

Bylaws of the University of Tennessee, Knoxville
Academic Outreach and Engagement Council

Together the University of Tennessee, Knoxville and the Institute of Agriculture, the State's flagship land grant and research institutions, embody the spirit of excellence in teaching, research, scholarship, creative activity, outreach, and engagement attained by the nation's finest public research institutions. The Academic Outreach and Engagement Council (AOEC or Council) presently defines academic outreach and engagement as integrated scholarship, which integrates its academic missions of research, creativity, teaching, and service in mutually beneficial, reciprocal relationships with communities. This engagement informs and shapes the academic mission and extends the University's intellectual resources to serve its constituents.

Mission:

The Council promotes the full range of the University's land grant mission. The Council's primary emphases include encouraging excellence in academic outreach and engagement that is transformative for the academic and public communities, and advocating policies that recognize and reward faculty engaged in academic outreach and engagement.

Goals:

1. Develop, propose, and continuously improve policies for academic outreach and engagement on the University of Tennessee, Knoxville campus.
 - a. Lead the academic community in developing standards and definitions of engaged scholarship that are based on best practices.
 - b. Facilitate the implementation and continuous advancement of academic outreach and engagement at the University of Tennessee, Knoxville.
2. Serve as the primary faculty representative and advocate for engaged scholarship.
 - a. Disseminate information regarding academic outreach and engagement activities through close coordination and collaboration with other stakeholders.
 - b. Work with key stakeholders to support and extend faculty members' pursuit of engaged scholarship.
 - c. Reward and recognize faculty members who demonstrate excellence in academic outreach and engaged scholarship.

Membership:

Membership on the AOEC is open to all faculty members from the University of Tennessee and the Institute of Agriculture interested in academic outreach and engagement.

1. Members may be self-nominated based on experience and expertise in academic outreach and engagement and/or demonstrated scholarly production related to academic outreach and engagement.
2. The Vice Chancellor of Research and Engagement will solicit nominations for representatives from each academic unit from the appropriate Dean or Director.

Each nominee will complete a basic AOEC member application review form. Application forms will be reviewed and by members of the Nominations/Membership Committee, who will provide membership recommendations to the AOEC.

Council members will serve a two-year term and be automatically renewed for another two-year term unless the Executive Committee members desire to terminate his/her membership or the member no longer desires to serve. Renewal terms may be staggered for initial members to assure orderly annual turnover with a goal of having new members constitute no more than one-half of the Council members. The optimal number of Council members ranges from 15 to 20.

Officers:

The elected officers of the AOEC shall be an Immediate Past Chair, Chair, Chair-Elect, and Secretary. The elected Officers of the AOEC shall be elected by and from Council members. Each elected Officer shall hold office for two years (one term) and may serve in one office no more than four consecutive years. If a prospective Officer's board term is slated to expire before the duration of the Officer's term, the prospective Officer's term can be extended.

Any Officer may resign at any time by giving written notice of his or her resignation to the Chair or Secretary. A resignation shall take effect at the later time specified in the written notice or the time the written notice is received by the Chair or the Secretary. Unless otherwise specified in the written notice, the acceptance of a resignation shall not be necessary to make it effective.

Any Officer may be removed by the affirmative vote of two-thirds (2/3rds) of the AOEC present at a meeting called for that purpose.

A vacancy in any office because of death, resignation, or removal shall be filled by a recommendation by the Nominating Committee and approved by Council members.

1. The Immediate Past Chair of the Council shall be jointly responsible, with the Chair Elect of the AOEC, for any duties assigned and requested by the Chair of the AOEC. The Immediate Past Chair will serve as chair of the Nominations/Membership Committee.

2. The Chair of the AOEC shall coordinate and conduct meetings; represent the Council; enforce adherence to the by-laws; call special meetings; and such other duties.
3. The Chair-Elect of the AOEC shall function as Chair in the absence of the Chair of the AOEC and perform such other duties as may from time to time be prescribed by the Chair of the AOEC and Executive Committee.
4. The Secretary of the AOEC shall document the proceedings of the Council and coordinate meetings and correspondence with Council members.

Committees:

To facilitate the implementation of the mission and goals of the AOEC, there shall be four standing AOEC committees:

1. The Executive Council shall consist of the AOEC Chair, Chair-Elect, Immediate Past Chair(s), Secretary, committee chairs, and work group leaders. The Executive Committee develops strategic priorities for the AOEC, manages the operation of the AOEC, and may develop and approve policies, procedures, rules, and regulations prior to submitting them to the AOEC for ratification. The Executive Committee may commission work groups to accomplish specific goals.
2. The Nominations/Membership Committee shall consist of the Immediate Past Chair, Chair-Elect, and at least two (2) other Council members appointed by the chair. The Nominating Committee shall develop a recommended slate of Council members and officers for approval by the AOEC. The Nominations/Membership Committee is responsible selecting Council members and assigning committee and work group members.
3. The Communications Committee directs the Council's website content; supports various communications about academic outreach and engagement, working in close collaboration with the University's Office of Research and Engagement; and oversees press releases and other communications about the work of the Council and faculty engaged.
4. The Faculty Rewards and Recognition Committee coordinates nominations and selection of the annual Chancellor's Award for Academic Outreach and Engagement and works in collaboration with the University's Office of Research and Engagement to seek other internal and external awards and recognition for faculty academic outreach and engagement; manages associated nomination and selection processes.

Each Council member will be assigned to at least one committee and/or work group (i.e. temporary committee). Committee chairs and work group leaders will be appointed by the respective committees and work groups. Committee chairs and work group leaders must be Council members. Non-Council members may serve on Council committees and work groups.

Meetings:

The AOEC shall conduct at least two regular meeting per term. Special meetings may be called by the Council chair by giving at least seven days' notice.

Amendments:

AOEC members have the authority to approve, amend, or repeal these Bylaws. Any amendments to the Bylaws will be made at the annual spring meeting unless a special meeting is called. Notification of proposed changes will be provided in writing first to the Executive Committee for review and, if approved, then to Board Members at least 30 days prior to the annual meeting. A vote of two thirds (2/3) of the entire Council membership is required to amend the Bylaws.