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BY-LAWS
of the
INTERCOLLEGIATE
FACULTY OF NUTRITION
Texas A&M University

Adopted by the Graduate Faculty of Nutrition September 18, 1989.

Revised: May 1, 2008.

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of the
FACULTY OF NUTRITION

Article I. Purpose and Intent

The Intercollegiate (Interdepartmental) Faculty of nutrition (The Faculty) shall promote the teaching and graduate programs in the field of Nutrition at Texas A&M University (The University). The Faculty shall coordinate the graduate programs and review the requirements of admission, preparation, and training of candidates for the Master of Science and Doctor of Philosophy degrees in Nutrition. The Faculty also shall serve to promote and facilitate communication among Nutritionists and to provide for continued development of the discipline. It shall arrange for periodic assembly of the Faculty and their students and provide a forum for them and others with intellectual interests in Nutrition.

Nutrition is an integrative science in which a range of disciplines contributes. Thus, the organization and operational characteristics of the Faculty are intended to be broad enough to permit consideration of all academic aspects of Nutrition and all other matters affecting the position and progress of the science at The University.

Article II. Status of Faculty

In addition to departmental status, the membership shall be identified as members of the Faculty and shall be eligible to direct graduate research of candidates for Master of Science and Doctor of Philosophy degrees in programs in Nutrition.

Article III. Membership

A. See Appendix A for Charter Membership List

B. Status and Eligibility

The membership categories in the Nutrition Faculty will be Full Members (FM), Associate Members (AM), Adjunct Members (JM) and Special Members (SM). FM and AM will be elected from qualified individuals who are currently members of the academic staff of the Texas A&M University on the College Station campus (The University), from the staff of other parts of The University or the Texas A&M University System (The System), and from affiliated research organizations (such as USDA) located in College Station, Texas. Ph.D. or M.S. degree candidates are not eligible for membership on the Nutrition Faculty.

C. Responsibility and Continued Standing

An appointment to the Nutrition Faculty is considered a responsibility that must be earned. Members direct and counsel students and teach nutrition courses. Such competence is in part a function of experience, knowledge, ability and motivation.

To maintain membership, a member of the Nutrition Faculty will be expected to teach nutrition courses, direct or administer graduate work, conduct research, or contribute to the nutrition research and education programs of The System. Continued evidence of interest is a criterion for continued membership. The Executive Committee will review membership qualifications every three years and, if necessary, make recommendations by a simple majority for withdrawal or change of membership status of anyone that no longer merits FM or AM status on

the Nutrition Faculty. Recommendations will be based on recent contributions to nutrition research, interest in and service to the Nutrition Faculty, and a continuing commitment to the education of graduate students. The Chair shall notify faculty members who are non-voluntarily removed. That faculty member shall have the right to appeal.

Accordingly, active membership in the Intercollegiate Faculty of Nutrition will require that all faculty Full Members (FM) participate in two or more graduate activities that benefit the Nutrition Graduate Student Programs during each three year interval. There are two classes of graduate activities, and to retain designation as an active FM, one activity must be performed from each class. AM need only fulfill one item (total) from either category.

Activity Class 1:

- a) Offer a NUTR681 or NUTR689 course
- b) Serve as course coordinator of the Nutrition faculty seminar series for 1 semester
- c) Serve a term on the Intercollegiate Faculty of Nutrition Executive Committee
- d) Serve as chair or co-chair of a Nutrition graduate student degree program

Activity Class 2:

- a) Host a seminar speaker for the Nutrition seminar
- b) Give a seminar to present your work in the Nutrition seminar series
- c) Serve actively on a Nutrition EC-called committee
- d) Serve as committee member on a Nutrition graduate thesis committee

D. Selection of New Members

Nominations for *FM*, *AM*, or *JM* membership may be made by any member of the Faculty and shall be made in writing to the Chair of the Faculty. In the letter, the nominator should specify the membership category and provide justification for selecting that category. The Executive Committee shall (1) identify potential

members and facilitate their participation in Faculty functions, (2) screen nominations for full and associate members to the Faculty, and (3) each fall semester, update the Faculty Research Directory and the Membership Roster. The Chair of the Faculty shall present the names of nominees at a faculty meeting. Nominators shall speak on behalf of the candidate. Full Membership, Associate Membership, and Adjunct Membership shall be conferred by a two-thirds majority vote of those voting members present at the meeting.

E. Membership Categories

1. Full Member

Tenure-track and tenured faculty members of Texas A & M University and non-tenure-track individuals employed by Agencies that work with the System and who hold a professorial rank are eligible to be Full Members of the Nutrition Faculty under criteria and guidelines set forth by the bylaws. The candidate must be a full member of the Graduate Faculty of Texas A&M University and be qualified to direct the research of candidates of M.S. and Ph.D. degrees in Nutrition. The candidate should be actively engaged in scholarship and/or research in the field of nutrition and/or teaching a graduate or undergraduate course in nutrition. Evidence of scholarly competence may be presented by membership in the American Society for Nutritional Sciences [formerly the American Institute of Nutrition], American Society of Clinical Nutrition, American Dietetic Association, American College of Nutrition or other related scientific, disciplinary, or scholarly societies requiring nomination and election to the society. Evidence of qualification may also include publication in refereed journals where nutrition scientists provide review, or

authorship of textbooks and other evidence of scholarship. Appointment of individuals as Full Members will require a letter of nomination from any member to the Chair of the Nutrition Faculty. A two-thirds majority vote of the members voting is required for acceptance. Persons holding the title of Lecturer or Senior Lecturer will not be eligible for Full Member status.

Privileges

A Full member of the Nutrition Faculty may teach graduate nutrition courses and chair a graduate student's advisory committee in Nutrition. A full member has full voting privileges.

2. Associate Member

A member of the professional staff or faculty of non-professorial rank or lecturer employed by TAMU or TAES who holds the highest earned degree for that person's discipline is eligible to be elected an Associate Member of the Nutrition Faculty of Texas A&M University. Faculty with temporary academic or postdoctoral appointments to Texas A&M University or the Graduate Faculty, who are qualified to conduct research in Nutrition are *also* eligible for associate membership. The nominee must be qualified by evidence that the individual's participation will benefit the nutrition program. A candidate for Associate Member is expected to have published a scholarly work as primary author, or in the case of a professional discipline, has exhibited appropriate evidence of professional accomplishment. Recognized scholars and authorities whose merit is clearly established need not be measured by standard criteria. The candidate must be

nominated by a member in a letter in writing addressed to the chair. The Executive Committee of the Faculty confers associate membership

Privileges

An Associate Member of the Nutrition Faculty of TAMU is permitted to teach graduate nutrition courses and to co-chair a graduate student's advisory committee. An Associate Member may not chair the advisory committee. Associate Members have limited voting privileges, but may not vote on membership issues nor issues affecting the by-laws of the Nutrition Faculty.

3. Adjunct Member

Recognized scholars who do not meet the basic requirements for FM or AM membership as described above are eligible for appointment as Adjunct Member (JM).

Privileges

An Adjunct Member of the Nutrition Faculty may teach graduate nutrition courses and co-chair a graduate student's advisory committee. An Adjunct member may not chair an advisory committee. Adjunct Members have voting privileges, but may not vote on membership issues nor issues affecting the general operating policy of the Nutrition Faculty.

4. Special Member

Recognized scholars outside the university who are currently in government or industry and have expressed a desire to participate in activities of the Nutrition Faculty are eligible to join the faculty through special appointments. Likewise, individuals whose scientific merit in nutrition is well established and whose service

on the faculty would be an honor to the Nutrition faculty will qualify as Special Members.

A letter from the Chair of the Nutrition Faculty with the candidate's resumé attached must initiate appointment as a Special Member. In the letter the Chair will state the specific committee assignment, teaching assignment, research assignment that will be given to the special appointee and the approximate length of time of the appointment. A two-thirds majority vote by the voting faculty will be required to elect an individual as a Special Member.

Privileges

Special Members have no voting privileges, but may serve as members of a graduate student's advisory committee. Their participation, however, will not count toward the minimum number needed to form the advisory committee.

Article IV. Chair of the Nutrition Faculty

- A. The Chair will be the chief executive officer of the Nutrition Faculty. The appointment as Chair shall be for a period of three years
- B. The Chair of the Nutrition Faculty shall be elected by a majority vote of the membership. Any member of the Nutrition Faculty may nominate a candidate for the position of Chair.
- C. The Chair will be chief presiding officer of the Executive Committee

Article V. Executive Committee

- A. The Executive Committee shall be composed of the Chair and five members of the Faculty, all of whom are elected by members of the faculty. In

addition, the immediate past-chair of the Faculty shall serve for one year after leaving office as a full voting member of the Executive Committee.

- B. The term of office for Executive Committee members shall be three years. Elections of at least two members of the Committee will be held annually, so that the terms of the Committee members will overlap and maintain the total of five members and the Chair.
- C. The Executive Committee shall fill by appointment any vacancies that may occur among its elected members during the year. Appointees will fill the terms of departing members.

Article VI. Election to the Executive Committee

- A. The Executive Committee shall appoint a Nomination and Election Committee composed of three persons from the general membership; members of the Executive Committee are excluded.
- B. The Nomination and Election Committee shall recommend two candidates for each vacant position on the Executive Committee. Additional nominations, with the prior consent of the nominee, may be made from the floor during the meeting.
- C. The Nomination and Election Committee shall conduct the election and report the results to the membership through the Chair.
- D. Elections shall be conducted by mail ballot with the names of all nominees listed on the ballot. The number of ballots cast for candidates shall not exceed the number of positions to be filled. Those persons receiving the most votes, with the exceptions of appointees (Article VC), shall be declared

elected. The Chair of the faculty shall mail election results to the general membership promptly. Elected members shall assume their duties at the next scheduled meeting. A run-off ballot will decide tie votes.

Article VII. Functions of the Chair

- A. The Chair shall be the chief presiding officer of the Nutrition Faculty
- B. The Chair shall preside over all meetings of the Executive Committee
- C. The Chair will approve all documents relative to degree plans of graduate students and approve eligibility of students to receive the M.S. and Ph.D. degrees in Nutrition.
- D. The Chair will be the representative of the Executive Committee. The chair shall appoint, with the approval of the other members of the Executive Committee, members to the committees. The Chair will serve as the liaison with the head of the lead department, other administrative officers, and the Faculty Senate and represent the Nutrition Faculty on the Graduate Program Committee of the College of Agriculture and Life Sciences.
- E. The Chair shall appoint a vice chair from among the members of the Executive Committee.
- F. In the absence of the Chair, the Vice-Chair shall serve as Chief Officer and Chair of the Faculty and Executive Committee with power of signature.

Article VIII. Functions of the Executive Committee

A. The principal functions of the Executive Committee shall be:

1. Administer the Graduate Program in Nutrition ensuring an appropriate degree of uniformity of the program as sponsored in several departments of the University.
2. Develop and publish a Program Description and Faculty List, which will describe the detailed rules for admission, selection of graduate advisor, degree requirements, examinations, and other information necessary for the program.
3. Provide leadership in short- and long-term planning for the program and advise on matters of new faculty selection and hiring. Represent, as appropriate, the Faculty of Nutrition in College and University meetings.
4. Coordinate recruitment of students into the graduate program in Nutrition.
5. Work closely with Heads of Departments to secure GAT, GANT and GAR support for students in the discipline. Develop a selection process for awarding GATs and GANTs to graduate students and provide recommendations to Heads of Departments in which members of the faculty group reside.
6. Review graduate programs in the science with the faculty making recommendations for changes and new courses as appropriate.
7. Develop and maintain a strong seminar program in the science.

8. Appoint members of standing committees.
 9. Coordinate activities for the discipline, which are not directly related to the Graduate program.
- B. Additional procedures of an administrative nature, which pertain to graduate degree program, may be administered through the appropriate channels of the administrative department of the student's major professor.

Article IX Meetings

- A. The meeting of the Faculty of Nutrition shall be held once per semester in the Fall and Spring. Agenda items must be submitted in writing to the Executive Committee two weeks prior to the meeting.
- B. Special meetings of the Faculty of Nutrition may be held at the call of the Chair or by written application to the Executive Committee by at least five members of the Faculty of Nutrition.
- C. A regular meeting of the Executive Committee shall be held on a monthly basis, unless otherwise determined by vote of the faculty. Other meetings of the Executive Committee may be held as frequently and for such purposes as deemed desirable by the Executive Committee.
- D. The minutes of each Annual and Executive Committee meeting shall be approved by the Executive Committee and distributed to all members of the Faculty of Nutrition within 10 days after the meeting. Corrections, if needed, will appear in the minutes of the next meeting.
- E. At Executive Committee and Faculty meetings, Roberts Rules of Order shall be followed in matters of parliamentary procedure.

Article X. Standing Committees

- A. Nomination and Election Committee. See Article VI, Section A, B and C.

Article X I. Other Committees

- A. Other committees may be created by action of the Faculty or the Executive Committee.

Article XII. Student Participation

- A. A graduate student representative shall be appointed by the Chair to committees as deemed appropriate by the Executive Committee
- B. Any registered graduate student may submit in writing to the Executive Committee suggestions for changes in Curriculum, Program, Seminar, Admissions, or items of similar interest to students.

Article XIII. Lead Department

In accordance with the provisions of the Guidelines of the Faculty Senate for interdepartmental faculties, a lead department of the Faculty will be designated to manage administrative support of the Faculty. The Faculty through the Executive Committee will make recommendations regarding the selection of the lead department to the Dean of the College in which the lead department is located, and the Provost and Vice President for Academic Affairs.

(NOTE: The lead department currently designated is the *Nutrition and Food Science Department*).

Article XIV. Amendments

Any member of the Faculty may submit suggestions for amendments to the By-Laws to the Executive Committee in writing at any time. The Executive Committee will schedule discussion by the Faculty of any such amendments at its next scheduled meeting, and submit such suggestions for mail ballot. All amendments to the By-Laws must be approved by at least two-thirds of the votes cast by the full members of the Faculty via a mail ballot.

Appendix A

Charter Members

The Charter Members of the Faculty of Nutrition are:

Dr. Christopher A. Bailey, Poultry Science
Dr. George Bates, Biochemistry and Biophysics
Dr. F.M. Byers, Animal Science
Dr. Robert Chapkin, Animal Science
Dr. C.E. Coppock, Animal Science
Dr. C.R. Creger, Poultry Science
Dr. Kathryn Dettwyler, Anthropology
Dr. C.W. Dill, Animal Science
Dr. W.C. Ellis, Animal Science
Dr. Delbert Gatlin, Wildlife and Fisheries Sciences
Dr. L. Wayne Greene, Animal Science
Dr. Martyn Gunn, Biochemistry and Biophysics
Dr. Pamela S. Hargis, Poultry Science
Dr. Edward D. Harris, Biochemistry and Biophysics
Dr. J. Howard Hesby, Animal Science
Dr. D.A. Knabe, Animal Science
Dr. Karen Kubena, Animal Science/Nutrition
Dr. H.O. Kunkel, Animal Science/Biochemistry and Biophysics
Dr. Joanne R. Lupton, Animal Science/Nutrition
Dr. W.A. McIntosh, Sociology
Dr. David N. McMurray, Medical Microbiology and Immunology
Dr. T.W. Odom, Poultry Science
Dr. Barbara A. O'Brien, Biochemistry and Biophysics
Dr. G.D. Porter, Animal Science
Dr. Ki Soon Rhee, Animal Science
Dr. L.W. Rooney, Soil and Crop Sciences
Dr. Herschel W. Sampson, College of Medicine-Anatomy
Dr. Gary Smith, Animal Science
Dr. S.B. Smith, Animal Science
Dr. Randall D. Wood, Biochemistry and Biophysics