CHAPTER I
FOREWORD

These bylaws shall be considered adjunct to the current bylaws of the Board of Regents of the University of Nebraska; and bylaws of the University of Nebraska-Lincoln (UNL), the Institute of Agriculture and Natural Resources (IANR), the College of Agricultural Sciences and Natural Resources (CASNR), and the College of Arts and Sciences (CAS).

CHAPTER II
NAME

The name of the administrative unit governed by these bylaws shall be known as the School of Natural Resources, hereinafter referred to as SNR.

CHAPTER III
ADMINISTRATIVE STRUCTURE

Introduction: The overall management and leadership for SNR shall be provided by an administrative team that consists of a director and associate director. The administrative team will be assisted and advised by a leadership team consisting of coordinators and faculty area leaders. The responsibilities of the coordinators and faculty area leaders are addressed in Sections 3.2.1 and 3.2.2.

3.1 Administrative Team

3.1.1 Director: SNR will have a director who shall be selected in accordance with the Board of Regents and University of Nebraska-Lincoln bylaws. The director shall report to the IANR deans and directors and the dean of CAS. Faculty and staff of SNR shall have the opportunity to provide input into the director’s annual evaluation. The director is responsible for the administration, leadership, and development of the teaching, research, extension, survey, service, and public service/outreach activities of SNR and for professional development of the faculty and staff. The director shall convene an external advisory group to assist SNR in identifying current and future issues and needs of stakeholders in natural resources.

The director shall designate qualified individuals within SNR to serve as the state geologist, the state climatologist, and other leadership positions as necessary.
3.1.2 **Associate Director:** The associate director shall have an administrative appointment of .50 FTE, although this percentage may, at times, be renegotiated. He/she will assist the director in the administration of SNR, will be an official administrative representative of SNR, and will have signatory authority when the director is absent. The associate director shall be a faculty member with a majority of his/her appointment in SNR. The associate director will provide leadership on specific tasks or agenda items delegated to him/her by the director. The associate director will be selected by the director and confirmed by the faculty advisory committee.

The specific duties of the associate director will include, but are not limited to, providing leadership, vision, and administrative oversight for SNR functions as specified by the director, meeting with the faculty area leaders, serving as acting director in the absence of the director, and representing SNR at functions that otherwise cannot be attended by the director. The associate director may also assist the director in providing leadership for undergraduate and graduate education in SNR, mentoring junior faculty, and providing oversight of the student services area and supervision of the associated staff. The associate director’s job description will reflect the specific FTE commitment to this leadership position and the expectations of the position.

His/her annual evaluation will include input from faculty and staff. The appointment will initially be for one year, and will be annually renewable if their evaluations support this action, if he/she is willing to continue serving in this capacity, and if the director wants him/her to continue in this capacity.

3.2 **Leadership Team**

3.2.1 **Coordinators:** SNR may have coordinators to assist the administrative team in the management and leadership of SNR. The coordinators shall be responsible for programs that address SNR-wide needs, and may include, but are not restricted to, teaching, research, extension, survey, and outreach/public service. SNR-wide needs shall be developed in consultation with SNR administration, relevant faculty committees, and the faculty at large. Coordinators are expected to implement innovative approaches to address these goals. The coordinators will be appointed by the director and confirmed by the faculty advisory committee.

A coordinator shall be a faculty member who has a majority appointment in SNR. Each coordinator’s job description shall be modified to recognize a specific FTE commitment to this leadership position and expectations of the position. The director shall assess the coordinator’s performance annually and solicit input from faculty and staff, as appropriate. Appointments will be for one year and will be annually renewable if their evaluations support this action, if he/she is willing to continue to serve in this capacity, and if the director wants him/her to continue serving as a coordinator.
3.2.2 **Faculty Area Leaders.** SNR shall have faculty areas to organize faculty based on disciplinary areas of expertise. Faculty may self-select a primary faculty area (required) and secondary and tertiary faculty areas (optional). Each faculty area shall select a leader and co-leader annually from among those with voting privileges that have made the faculty area their primary selection. Faculty area leaders shall be responsible for improved communication with SNR’s administrative team and enhanced interaction and discussion within and among faculty areas with the goal of greater faculty collaboration and integration across disciplinary areas. Each faculty area leader shall be expected to call regular meetings of the faculty area (minimum of two meetings each semester), establish meeting agendas, work to accomplish goals as established by the faculty in the faculty area and the director, and propose and implement innovative approaches to addressing these goals. Goals will be established annually.

A faculty area leader shall be a faculty member who has a majority appointment in SNR. Each faculty area leader’s FTE appointment and expectations will be documented through a memorandum that will accompany the job description. The faculty area leader shall report accomplishments in his/her eARFA as part of University Service. The director shall assess the faculty area leader’s performance annually with input from faculty in their faculty area.

Faculty Areas established January 2009 include the following: Applied Climate Science, Applied Ecology, Geography and GIScience, Geology and Soils, Human Dimensions, and Water. Faculty areas may be modified, added, or eliminated by a vote of SNR faculty.

3.3 **Committees:** SNR shall have standing committees that have specified responsibilities.

**CHAPTER IV MEMBERS**

4.1 **SNR Membership.** Faculty and staff are collectively referred to in these bylaws as the SNR membership. Faculty shall consist of every person holding the rank of instructor or above who holds a full, joint, or courtesy/adjunct appointment in SNR, including those with equivalent rank positions. Staff shall consist of all managerial/professional and office/service personnel who have an appointment in SNR.

4.2 **Voting Privileges.** All faculty and staff, excluding undergraduate and graduate students, having a paid position appointed for one year or more, and faculty whose tenure home is within SNR or faculty and staff who are members of directly associated units such as the Nebraska Cooperative Fish and Wildlife Research Unit or the Great Plains Cooperative Ecosystems Studies Unit, shall have voting privileges on issues concerning operations of SNR as defined herein. Voting privileges for faculty and staff appointments that are less than .50 FTE may be reviewed by the director on a case-by-case basis at the request of the faculty or staff member and discussed with the faculty advisory committee. Issues
specific to faculty or staff shall be voted on by the respective group. In the case where it is not clear as to the extent to which an issue needs a faculty and/or staff vote, the director, in consultation with the associate director, and the faculty advisory committee, shall make the determination and inform SNR membership.

CHAPTER V
MEETINGS AND VOTING

5.1 General SNR Meetings. SNR membership shall meet as a body at least twice each year. Faculty meetings shall be convened at least twice each semester. Staff meetings shall be convened at least twice each semester. Additional meetings may be called as needed.

5.2 Call of Meetings. General SNR meetings (SNR membership, faculty, and/or staff meetings) and standing committee meetings may be called by any of the following: (1) the director or associate director, (2) any member of the faculty advisory committee, (3) any standing or ad hoc committee, or (4) ten percent of the faculty and/or staff with voting privileges on relevant issues specific to faculty, staff, or SNR membership.

5.3 Presiding over Meetings. The director, the director’s designated representative, or relevant committee chair may preside at general SNR meetings.

5.4 Meeting Announcement. All general SNR, faculty, and/or staff meetings shall be scheduled at least one week prior to the meeting time. A written agenda shall be distributed at least 24 hours before the meeting. An emergency general, faculty, and/or staff meeting may be called in 24 hours by the director or associate director in concurrence with the appropriate advisory committee. All general and committee meetings shall be held in accordance with University rules concerning open meetings.

5.5 Meeting Records. Written minutes shall be taken to adequately record meeting discussions, and will be provided to faculty and staff prior to the next scheduled meeting. Confidential or sensitive issues will not be included in any published meeting minutes.

5.6 Agenda Items. Agendas will be developed for general SNR, faculty, and/or staff meetings. Items may be placed on the agenda by (1) the director, (2) associate director, (3) any member of the faculty advisory committee, (4) any standing or ad hoc committee, (5) any faculty or staff member, and (6) action from the floor of a meeting with approval of the majority of the faculty and/or staff at the meeting.

5.7 Quorum. A quorum consists of 35 percent or more of the appropriate SNR membership with voting privileges as defined in section 4.2 of these bylaws.

5.8 Meeting Participation. SNR membership with voting privileges are expected to attend faculty, staff, and SNR general meetings and actively engage in discussions and voting.
decisions. Faculty and staff with appointments of less than .50 FTE may request to be excused from voting privileges (see section 4.2). Graduate and undergraduate students having majors coordinated by SNR may participate in discussions at appropriate meetings. PhD students that have been admitted to candidacy will be invited to attend and participate in faculty meetings. Students may engage in discussion and shall participate as non-voting members. Discussion of confidential or sensitive issues will be limited to appropriate SNR membership, and shall not be recorded or posted in shared published meeting minutes.

5.9 Voting Policy.

5.9.1 Voting at general SNR, faculty, and/or staff meetings shall be conducted in accordance with the latest edition of Robert’s Rules of Order. Each voting member in attendance shall have one vote. A simple majority of those present will be used to pass an issue that comes to a vote. Normally, voting will be voice vote. A show of hands may be requested by any member. A paper ballot may be requested if supported by a majority of members present.

5.9.2 Voting by confidential ballot may be conducted electronically or by mail. Ballots shall normally be due 10 working days after the initial distribution.

5.9.3 Voting on changes in the bylaws will be by confidential ballot. Other issues may be placed on a ballot by the director in consultation with the faculty advisory committee or by a majority vote of the members attending any general school meeting. Fifty percent of SNR’s voting members identified in section 4.2 must vote. A two-thirds majority will be used.

5.9.4 All other issues shall be decided by a simple majority of a quorum of the appropriate SNR membership in accordance with section 5.7.

CHAPTER VI
STANDING COMMITTEES

Introduction: Standing committees shall advise the administrative and leadership team on matters pertaining to areas of responsibility assigned to that committee. Committees will consist of members who are elected by an annual vote of SNR membership with voting privileges. Terms shall be staggered. For most committees, a term is three years; committee members may serve two consecutive terms. Each committee shall annually elect a chair and a co-chair from the members of the committee. The chair shall plan the agenda for meetings; the co-chair shall function as the chair when the chair is not available. All committee members are expected to assist the chair in his/her specific duties.
The nominating committee will be responsible for facilitating voting and committee selection. The director, the faculty advisory committee, and standing committees shall have power to establish ad hoc committees and subcommittees with defined terms. With input from SNR membership, a coordinator may be assigned by the director to serve as an additional member of a standing committee. Each committee shall maintain a record of its discussions and actions and make them available to SNR membership. Matters of a confidential or sensitive nature (e.g., promotion, tenure, or personnel issues) will not be recorded or posted in shared documents.

From time to time, additional committees may be appointed by the director to serve a specific need in SNR.

6.1 **List of Committees.** Standing committees for SNR shall be:

1. Nominating Committee
2. Faculty Advisory Committee
3. Promotion and Tenure Committee
4. Graduate Committee
   a. Natural Resource Sciences
   b. Geography
5. Undergraduate Committee
6. Staff Advisory and Professional Development Committee
7. Safety and Facilities Committee
   a. Sustainability Committee
8. Social Committee
9. Outreach Committee
10. Survey Committee
11. Extension Committee

6.2 **Committees and Their Purposes.** The purpose of each SNR committee (section 6.1) and its membership are as follows:

6.2.1 **Nominating Committee.**

The nominating committee shall consist of five faculty and two staff representatives appointed by the director in consultation with the faculty advisory committee. The members are to be representative of the broad spectrum of faculty and staff found in SNR.

The nominating committee shall select candidates for membership on the various committees of SNR and conduct elections for the various committees on an annual basis. The committee shall seek broad, equitable representation from SNR’s voting members (section 4.2). Nominations from the faculty and/or staff at large will be accepted by the committee. Where more than one position is available, paired nominations will be presented where possible to ensure diverse representation on the committee. Candidates will be elected by simple majority vote (see section 5.7). In the case of a tie, a runoff election shall be held.
6.2.2 **Faculty Advisory Committee**

The faculty advisory committee will consist of the faculty area leaders and three faculty members to be elected at large. Faculty-at-large shall serve a three-year term and may not succeed themselves. Faculty representatives at-large must have greater than 0.50 FTE of their appointment in SNR. One staff representative from the staff advisory and professional development committee shall serve as liaison between the two committees.

The faculty advisory committee shall advise the director on SNR budget, facilities, and general operation issues. The committee shall have the responsibility of working with the director on matters of concern to faculty, staff, and students. The faculty advisory committee shall meet with the director no less than twice each semester.

6.2.3 **Promotion and Tenure Committee**

The promotion and tenure committee shall be composed of nine faculty members with representation from each of the six faculty areas within SNR. No faculty area shall have more than two representatives. Five members of this committee must be fully promoted (i.e., rank of full professor or equivalent rank). Five members of this committee must be tenured. All members of this committee must have greater than 0.50 FTE in SNR. The director and associate director cannot serve on the promotion and tenure committee. Elected members shall serve staggered three-year terms and may serve two consecutive terms.

The promotion and tenure committee shall report annually to the director on recommendations for promotion of faculty, granting of tenure, reappointment of faculty, and progress toward tenure and/or promotion. If someone is being considered for a faculty position with tenure, the request for granting of tenure must be presented to the promotion and tenure committee for its recommendation prior to the offer of tenure to the candidate. This committee shall facilitate post-tenure reviews where appropriate. All recommendations of the promotion and tenure committee shall be independent of the recommendations of the SNR director.

For faculty with less than a 0.50 FTE appointment in the SNR, the promotion and tenure committee shall communicate their evaluations of the faculty member to the home department. The promotion and tenure committee, likewise, has the responsibility to seek input from promotion and tenure committees in departments or units where an SNR faculty member has less than a 0.50 FTE appointment.
6.2.4 **Graduate Committee**

SNR shall maintain graduate committees that provide oversight for, respectively, the degree program in natural resource sciences (administered by CASNR) and the degree program in geography (administered by CAS). The graduate committees shall collaborate and cooperate on all matters pertaining to graduate curriculum.

6.2.4.1 **Graduate Committee for the Natural Resource Sciences degrees**

The natural resource sciences graduate committee shall be composed of five faculty members and one graduate student. Four of the faculty members must have their graduate faculty home (as defined by graduate studies) in SNR. The fifth member may have a courtesy, adjunct, or partial appointment in SNR. Committee members shall be elected for staggered three-year terms and may serve two consecutive terms. The graduate student shall serve a one-year term. The SNR graduate student association shall recommend the graduate student representative to the committee. The graduate committee will be responsible for approving the recommendation. This representative shall be on the committee for graduate policy and procedure matters, but will not be involved in admissions decisions, awarding of assistantships, reviews of graduate student academic performance or progress, and changes in graduate student status.

The graduate committee shall approve applications for admission to graduate study in the Natural Resource Sciences degree programs; review graduate student academic performance and progress at the request of the faculty advisor; recommend to faculty necessary changes in graduate student status; make recommendations pertaining to curricular changes in graduate courses; award graduate teaching assistantships; suggest and modify graduate degree programs and areas of specialization; modify, as needed, the SNR website on NRES graduate student policies and procedures; and carry out other assignments as requested by the director.

6.2.4.2 **Graduate Committee for Geography degrees**

The geography graduate committee shall be comprised of all members of the SNR faculty of geography and GIScience who have their graduate faculty home (as defined by graduate studies) in SNR and are actively engaged in teaching geography courses and/or advising geography students. The geography student organization shall recommend a graduate student representative to the committee for graduate policy and procedure matters, but will not be involved in admissions decisions, awarding of assistantships, reviews of graduate student academic performance or progress, and changes in graduate student status. The committee shall review and approve applications for admission to graduate study in the geography MA and PhD degree programs; annually review graduate student academic performance and progress; recommend to faculty necessary changes in graduate student status; recommend curricular changes in graduate courses and degree requirements, examinations, and advising; award graduate teaching assistantships funded by CAS; modify, as needed, the SNR website on GEOG graduate student policies and procedures; and carry out other assignments as requested by the director.
6.2.5 **Undergraduate Committee**

SNR has administrative responsibility for the following majors: environmental restoration science, environmental studies (applied climate science and natural resources options in CASNR), fisheries and wildlife, geography (CAS), grasslands ecology and management, preforestry (2-year program), and water science.

The SNR undergraduate committee (SNRUC) shall be composed of the chairs of each of the majors’ curriculum committees, plus two members elected at-large from the faculty of SNR. At-large committee members shall be elected for staggered three-year terms and may serve two consecutive terms. A member of the SNRUC shall be elected to represent SNR to the CASNR curriculum committee. The associate director and teaching coordinator of SNR shall serve as ex officio members of the SNRUC.

The SNRUC shall foster and facilitate undergraduate teaching within SNR by advising the director on matters pertaining to undergraduate education and assisting the director or his/her designee in identifying and implementing actions to enhance the physical and institutional infrastructure required to support teaching. At the request of the director, the committee shall review proposals for SNR major degree requirements and provide recommendation to the director; review course proposals for SNR’s non-major specific courses; propose measures and actions to improve the quality, volume, and relevance of undergraduate education in SNR; seek ways to assist faculty in acquisition of external support to improve teaching; work to develop recognition of SNR majors; hear appeals from students; develop and promote recruitment, retention, and assessment plans for SNR majors; encourage recognition of faculty and staff excellence; and carry out assignments as requested by the director.

6.2.6 **Staff Advisory and Professional Development Committee**

The staff advisory and professional development committee (SAPDC) shall be comprised of five staff members with representatives from both office/service and managerial/professional employees. The associate director shall serve as an ex officio member. The director shall meet with the SAPDC at their request. Members shall be elected to staggered three-year terms and may serve two consecutive terms.

The committee shall advise the director on matters relating to staff. The committee shall serve as a point of contact for staff in SNR; encourage recognition of staff excellence; encourage and promote professional development for staff; encourage and promote open lines of communication between staff, faculty, director, associate director, and, if applicable, coordinators and faculty area leaders; make recommendations to the director on the process for evaluation of staff; and carry out other assignments as requested by the director.
The committee chair or his/her designee will serve as a liaison with the faculty advisory committee and shall select a representative to serve as liaison with SNR managers.

6.2.7 Safety and Facilities Committee

The safety and facilities committee shall be composed of at least four faculty and three staff representatives. Committee members shall be elected for staggered three-year terms and may serve two consecutive terms. The chair will serve as the SNR safety liaison to the office of environmental health and safety. The graduate student association will be asked to identify a representative to serve on this committee. The safety and facilities committee shall coordinate SNR’s sustainability efforts through a subcommittee. Membership on the sustainability subcommittee shall be determined by the safety and facilities committee, and shall include representation from faculty, staff, and students. The graduate student association will be asked to identify a representative to serve on this committee.

The safety and facilities committee shall serve in an advisory role to the director on matters relating to safety, facilities, space allocation and utilization, and ecological and natural resources sustainability. It shall serve as the point of contact for related planning for SNR. At the request of the director or in association with the director, the committee shall develop recommendations on SNR policies related to the committee’s assignments. The committee shall promote a safe work environment; develop and review, as necessary, SNR policies related to the committee’s assignments; develop a safety plan for SNR; perform an annual assessment of safety within SNR; assess the safety plan, at minimum, every five years; provide an annual report to SNR membership; and carry out other assignments as requested by the director.

The sustainability subcommittee shall serve to facilitate and coordinate SNR’s goal to promote conservation of ecological and natural resources and related efforts within SNR. The subcommittee will have a chair that is appointed by the chair of the safety and facilities committee. The sustainability subcommittee shall annually review the recycling program in Hardin Hall, the Water Sciences Laboratory, and other SNR buildings; develop an education program for our employees and students; encourage and promote recycling and other sustainability efforts; and make recommendations to the safety and facilities committee on sustainability efforts.

6.2.8 Social Committee

The social committee shall be composed of eight members (four faculty and four staff). Committee members shall be elected for staggered two-year terms and may serve two consecutive terms.

The social committee shall select a chair and co-chair annually, with the understanding that the co-chair will serve as chair the following year. The committee shall coordinate
the monthly birthday bash/welcome and farewell for employees/students (held during the academic year); the pot luck dinners held once each semester, during which the director announces the recipient of the staff award; and special requests from the director. The committee shall be responsible for annually reviewing/revising SNR social fund guidelines, and announcing/coordinating the above events.

6.2.9 Outreach Committee

The outreach committee shall be composed of five elected faculty and two elected staff representatives. All committee members must have their primary home in SNR. Elected committee members shall serve for staggered three-year terms and may serve two consecutive terms. The director may appoint additional committee members based on job responsibilities or interests. The director shall determine the term length for those appointed to the committee.

The outreach committee shall encourage and promote outreach functions within SNR, including communications and program marketing strategies. Outreach broadly defines our linkages with clientele, other stakeholders, and the general public. This committee shall contribute to an overall university goal to move outreach toward engagement that involves greater two-way interaction with clientele. The outreach committee shall advise the director on matters related to outreach, provide support for faculty and staff outreach activities, set SNR’s outreach priorities in cooperation with the director, encourage recognition of faculty and staff excellence, and carry out other assignments at the request of the director.

6.2.10 Survey Committee

The survey committee shall be comprised of all faculty and staff who have a survey appointment or an interest in the SNR survey mission. Survey broadly defines any activity involved in the systematic collection, organization, compilation, and interpretation of basic natural resources and natural history data, as well as curatorial responsibilities and maintenance of relevant collections, including, but not limited to, such materials as well cores and borehole cuttings.

The survey committee shall encourage and promote survey functions within SNR and shall work to ensure that the legislatively mandated functions of the conservation and survey division are maintained. The committee shall generally oversee all survey activities; identify and implement actions to enhance the physical, institutional, and financial infrastructure to support survey activities; seek ways to assist SNR members in the acquisition of funds to support survey activities; compile a yearly evaluation of survey activities; increase meaningful interactions between survey programs and the other research, education, and outreach programs within SNR; encourage recognition of faculty and staff excellence; facilitate the process of survey publications; and carry out other assignments as requested by the director.
6.2.11 Extension Committee

The extension committee shall be comprised of all faculty and staff who have an extension appointment or an interest in the SNR extension mission. Extension is outreach supported through UNL extension and focused on educational programming. The role of this committee is to increase coordination of SNR’s extension program and enhance involvement in extension action teams.

The extension committee shall encourage and promote extension functions. The committee shall generally oversee all extension activities; identify and implement actions to enhance the physical, institutional, and financial infrastructure to support extension activities; seek ways to assist extension faculty members in the acquisition of funds to support extension activities; compile a yearly evaluation of extension activities; increase meaningful interactions between faculty members from extension programs and the other research, education, and outreach programs within SNR; encourage recognition of faculty and staff excellence; facilitate extension; and carry out other assignments as requested by the director.

6.2.12 If an elected member of any committee resigns his/her membership or is no longer able to fulfill the completion of his/her term, the director may appoint a replacement, in consultation with the nominating committee and the chair of the affected committee, to serve out the remainder of the term. In some instances, a special election may be held to replace committee members. The faculty advisory committee or the staff advisory and professional development committee shall be notified of the replacement, depending on the nature of the position being replaced.

CHAPTER VII
AMENDMENT OF THE BYLAWS

7.1 Bylaws Conformance. These bylaws are intended to conform to bylaws of the Board of Regents of the University of Nebraska, the bylaws of UNL, the bylaws of CASNR, and the bylaws of CAS. Changes in bylaws of the above groups imply necessary changes in SNR bylaws.

7.2 Bylaws Amendments. These bylaws may be amended only by confidential ballot. Such amendments must be in accordance with section 7.1. Discussion of any proposed changes shall occur at SNR membership meeting(s) before ballots are distributed. Proposed amendments shall be presented to SNR membership in writing two weeks prior to the faculty, staff, or general SNR meeting in which they will be discussed. Changes in SNR bylaws can be initiated by the director, the faculty advisory committee, or by a petition of 10 percent of SNR faculty with voting privileges. Approval of amendments to the bylaws must be in accordance with section 5.9.3. Amendments to the bylaws will become effective following approval by SNR membership with voting privileges (per section 4.2). In the case of changes in elected committees or their makeup, these changes will
become effective with the next regular election of committee membership, except in situations where a special election is necessary as determined by the director or the faculty advisory committee.

7.3 **Counting Ballots.** If mail ballots are used, the associate director and the chair of the faculty advisory committee shall tabulate the votes and report the results of the voting. If electronic ballots are used, the database manager shall provide confidential results to the associate director and the chair of the faculty advisory committee to review and report the results of the voting.