



PROGRAM BY-LAWS

Revised September, 2014

Governance and Affiliation

I. Program Affiliation

A faculty member who wishes to become a program Faculty Affiliate will submit a letter to the program chair stating the nature of his/her interest and a current CV. The program chair will share the request with the governance committee for a vote on and communicate the decision to the petitioner.

Affiliates will be formally listed as members of our faculty on our web site, will advise Agroecology MS students, serve on student committees, and may be elected to the Governance Committee.

II. Governance Committee

The Agroecology Governance Committee will be comprised of five faculty affiliates and two graduate student representatives currently enrolled in the Agroecology Program. A staff member or outside professional may replace one of the faculty affiliates. The committee will meet monthly during the academic year and during recesses as the program chair deems necessary. The meeting agendas will be drafted by the program chair with input from the members.

The governance committee will also function as the admissions committee. At least two members will review each application and report their assessment to the committee. The program chair will make a decision about each applicant with input from Committee members.

III. Annual Meeting

The annual meeting of the committee shall be held during the final month of the spring semester. The purpose of the annual meeting is to announce new committee members, review a draft of the annual program review that the Chair will share with the dean of CALS, review the budget, and to make any other transactions and decisions as seen fit by the sitting chair.

IV. Elections

In the spring of each year, faculty affiliates will nominate and elect fellow affiliates representing the social and natural sciences to serve on the governance committee for a 2-year term. Elections will take place before the annual meeting to determine the incoming committee member(s).

Agroecology Program

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Terms will officially begin at the commencement of the academic year. Committee members may serve consecutive terms. Those members up for re-election will abstain from voting. In case of a tie, the acting committee chair will flip a coin to decide the election outcome.

Two Agroecology graduate students will also serve as Representatives on the Governance Committee. Their terms will be for 2-years, staggered if possible as to always include one returning student representative each year. The Agroecology student body will nominate and vote among themselves to elect representatives before the annual meeting. Student representatives will serve as voting members of the committee, reviewers in the application process, and will be advisory on chair selection.

V. Program Chair

The Program Chair will be selected annually from among the active members of the governance committee in the first meeting of the fall semester by the non-student members of the governance committee. The chair will oversee governance committee meetings and report to the dean of CALS annually. When called for, two governance committee members may co-chair the program. The chair may serve consecutive terms, for a maximum of six consecutive years.

VI. Program Administrator

The program administrator will attend governance committee meetings, record minutes, and provide input as appropriate but will not have voting rights.

VII. Quorum.

A majority of the governance committee constitutes a quorum for the transaction of business at any meeting.

VIII. Manner of Acting.

The act of the majority of the members present at a meeting at which a quorum is present is the duly authorized act of the governance committee, except where otherwise provided by law or these bylaws.

IX. Closed Session

Governance committee meetings are open to the public unless the committee goes into closed session. Closed Session will occur when the committee discusses personnel including current and prospective students and all faculty and staff. In instances when the committee discusses current and prospective students, privacy and confidentiality are required by the Family Educational Rights and Privacy Act (FERPA). FERPA guidelines can be found at the Office of the Registrar's website.

X. Amendments and Modifications to Bylaws

Proposed amendments and modifications to these bylaws may only be done through the following process:

- The governance committee, through normal "manner of acting" proposes a draft;
- The committee shares the proposed changes and an explanation/justification for them with the faculty affiliates, giving the affiliates five working days to comment on the changes;
- After considering the comments of the faculty affiliates and making further changes through normal "manner of acting," the governance committee will put forth proposed amendments and modifications to the faculty affiliates for a vote.

After five working days, the proposed bylaws changes will be enacted or rejected based on a majority vote of the responding faculty affiliates. The calculation of majority shall be based on the number of affiliates who participated in the vote, not the total number of faculty affiliated with the Agroecology Program.

Agroecology Program Committees

Admissions Committee

The governance committee will also function as the admissions committee.

Student Progress Committee

This committee will be a quorum of the governance committee.

Student Project and Thesis Committee

This 3-member committee will oversee a Public Practice student's project and a Research student's thesis. The committee must be composed of the student's faculty advisor and two other members at least one of whom is also (in addition to the advisor) a member of the faculty affiliates. One or more committee members must be from a department other than that of the advisor, and students are encouraged to pursue committee representation from both social and natural sciences. At least two members must be UW faculty and the third member can be non-faculty if approved to serve on the student's committee by the agroecology governance committee. To request approval, the student's faculty advisor must submit a letter of recommendation on behalf of the non-faculty individual to the agroecology governance committee chair. The agroecology governance committee will review the information and vote for approval or disapproval of the non-faculty individual to serve on the student's committee.

Ad Hoc Committees

Ad hoc committees will be created by the chair as needs arise, for specific lengths of time, normally not to exceed one year. Membership and charge will be determined at the time an ad hoc committee is created.

Prospective Students and Admissions

The program administrator will respond to inquiries from prospective students and counsel applicants on admissions requirements and deadlines. The administrator will assist prospective students in planning campus visits that include meetings with the program chair, the program graduate advisor, faculty affiliates and current Agroecology students.

The fall application deadline will be January 15, the spring application deadline will be October 15, and the summer deadline will be flexible. The program administrator will organize and circulate applications for the admissions committee to review prior to an open discussion at a governance committee meeting held as soon as possible after the application deadlines. The program chair will make a decision about each applicant with input from admissions committee members.

Program Requirements

Agroecology students must select the Research track or Public Practice track.

During their second semester, all students, in consultation with his or her advisor(s), must design and sign an individualized “learning plan.” This document sets out a balanced plan of cross-training electives, and an abstract of the intended thesis or project, that fits the student’s needs and goals. At this time, students should also work with their advisor to establish a committee for their thesis or final project.

Agroecology students can pursue a **joint degree** with an affiliated department such as Agronomy, Entomology, Horticulture, Soils or Community and Environmental Sociology. A joint degree consists of one graduate degree with two majors. To apply for a joint degree a student must submit a proposal for the degree to the Graduate School along with an Application for [Change of Major/Addition of Major](#) for Currently Enrolled Students, A student must be admitted to the second major and must have two advisors – one from each program/department. The Graduate School academic associate deans review all such proposals. Students must submit the proposal before they complete the course work and no later than the beginning of their second year of graduate study.