starting:

July 1, 1994

Home Economics
 Northeast Research/Extension Center
 Agricultural Statistics
 Entomology

 Agronomy
 UAM Forest Resources

July 1, 1998 (initial term four years)

Agricultural Publications
 Plant Pathology
 Agri Econ and Rural Sociology
 Biological and Agricultural Engineering
 Horticulture
 Southeast Research/Extension Center

July 1, 1996 (initial term will be two years)

Animal Sciences
 Food Science
 Agricultural and Extension Education
 Rice Research/Extension Center
 Poultry Science
 Southwest Research/Extension Center

Meeting Schedule:

The Council shall meet in at least (four) regularly scheduled meetings per year to maintain continuity and participation. It is requested that the Dean/AVPAR attend the regularly scheduled meetings, as possible. Additional meetings may be called at the discretion of the Chair or the Dean/AVPAR.

Agenda items:

Agenda items will be submitted by members of the Council or the Dean/AVPAR to the Chair for inclusion on the agenda. The Chair may review items on the agenda with the Dean/AVPAR if needed. The Chair and the Dean/AVPAR should rank agenda items before each meeting, and items should be addressed in prioritized order as time permits.

The Chair shall work with the Dean/AVPAR to classify agenda items as information and communication items versus true agenda items needing discussion so that these may be listed and dealt with separately.

Alternates:

Members may select an alternate with full voting rights to attend a meeting if they are not able to attend. It is suggested, but not required,

that a member have a regular replacement to maintain effective representation.

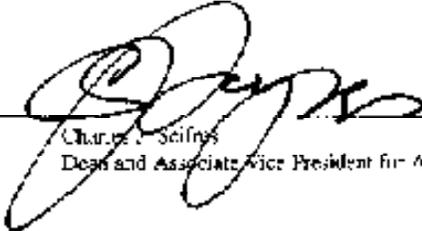
Quorum: Since the Council is an advisory group, and since members may have an alternate with full voting power attend in their absence, a quorum consists of the members present at a meeting provided that at least half of the Council members (or their alternates) are present. On voting items, the actual vote tally will be forwarded to the Dean/AVPAR to provide the actual participation and outcome.

Committees: The Chair shall appoint committees to develop recommendations to the Council if in-depth studies of specific issues are needed. A Subcommittee for Council Operations shall serve as the committee on membership.

Actions outside of meetings The Dean/AVPAR may, at his discretion, seek the Council's advise on a specific issue through a simple polling of members. The poll may be conducted by the Chair or Dean/AVPAR without a formal meeting; however, the results should be recorded in the minutes of the next scheduled meeting.

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Approval

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Charles J. Seifried Date

Dean and Associate Vice President for Agriculture - Research