

**Bylaws of the Department of Biomedical and Diagnostic Sciences**  
College of Veterinary Medicine  
University of Tennessee

BDS departmental bylaws original (v1) approved 11/5/2013  
v2 revision approved 12/4/2020 by faculty

**List of Abbreviations**

BDS	Biomedical and Diagnostic Sciences
CAFSP	Center for Agriculture and Food Security and Preparedness
CVM	College of Veterinary Medicine
FH	Faculty Handbook
P&T	Promotion and Tenure
UT	University of Tennessee
UTCVM	University of Tennessee College of Veterinary Medicine
UTIA	University of Tennessee Institute of Agriculture

**Links to related documents**

[Department of BDS Bylaws](#) (this document)  
[Department of BDS Strategic Plan](#)

[UTCVM Bylaws](#)  
[UTCVM Guidelines for Effective Peer Review of Teaching](#)  
[UTCVM Procedures and Instructions for Promotion and Tenure](#)  
[UTCVM Promotion and Tenure Guidelines](#)

[UT Faculty Senate Bylaws Directory](#)  
[UT Faculty Handbook](#)  
[UT Policies Governing Academic Freedom, Responsibility and Tenure](#)

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This section cites UTCVM Bylaws, Section 2, and provides additional clarification.

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This section cites UTCVM Bylaws, Section 3, and provides additional clarification.

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This section cites UTCVM Bylaws, Section 4, and provides additional clarification.

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This section cites UTCVM Bylaws, Section 5, and provides additional clarification.

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This section cites UTCVM Bylaws, Section 6

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This section cites UTCVM Bylaws, Section 7.

## 8 Governance and Departmental Administrative Structure

This section cites UTCVM Bylaws, Section 8, and provides additional clarification, including information about regular review of departmental bylaws and strategic plan.

## **Section 1: General Organization and Operation**

### 1.1 Nature and Purpose

Bylaws are essential for successfully conducting the business of the department. This document, together with the Department of BDS Strategic Plan, helps to guide the day-to-day decisions and management of the department. Faculty members are responsible for participating constructively in the creation and revision of our bylaws and strategic plan, which together should represent a strong departmental consensus. More information about implementation and revision of the departmental strategic plan is in Section 8.

The Department of Biomedical and Diagnostic Sciences (BDS) bylaws supplement but also adhere to the: [Faculty Handbook](#) (FH), the [College of Veterinary Medicine Faculty Bylaws](#) (UTCVM Bylaws), [UTCVM Promotion and Tenure Guidelines](#) (UTCVM P&T Guidelines), [UTCVM Procedures and Instructions for Promotion and Tenure](#), the University of Tennessee [Policies Governing Academic Freedom, Responsibility and Tenure](#) and the [UTCVM Guidelines for Peer Evaluation](#). Furthermore, the departmental bylaws are subject to the rules and regulations of the State of Tennessee, The University of Tennessee (UT), and the UT Institute of Agriculture (UTIA). Any provision in our bylaws that is in disagreement with these higher-level documents is automatically null and void.

All BDS faculty members are strongly encouraged to familiarize themselves with departmental bylaws and the UTCVM bylaws, and to consult other UT and UTCVM policy and guidance documents as needed.

### 1.2 Name and Location

The Department of Biomedical and Diagnostic Sciences (BDS) is located within the University of Tennessee, College of Veterinary Medicine.

### 1.3 Mission, Vision, and Core Values

Our departmental mission is to (1) educate veterinary, graduate, and post-graduate students, (2) advance diagnostic, basic and translational research, (3) provide high quality diagnostic laboratory services, (4) serve as a primary resource in continuing education, (5) promote the understanding and application of human-animal interactions, and (6) disseminate accurate and current information on the disciplines represented in the department.

Our departmental vision is to be an institutional, regional and national resource for veterinary laboratory diagnostics, biomedical discovery, public health and the human-animal bond.

Our department shares the UTCVM core values of professionalism, quality, respect, inclusiveness, creativity, and commitment (UTCVM Bylaws, section 1.3).

### 1.4 Department Meetings

Department meetings are a component of shared governance (see Section 8). Faculty members are expected to attend departmental meetings when able and eligible faculty are expected to vote on departmental issues.

Regular departmental meetings generally occur once monthly. The times and dates are determined by the department head in consultation with the faculty. Special meetings may be called by the department head as needed with advance notice. The procedure for a meeting will include an agenda prepared by the department head for informal discussion. The department head or faculty may invite other individuals to specific meetings for agenda items that are of concern to departmental faculty. Robert's Rules of Order, Newly Revised, may be invoked per majority vote of faculty present. At the discretion of the department head, a staff member may be present to record the minutes of the meeting. The [minutes](#) from each regular meeting will be posted on the internal departmental website (VetNet).

### 1.5 Departmental Membership and Voting Privileges

Voting members of the department shall include all tenured, tenure track, and non-tenure track faculty with a greater than 50% appointment (> 0.50 FTE) in the department, but not research-track faculty primarily supported as a co-investigator on extramural grant(s). Others may be accepted/removed by a 2/3 majority vote of the departmental faculty.

### 1.6 Voting Procedure and Definitions

In general, a call for a departmental vote will follow discussions held during regular or *ad hoc* faculty meetings. The procedures for conducting a vote by the departmental membership may include voting in person at a meeting, collecting electronic votes, or collecting votes by anonymous paper ballot.

A *quorum* is defined as the minimum number of deliberative body members necessary to conduct the business of that body and/or to vote on issues before that body.

For matters of departmental business, a quorum is a simple majority of the voting members of the departmental faculty and is required for a vote on a formal motion. If a quorum is present at the beginning of a meeting but voting members leave during the meeting, the business of the meeting may continue. If a quorum is not present for a meeting, ballots may be distributed and returned to complete a vote within 5 working days after the meeting.

Unless otherwise stipulated, a positive vote will require a simple majority of voting faculty.

### 1.7 Procedures for Adopting and Amending Departmental Bylaws

These departmental bylaws will be adopted and amended by a vote of eligible departmental faculty. The vote will occur after two reviews of the bylaws or bylaw amendment(s) at two different departmental faculty meetings or through electronic distribution to the membership, unless the requirement for a second reading or electronic submission is waived by a two-thirds majority vote of the departmental faculty. Meetings must be announced at least five (5) working days prior to the actual meeting or the document distributed electronically at least ten (10) working days prior to the actual vote. Adoption and amendment of departmental bylaws will be successful if supported by two-thirds of the voting members of the department.

Any voting member of the departmental faculty may submit a proposed amendment to the department head, who will review the proposed amendment(s) for any conflict that might exist with the FH, State laws, or other rules and regulations. Following review by the department head, the proposed amendment will be distributed to the eligible faculty for review, discussed in at least one departmental faculty meeting, and submitted for a vote.

The department head may make clerical corrections or formatting changes to these bylaws. Departmental faculty must be informed of these changes via email notification or through a scheduled department meeting. If any departmental faculty member objects to the changes, the changes will be deemed withdrawn and must be subject to the amendment procedures set forth above.

Our departmental bylaws and strategic plan will be reviewed every other year, as described in Section 8.

### 1.8 Standards of Conduct and Code of Ethics

Our department shares the Standards of Conduct and Code of Ethics described in the UTCVM Bylaws, Section 1.8.

Our department is subject to the rules and regulations of the State of Tennessee, UT, and the UTIA. If any provision in this document is inconsistent with university policy or state and federal law or regulations, such provision shall be null and void.

### 1.9 Departmental Committees

The department may have standing and/or *ad hoc* committees as needed, appointed by the department head in consultation with the faculty. Each committee will be given a charge (consisting of specific goals) by the department head and/or the committee chair. When appropriate, students and others outside the department may serve on committees. The department head should be consulted for committee appointments outside of the department. Committees will report periodically to the faculty at regularly scheduled meetings. There will be an annual review of departmental committees by the department head to determine if they will continue.

### 1.10 Faculty Mentorship

Assistant professors will have mentorship within 6 months of appointment. Mentors may include tenured or non-tenure track faculty at a higher rank in BDS or other departments, although BDS faculty may be most effective in helping understand and integrate with departmental operations and culture. Engagement of faculty outside CVM should be done in a team mentoring capacity, to include someone else from within CVM. Mentorship can be obtained via one of the following mechanisms, in cooperation with the department head and on agreement by the mentor(s):

- Mentor selected by the faculty member
- Mentor assigned by department head, with faculty member approval
- Mentoring team (of 2 or 3 faculty) identified to include at least 1 member chosen by the faculty member and one by the department head. A lead will be identified within this team to represent the faculty member in departmental evaluation functions.

Any other faculty member, including tenure-track or non-tenure track associate and full professors, may elect to receive mentorship under the above guidelines or on a completely informal, independent basis.

Individual mentoring programs should be crafted/developed according to needs of the mentee and informed by institutional best practices. The mentor(s) will be expected to meet at least twice a year with their mentee to answer questions, help refine career objectives, develop relevant and realistic goals, and review progress. They will also present the mentee's

accomplishments during departmental meetings to include annual evaluations and consideration for promotion and tenure.

## **Section 2: Faculty Responsibilities and Rights**

Responsibilities and rights of all UTCVM faculty are described in the UTCVM Bylaws, Section 2.

Expectations and responsibilities of each BDS faculty member should be described in writing by the department head and understood by the faculty member. Individual expectations and responsibilities should be reviewed during annual evaluations with the department head and adjusted to address evolving career aspirations and/or needs of the department and college.

All departmental faculty (tenure and non-tenure track) are eligible to participate in departmental and college governance, dependent on position responsibilities.

## **Section 3: Faculty Appointment**

Policies and procedures for appointment of all UTCVM faculty are described in the UTCVM Bylaws, Section 3.

Given authorization to search for a position, the BDS department head will appoint a search committee consisting of at least two faculty members from within the department, one of whom will be named as chair of the committee. Search committees for tenure and non-tenure track positions may include both tenure and non-tenure track faculty. These members, together with the department head, will determine the composition of the remainder of the committee. The committee will report their findings to the department head who, with input from the faculty, will make a recommendation to the dean.

**Criteria for faculty rank in BDS** include those listed in the FH and followed in UTCVM Bylaws and apply to both tenure-track and nontenure-track faculty.

- Assistant Professors will have earned a terminal degree (DVM, DVM-equivalent, or PhD) with documented accomplishments and/or specialty training that provides reasonable assurances for competency in assigned responsibilities (teaching, research and service) and potential for successful academic career progression.
- Associate Professors will have held the rank of Assistant Professor for at least 6 years, having established themselves as experts in their fields of study and accomplished in their areas of responsibility. They will have demonstrated good collegiality and a level of scholarship/creativity commensurate with their appointment.
- Full Professors will have served as an Associate Professor for at least 6 years with a clear record of academic excellence and advancement in at least one area of responsibility to include their major area(s) of effort. They will have established national recognition and demonstrated a willingness and ability to effectively work with and mentor junior colleagues.

**Academic excellence in BDS faculty may include:**

### Teaching:

- Recognition by faculty teaching peers
- Consistent student teaching evaluations at and above the class mean
- Development and documented recognition/adoption by others of novel, innovative teaching techniques, methods and content
- Establishment and presentation of new courses and laboratory exercises
- Peer reviewed publication of effectiveness of teaching methods

- Teaching awards and student recognition
- Invitations to teach at other universities
- Invitations to speak on pedagogy at national professional conferences or other institutions
- Principle mentorship of students or residents in their generation of peer-reviewed publications as first or presenting author at national conferences

Research and creative accomplishment:

- A strong record of peer-reviewed publications, relative to effort allocation, in high profile or specialty/profession-targeted journals
- Publication of prospective and retrospective hypothesis driven studies
- Measures of impact, which could include:
  - Citation of research publications
  - Invitations to present research as plenary/keynote speaker at national meetings, or moderate specialty sessions
  - Invitations to present research/creative accomplishments at other colleges of veterinary medicine or Research-1 universities
  - Research awards
- Publication/editorship of a textbook widely adopted by the profession
- Invitations to contribute chapter(s) to prominent textbooks in the faculty member's area of specialization
- A strong record of grantsmanship relative to effort allocation
- Issuance of patents

Creative accomplishments and scholarship may also reflect excellence in teaching (new courses, methods, student/resident mentorship, etc.) and service (new tests, novel achievements in governance, etc.)

Service: Excellence in service for BDS faculty may reflect diagnostic laboratory, outreach, or governance activities to include contributions to departmental administrative functions and governance within the institution and profession:

- Documented development, implementation and acceptance/demand of new diagnostic tests, assays, methodologies
- Characterization and peer-reviewed documentation of new clinical/disease conditions (scholarship)
- Documented singularly positive outcome(s) resulting from departmental leadership
- Effective leadership (i.e. Chairperson) of important/time-consuming UT or professional organization committee, or clearly documented individual impact as committee member
- Documented expansion of outreach activities pertinent to academic expertise/responsibilities and/or public commendations/acclaim for relevant accomplishments (community activities unrelated to professional appointment are considered personal volunteerism)
- Membership on editorial boards of nationally recognized professional journals and invitations to serve as a reviewer for granting agencies (also reflects well on the impact of research/creative accomplishments)
- Organization of professional conferences
- Documented contributions to success(es) of a mentored junior faculty member in their academic career development.

## **Section 4: Faculty Evaluation, Promotion, and Tenure**

Policies and procedures for evaluation of all UTCVM faculty, including information about promotion and tenure, are described in the UTCVM Bylaws, Section 4.

Faculty are evaluated and promoted based on assigned responsibilities (effort allocation), criteria for faculty rank, and individual expectations in teaching, research, service/outreach, and governance. Tenure may be granted to tenure-track assistant, associate or full professors who have met or exceeded expectations for their rank and have demonstrated professional academic excellence that is expected to be sustained well into the future.

Tenure and non-tenure track faculty are evaluated in BDS by the same processes for annual review, retention, and promotion/tenure by all faculty of higher rank with two exceptions:

- 1) Only tenured faculty may vote on awarding tenure (as per FH)
- 2) Research-track faculty entirely supported as a co-investigator on an extramural grant(s) are evaluated primarily by their faculty sponsor (extramural grant lead principal investigator), who will provide feedback and recommendations to the department head for consideration in annual evaluation/retention. Evaluation for promotion of these research-track faculty will follow standard procedures.

A simple majority faculty vote will constitute a recommendation to the department head.

Materials that must be submitted by BDS faculty for annual evaluation include:

- 1) current, updated curriculum vitae
- 2) completed effort allocation file
- 3) individual student teaching evaluations
- 4) most recent peer-teaching evaluation
- 5) self-assessment of accomplishments and goals for the upcoming calendar year.
- 6) statement of responsibilities, or original offer letter, that includes expectations and job description with assigned effort allocations - new statements must be supplied by the department head following significant changes in appointment responsibilities.
- 7) section A-1 (*Dossier Template*) completed for at least the most recent three calendar years (may limit to 7 years) or since joining UTCVM

In addition, course-coordinators must provide:

- 1) spring and/or fall semester student course rating data and comments
- 2) course coordinators' course reports for the spring and/or fall semesters
- 3) the most recent curriculum committee course review.

## **Section 5: Conflict Resolution and Faculty Rights of Appeal**

Rights of appeal for all UTCVM faculty are described in the UTCVM Bylaws, Section 5.

Any departmental constituent who has concerns that have not or cannot be addressed by their immediate supervisor is encouraged to seek further guidance and help with the administrator for that group or the department head. If the problem remains unresolved with departmental administrators up through the head, advice should be sought through the college's dean or other institutional/university office(s) established to address the specific concern.

## **Section 6: Compensated Outside Activities**

Policies and procedures regarding compensated outside activities for UTCVM faculty are described in the UTCVM Bylaws, Section 6.



## Section 7: Benefits and Leave

Policies and procedures regarding benefits and leave for UTCVM faculty are described in the UTCVM Bylaws, Section 7.

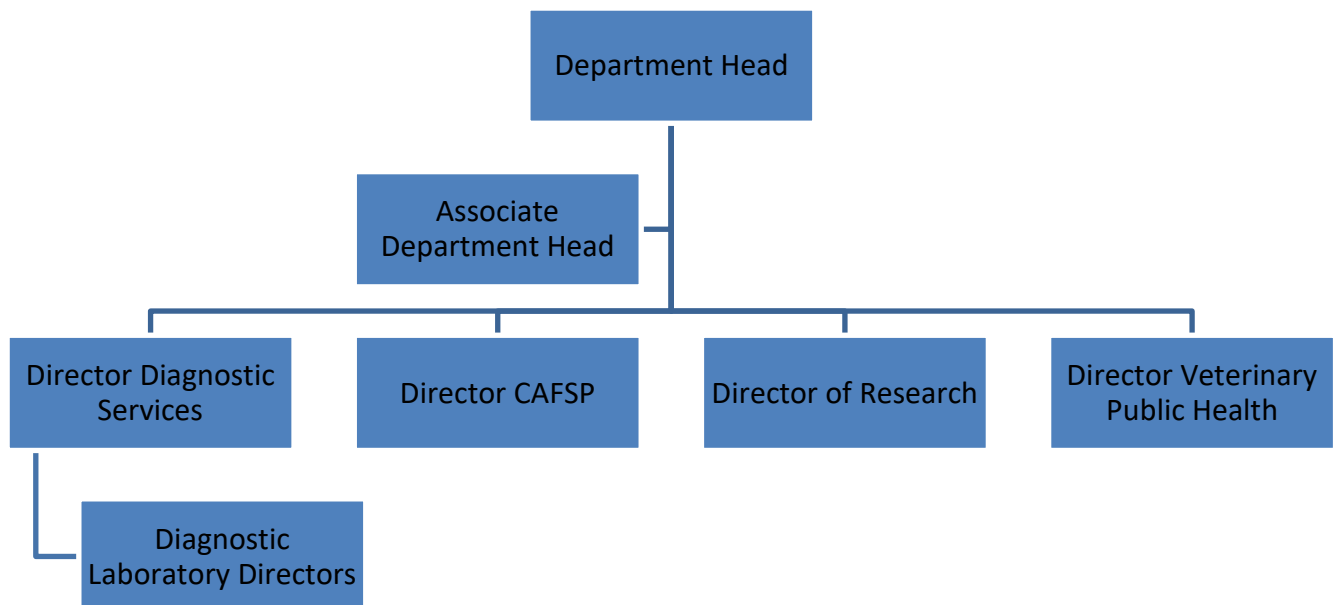
## Section 8: Governance

Principles, policies, and procedures regarding shared governance are described in the UTCVM Bylaws, Section 8.

Our department is administered by faculty (and where appropriate, staff) consensus as often as possible, and through active collaboration between faculty, staff and administrators.

Our department will review our departmental bylaws and strategic plan at least every other year, to make sure they align with UTCVM Bylaws, to monitor our progress as a department, and to propose any revisions to either document. The BDS department head or a faculty member appointed by the department head will work with BDS representatives on the UT Faculty Senate to conduct the reviews, seeking input from others as needed. The department head or the person appointed will report the findings of the reviews to all BDS faculty, either at a department meeting or by email. The process for amending our departmental bylaws is described in Section 1.7. The process for amending our departmental strategic plan is the same as for amending our departmental bylaws.

The chart below depicts the basic departmental administrative structure:



Below are descriptions of main responsibilities for each administrative position:

### Department Head

Responsibilities of UTCVM department heads are described in UTCVM Bylaws, Section 8.3.1.

The BDS department head is assisted in administering the various departmental academic mission areas by an associate head, and directors for diagnostic services, research, and public health. The director of the Center for Agriculture and Food Security and Preparedness (CAFSP) is responsible for that program and all incorporated personnel. The department head, with faculty and staff input, appoints individuals to these administrative positions with responsibilities that include:

#### Associate Department Head

- Establishment and oversight of committees for faculty peer-teaching evaluation
- Coordination in obtaining faculty departmental input for faculty annual evaluations, and in consideration of promotion and tenure decisions
- Administration/coordination of other departmental operations/initiatives on an as needed basis
- Signatory approval of various departmental requests/documents, in the absence of department head

#### Director of Diagnostic Laboratory Services

- Coordinate and develop overarching diagnostic functions working closely with individual laboratory directors and administrative staff members
- Overall administration of diagnostic services, including development of new initiatives and adaptation of services to meet the needs of the Veterinary Medical Center (VMC), regional practices, and Tennessee stakeholders
- Represent diagnostic laboratory services as an *ex officio* member of the College's Hospital Board
- Approve leave requests from faculty and administrative staff with diagnostic laboratory responsibilities
- Annual evaluation of administrative staff aligned with diagnostic services
- Budget oversight for all diagnostic service laboratories, including new expenditures
- Keeping the department head well informed of all issues and initiatives within the diagnostic laboratory group, and working closely with head to help manage departmental operations and budgets
- Signatory approval of various departmental requests/documents as needed, in the absence of department head

#### Director of Veterinary Public Health

- Coordination of the Veterinary Masters of Public Health (MPH) program and liaison to the Department of Public Health and related programs on the Knoxville Campus, as well as local/state agencies
- Oversight of public health outreach programs, including HABIT
- Annual evaluation of associated administrative staff
- Approval of leave requests for administrative staff members

#### Director of Departmental Research

- Coordination of research programs and new initiatives within the department
- Identification and facilitation of collaborative research opportunities between departmental faculty members and outside investigators and programs

- Coordination/provision of assistance in grantsmanship to all departmental faculty members
- Department notification of faculty research achievements (recent publications, grant awards, etc.)
- Compilation of departmental research metrics

Directors of Individual Diagnostic Laboratories

- Day-to-day management of laboratory operations and staff
- Oversight of laboratory operating expenses and revenues
- Maintaining laboratory fee structure
- Annual evaluation of laboratory and associated administrative staff
- Interfacing with clients as needed
- Approval of leave requests for associated staff members
- Scheduling personnel to maintain regular and holiday laboratory operations