Bylaws

Membership

● Any campus or field faculty member or non-faculty EPA employee who is a winner of the college level Outstanding Extension Service Award is eligible for membership into the Academy of Outstanding Faculty Engaged in Extension (AOFEE). Membership in the AOFEE shall include all qualified faculty and professionals who have been recognized for outstanding extension work since 1978. In all cases, membership shall continue until the employee leaves the University or retires.

● Two faculty may be nominated by and from each college/school, two may be nominated by and from the NC Cooperative Extension Service, and a maximum of three may be nominated by and from a general administrative category which consist of those units not within a college such as Sea Grant, Water Resources Research Institute (WRRI), Institute for Transportation Research and Education (ITRE), NCSU Libraries, continuing studies, etc. The total maximum number of nominations shall be twenty-five:
  ○ College/Unit and the Number Allocated
  - Agriculture and Life Sciences - 2
  - Cooperative Extension Service - 2
  - Design - 2
  - Education - 2
  - Engineering - 2
  - Forest Resources - 2
  - Humanities and Social Sciences - 2
  - Management - 2
  - Physical and Mathematical Sciences - 2
  - Textiles - 2
  - Veterinary Medicine - 2
  - Administrative Units (not reporting to a College) - 3

● To reflect the collaborative and interdisciplinary nature of University Extension activities, academy membership will not be allocated by college. Rather, up to eight new members will be selected annually from the pool of 25 college- and unit-level extension outstanding service nominees, based on thematically driven categories, which reflect issues and concerns of critical interest to the citizens of the state. These categories shall include, but not be limited to: economic development, K-12 education, environmental sustainability, family and youth, industrial competitiveness, and the like. So as not to limit the breadth of potential issues for which faculty and professionals can be nominated, other critical issue categories can be cited in nominations other than those listed above; however, the nominator must present a strong and compelling case for nomination in that category.
● A selection committee composed of five members of the Executive Council of the Academy of Outstanding Faculty Engaged in Extension (AOFEE), one ex officio from the Faculty Senate, and one ex officio from the office of University Extension shall select the eight inductees into the AOFEE annually.

● The same committee will also select the winners of the three Alumni Outstanding Extension Service Awards from the pool of eight Academy inductees selected.

● Faculty engaged in extension shall be nominated for accomplishments achieved during no more than (5) immediate prior calendar years.

● Faculty and professionals who are already members of the Academy shall be eligible for recognition again after three years have passed.

● As a key purpose of these awards is to equitably recognize and promote the collaborative and interdisciplinary contributions of faculty working in extension activities university-wide, proposals to change the manner in which awards are allocated shall have the assent of both the Faculty Senate and University Council.

● The term "faculty" when used in this document is meant to include all campus and field faculty and employees classified as EPA professionals.

● Extension is defined as those efforts by faculty, which engage external communities for the purpose of transferring and applying knowledge. Extension is considered a part of all three missions of the NC State University: research, teaching and service.

● Faculty nominated in the Cooperative Extension Service category shall receive a minimum of 50% of their salary from Extension funds; those College of Agriculture and Life Sciences faculty with less than a 50% Extension appointment shall be nominated in the College of Agriculture and Life Sciences category.

**Executive Council**

● The AOFEE Executive Council shall consist of up to nine voting members, three of whom are elected each year for a three-year term.

● The Executive Council shall appoint a nominating committee from the membership at large each year no later than March 31. This committee shall nominate six members of the Academy, three of whom will be elected to a three-year term on the Executive Council by the total membership of the Academy. The election by mail ballot shall be completed by April 30.
• Vacancies on the Executive Council shall be filled at the next regular election following the creation of the vacancy, with the current Executive Council members supplying the names of two members for each vacancy to be filled.

Officers
• The Officers shall consist of a Chair and a Secretary elected by the Executive Council from its limited membership.

• These two officers shall be elected by the Executive Council no later than the last day of the spring academic term and shall serve on a one-year term effective with the beginning of the fall semester of the next academic year.

• The Chair will remain on the Executive Council as an ex-officio member for one year following his/her term as Chair.

Functions of the Academy
• The Academy shall be active in the promotion and recognition of excellence in extension and outreach at North Carolina State University and elsewhere.

• The Academy shall be active in stimulating and developing faculty and staff to address critical social problems and/or opportunities that require creative, interdisciplinary solutions or collaborations.

• The Academy shall maintain liaison with appropriate administrative and field offices as well as appointed committees across the campus and the state.

Committees
• The Executive Council shall appoint from the membership such committees as are deemed necessary to carry out the functions of the Academy.

• All appointed committees shall report to the Executive Council as charged, and the Council Chairs shall keep the Academy membership informed about any and all committee recommendations.

Revision of Bylaws
• Proposals of revision of these bylaws shall originate with members of the Academy through the Executive Council.

• An ad hoc Committee on Bylaws shall make recommendations to the Executive Council.

• Changes in the bylaws that are adopted by a majority of the Council members voting will be presented to the membership of the Academy.
• Voting on these changes shall be by mail ballot coincident with the election of Executive Council members.

• By-law changes that receive a majority vote of the Academy membership responding to the ballot will be approved.

• The University Council shall approve by-law changes approved by the Academy membership.

• The Chair of the Executive Council shall direct the Secretary to inform the membership of all changes in the Academy's bylaws.