

FOOD SCIENCE INSTITUTE

BYLAW

Food Science Graduate Program
Kansas State University

Faculty Membership

A member of the Core Food Science Graduate Program faculty shall be:

- 1) A graduate faculty member at Kansas State University.
- 2) Interested in actively promoting Food Science as an academic discipline.
- 3) Elected by a majority vote of the Core Food Science Graduate Program faculty after submission of an application.
- 4) Willing to participate in committee work and other activities for the betterment of Food Science on campus as well as nationally and internationally.
- 5) Be a major professor to a food science graduate student within any given five year period.

POLICIES AND GOVERNING PROCEDURES

1. The Food Science Graduate Faculty will establish all policies affecting the Food Science Graduate Program.
2. The Coordinating Committee members advise the Chair, along with the Chair make recommendations to the faculty concerning policy, represent Food Science Faculty members, and assist in establishing the agenda for the faculty meetings. A Coordinating Committee member should designate another Food Science Faculty member as a proxy when unable to attend a meeting.

Membership, Term and Election of Coordinating Committee

3. The Food Science Coordinating Committee will consist of 9 members including the chair person. At least 7 of the committee members must be Core food science faculty. A Chairperson is elected by the Food Science Graduate Coordinating Committee for a 3 year term. The University Handbook defines ancillary appointments in section C.27 (see last page).
4. Three Coordinating Committee members will be elected each spring on a rotating basis, and elected members will start serving their three year term on July 1. Elected members will be eligible for reelection.

5. The three retiring members of the Food Science Coordinating Committee will constitute the nominating committee for the three vacancies occurring by expiration of terms of committee members. Two faculty members will be nominated to fill each vacancy occurring at the expiration of the 3 year terms. Vacancies for any other reason will be filled by the existing Chair with the concurrence of the Coordinating Committee members for the remainder of the term.
6. Voting will be by electronic ballot. The three nominees receiving the highest number of votes will be elected to fill the vacancies.

Role and Term Limit of Program Chair

7. The Chair of the Food Science Graduate Program will serve as the Chair of the Food Science Coordinating Committee. The Chair will have voting status in case of tie votes. The Chair may be re-elected upon approval of the core graduate faculty.

Election of Program Chair

8. Elections of the Chair of the Food Science Graduate Program will be by electronic ballot. The Chair will be elected preceding the nomination and election of the new Coordinating Committee Members of the year when the incumbent Chair's term is to expire. A Food Science Faculty member can serve as a proxy for no more than one absentee member. The Coordinating Committee member must notify the FSI secretary of the proxy designate prior to the meeting.
9. Ex-Officio Member - The Director of the Food Science Institute will serve as an Ex-Officio member to the Food Science Graduate Coordinating Committee. The Director may not rotate onto the Food Science Graduate Coordinating Committee as a voting member during her/his term.

Note: The first guidelines were approved by the Coordinating Committee on May 19, 1970. The first major revision was made on May 19, 1977. The minor additions were made on March 29, 1982, October 8, 1982 and April 24, 1987, January 31, 2003, and October 7, 2004 by the Food Science Graduate Faculty. The second major revision was approved on February 15, 2008.

Ancillary Appointments (FS 2/13/07, additions and revisions) – From the University Handbook

C27 Ancillary appointments. Ancillary appointments are made for the benefit of a department to allow faculty from other university departments to contribute to its academic programs. Members who are on regular faculty appointments in other departments or units on campus are eligible. The goal is to foster ties between departments with similar and/or complementary disciplinary interests.

C27.1 An eligible faculty member may be nominated for an ancillary appointment by a faculty member in the host department or by the host department head. The nomination should be discussed with other faculty in both of the departments which the appointment may affect. The nomination should include a letter of nomination, curriculum vitae of the candidate, and a statement outlining the benefits both to the candidate and to the hosting department. Prior to appointment, a majority of the faculty members from the host department must find the individual acceptable as an ancillary faculty member. The appointment must be approved by the host department head, host dean, and the provost. The candidate must also have approval from his or her home department head and dean.

C27.2 An ancillary appointment is a five-year term and is contingent upon a continuing regular faculty appointment. To be reappointed, the candidate must be re-nominated and approved by the process outlined above.

C27.3 The activities of an ancillary appointment may include teaching, interaction in scholarly and creative endeavors, participation in graduate programs, and serving on graduate student committees. The regular procedures of the graduate faculty apply to any individual's participation in a graduate program. Departments may develop more specific guidelines and policies related to these appointments.

C27.4 Ancillary appointments are without compensation. Ancillary faculty members are subject to all rules and regulations that apply to members of the host department including but not limited to patents, conflict of interest, classified research, and use of human subjects. Ancillary faculty members are not granted tenure, nor are they eligible to vote or hold office in the host department. Ancillary appointments may be recognized in all appropriate departmental documents and literature pertaining to academic programs.

C29.1 Other considerations. As a general policy, tenure-track faculty appointments will not be offered to persons whose last earned academic degree is from Kansas State University unless they have acquired extensive intervening experience elsewhere. In unusual and meritorious cases, the provost may make exceptions to this policy.

C29.2 The University will not grant an advanced degree to a faculty member who holds the rank of assistant professor or higher, with the following exceptions: Faculty members in these ranks may be permitted to work for degrees outside their own departments, provided that the degrees are not required for promotion or tenure in their own departments. (FSM 5-13-80)

C29.3 The introduction to this handbook provides information on equal employment opportunity, employment of relatives, loyalty oath, and citizenship requirements.