

FLORIDA STATE UNIVERSITY
BYLAWS OF
THE COLLEGE OF HUMAN SCIENCES

These Bylaws are established to help the College faculty and administrators conduct College business efficiently and with fairness to all concerned. They may not in any way contradict or supersede the Constitution of the University or other higher authority. The Bylaws will undergo a review every five years.

SECTION A. Membership

The General Faculty of the College of Human Sciences shall consist of those persons holding rank of Instructor, Assistant In (specialty) Associate In (specialty), Research Associate (specialty), Assistant Professor, Associate Professor, or Professor in the College. Faculty on adjunct, visiting or courtesy (joint) appointments shall have the right to participate in all deliberations, but not to vote.

SECTION B. Jurisdiction

1. The General Faculty shall be the basic legislative body of the College. Subject to the constitution of the University and the rules of the Board of Trustees, and upon recommendation from the various areas of the College, it shall determine the requirements for the several academic degrees, and shall establish minimum admissions and grading policies. It may act on any other academic matter of concern to the College.
2. The General Faculty may deliberate, make recommendations, and take action on any issue of general interest to the University or College. Members of the General Faculty who cast a legal vote on any motion or for any candidate shall be defined as the voting faculty for that process.

SECTION C. Meetings

1. The College of Human Sciences faculty shall meet on the call of the Dean of the College at least once a semester during the academic year.
2. Special meetings may be held on the call of the Dean or on written petition of four faculty members representing at least two departments, or on the request of any standing committee of the College.
3. The Dean of the College shall be the presiding officer and shall prepare and distribute the agenda at least three days in advance of the meetings. In his/her absence, the Dean shall designate a senior faculty member to preside.

Amended by faculty vote March 1, 2013

4. A majority of the General Faculty of the College shall constitute a quorum and shall be the minimum number present to conduct business at any regular or special meeting. Any faculty member who cannot attend a meeting may authorize another member of the General Faculty to cast a vote for the absent member. This proxy authorization must be in writing, dated, signed by the absent member, and limited to a specified meeting. Proxies shall not be included in the calculation of members present for a quorum.
5. All meetings shall be conducted in accordance with Robert's Rules of Order Newly Revised except as otherwise provided by these Bylaws.
6. If a quorum can be established summer faculty meetings may be held.
7. Minutes shall be kept by a secretary appointed by the Dean of the College. Minutes shall be distributed to all members of the General Faculty within ten working days.

SECTION D. The Dean

1. The Dean shall serve as the Chief Executive Officer of the College (CEO) who:
 - Provides overall leadership and vision
 - Oversees strategic planning and implementation of College mission as it relates to:
 - *academic programs
 - *research
 - *service
 - Advances the academic and financial interest of the College
 - Is responsible for development and management of all resources
 - Provides leadership in developing external partners
 - Promotes faculty, staff, and student welfare
 - Oversees the conduct of the College
2. After consultation with the Departmental Chairpersons, the Dean shall appoint, for one-year renewable terms, and in accordance with the University guidelines any faculty needed to administer the College's affairs. The Dean shall report to the College, as early as possible, the names, duties, and percentage of assignment of such appointees.
3. The Dean shall be the principal financial officer of the College and shall supervise receipts and expenditures of all monies as well as prepare an annual budget. She/he has the ultimate responsibility for making financial decisions at the college level.
4. The Dean shall, at the beginning of the academic year, give a "State of the College" address to the faculty which shall report relevant accomplishments and expenditures of the previous year and the priorities and major issues of concern to be addressed for the coming year.

5. The Dean, in conjunction with the appropriate committees of the College, shall coordinate all segments of the academic program, such as degree requirements, curricular offerings and catalog announcements.
6. The Dean shall be responsible for promoting the academic and financial interests of the College within the larger University, the community at large, all levels of government, and with the alumni.
7. The Dean shall take all necessary steps to maintain and advance the number of faculty positions needed to fulfill the College's mission.
8. The Dean shall be responsible for developing and maintaining support group(s) for the College.
9. The Dean shall evaluate each department chair annually.
10. The Dean shall conduct an independent review of all candidates for promotion (including non-tenure track promotions) and tenure.
11. The Dean shall make final decisions on merit salary increases, considering departmental recommendations.
12. The Dean shall provide administrative review and approval of departmental policies and procedures including promotion and tenure and evaluation/merit criteria.

SECTION E. Associate Deans

1. The Dean may appoint Associate Deans to assist with administering the College.
2. Each Associate Dean will have a faculty appointment in one of the departments in the College and be expected to contribute to the academic department through teaching and/or research.
3. Associate Deans will serve as members of the Administrative Council and will report directly to the Dean as it relates to the administrative portion of the assignment.
4. Job descriptions for Associate Dean positions are included in the College's policies and procedures handbook.
5. The Dean shall evaluate Associate Deans on the administrative portion of their assignment.

SECTION F. Department Chairs

1. The Chairperson is appointed by the Dean and departmental faculty are advisory to the Dean regarding any appointment or re-appointment. Departmental Bylaws may specify procedures for providing such input.
2. The Chairperson shall be the chief administrative officer of the department. The chairperson shall be responsible to the faculty of the department and represent the department to the Dean and the University and the Dean to the department.
3. The Chairperson shall coordinate and facilitate all departmental activities.
4. The Chairperson shall provide an independent review of all candidates for promotion (including non-tenure track promotions) and tenure.
5. The Chairperson, serving as principal financial officer of the department, shall supervise receipts and expenditures of all monies; shall prepare its annual budget; and shall prepare an annual financial report to the members of the department at the end of each fiscal year.
6. A Chairperson shall be tenured or tenure eligible at the Associate or Full Professor level.
7. The percent of assignment for administrative responsibilities shall be negotiated with the Dean following policies established by the Administrative Council.
8. Evaluation of Department Chairpersons: The Dean shall conduct an evaluation of the Chairperson's performance for each calendar year. The evaluation will include input from the eligible voting faculty members in each department through a formal survey. The survey will be distributed and collected by the Dean, who will subsequently meet with the departmental faculty to discuss the results. To guarantee confidentiality, only the summarized results and typed comments will be provided to the Chair.

SECTION G. The Faculty

1. The development and implementation of the undergraduate programs of the College shall be the responsibility of the General Faculty. The development and implementation of the graduate academic programs of the College shall be the responsibility of the graduate faculty.
2. Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the University web site <http://provost.fsu.edu/sacs>.

3. Promotion and Tenure. For both Tenure Track (TT) and Non-Tenure Track (NTT) faculty the College will follow the promotion and tenure procedures outlined by the Office of the Vice President for Faculty Development and Advancement. Department-specific criteria, included in the Bylaws for each department, will be used by peers and administrators.
4. Annual Performance Evaluation
 - a. Faculty performance shall be assessed annually using the rating scale and level descriptions in Appendix A.
 - b. The Chair will conduct the evaluation with input from faculty peers.
 - c. Department-specific procedures and criteria, included in the Bylaws for each department, will be used.
 - d. All evaluations must contain a narrative explanation attached to the evaluation form.
 - e. There shall not be a forced distribution of evaluation ratings.
 - f. A Performance Improvement Plan (PIP) may be administered when a non-tenured faculty member receives an overall “Does Not Meet FSU’s High Expectations” rating. Tenured faculty members may be placed on a PIP if they receive an overall performance rating of “Does Not Meet FSU’s High Expectations” on three or more of the previous six performance evaluations.
5. Merit Evaluations
 - a. All faculty shall be reviewed for merit.
 - b. Meritorious performance is performance that meets or exceeds the expectations for the position classification and the department.
 - c. Merit criteria may not mandate a merit pay award for all members of a department.
 - d. Departmental criteria will specify distinctive levels of merit reflecting differences in performance.

SECTION H. Standing Committees

The College shall have standing committees to perform the duties which are assigned to them in the Bylaws. All committee members shall be selected by procedures determined by the constituent bodies which they will represent.

1. College-wide representatives shall be elected by secret ballot. Notice of college-wide elections must be given to all faculty at least one week in advance. Opportunities for nominations shall be made available to all faculty members prior to balloting. Any faculty member may nominate any faculty, including themselves, from any of the departments.

The nominee must agree to be a candidate and should be prepared to fulfill any and all responsibilities of the committee for which they are a candidate. Nominations will be received by the Associate Dean of Academic Affairs with no second required. Only nominated individuals will appear on the ballot. Representatives shall be elected by a majority vote of all voting faculty.

2. Elections for each academic year shall normally take place during the preceding Spring semester. Temporary vacancies of one year or less shall be filled for the vacant period only by the same process used to elect regular committee members.
3. All standing committees shall keep minutes of the actions, proceedings, motions and resolutions of their committee meetings. Approved minutes shall be kept on file in the Dean's office.

The College of Human Sciences shall have the following standing committees:

ADMINISTRATIVE COUNCIL

Purpose and Duties

1. Provide leadership in implementing vision and strategic goals of the College.2. Develop and recommend College administrative policies with input from the Faculty Advisory Committee, other committees as appropriate and administrative units.

Committee Membership

1. Dean, Associate Deans, Department Chairs, Faculty Advisory Committee representative (ex-officio), Coordinator of Administrative Services (ex-officio), UBA Coordinator (ex-officio), Information Technology Director (ex-officio)

Committee Procedures

1. The committee will meet as frequently as may be required to do its work.

FACULTY ADVISORY COMMITTEE

Purposes and Duties

1. Liaison between faculty and college administrators.

Committee Membership

1. Each of the departments will elect one representative to serve for a two year term. Members may not serve successive terms.
2. Terms will be staggered to assure continuity on the committee.
3. Chair will be elected by the committee each academic year.

Committee Procedures

1. The committee will meet when requested by the faculty or the Dean.

GRADUATE POLICY AND CURRICULUM COMMITTEE

Purposes and Duties

1. Responsible for overseeing graduate curriculum, including approval of new course proposals and modifications to existing courses. This committee is also responsible for proposing changes in degree program requirements.
2. Make recommendations to the Graduate Faculty on research and graduate study policies and procedures.
3. Make recommendations to the Dean on program curricula requests.
4. Serve as an oversight body for graduate admission criteria.
5. Serve as the selection committee for all College graduate fellowships and scholar awards.

Committee Membership

1. Departmental Graduate Program Directors and the Associate Dean for Research and Graduate Studies.
2. The Associate Dean for Research and Graduate Studies serves as chair of the committee.

Committee Procedures

1. The committee will meet as frequently as needed to do its work.
2. Recommendations for College policies and procedures pertaining to research and graduate studies will be submitted to the College's graduate faculty for approval.
3. All graduate program curricular requests will be reviewed and evaluated by this committee and will forward a recommendation to the Dean.
4. The committee will review graduate admissions criteria and will make recommendation to the College's graduate faculty for approval.
5. Review all applications for College graduate fellowship and scholar awards and make determination of recipients.

6. The decisions of this committee are the responsibility of faculty members.

INFORMATION TECHNOLOGY COMMITTEE

Purpose and Duties

1. Provide leadership in implementing vision and strategic goals with respect to information technology to the College.
2. Serves as a liaison between departments and administration to vet and resolve concerns.
3. Develop and recommend to the Dean information technology policies and procedures with input from the faculty/staff, other committees as appropriate and administrative units.
4. Serve as an oversight body for implementation of information technology into the College

Committee Membership

1. Information Technology Director to serve as chair and one faculty member from each department as appointed by the Dean.

Committee Procedures

1. The committee will meet on the first Wednesday of every month or as frequently as may be required to do its work.

UNDERGRADUATE POLICY AND CURRICULUM COMMITTEE

Purposes and Duties

1. Responsible for overseeing the undergraduate curriculum, including approval of new course proposals and modifications to existing courses. This committee is also responsible for proposing changes in degree program requirements.
2. Make recommendations to the faculty on College undergraduate studies policies and procedures.
3. Make recommendations to the Dean on undergraduate curricular requests.
4. Serve as the selection committee for all College undergraduate awards and Glenn Society membership.

Committee Membership

1. Department undergraduate coordinators and Associate Dean for Academic Affairs.

2. The Associate Dean for Academic Affairs will chair the committee.

Committee Procedures

1. The committee will meet as frequently as needed to do its work.
2. Recommendations for College undergraduate policies and procedures will be submitted to the College faculty for approval.
3. All undergraduate curricular requests will be reviewed and evaluated by this committee and recommendations will be forwarded to the Dean.
4. The committee will review all applications for College undergraduate awards and nominations for the Glenn Society and will determine the recipients/inductees.
5. The decisions of this committee are the responsibility of faculty members.

PROMOTION AND TENURE

Purpose and Duties

1. Facilitate procedures, review and take action on promotion and tenure folders.

Composition

1. Five tenured, full-time faculty members, with at least one full professor from each department.
2. Members are elected for three-year terms in the spring by majority of the voting college faculty. One faculty member shall be elected to represent each department, in addition to two at-large members to represent the College.
3. The chair shall be elected by the committee and will represent the College at the university level. Candidates standing for election (departmental or at-large) should be prepared to fulfill the roles of chair and University representative.

Committee Procedures

1. The committee will meet annually to review and take action on all promotion and tenure binders. Only faculty at the rank of full professor may vote on promotion to full professor.

SCHOLARSHIP COMMITTEE

Purpose and Duties

1. Serve as the selection committee for all scholarships administered by the College.
2. Assist in the planning of the annual College Honors and Awards Night.
3. Make recommendations for recognizing undergraduate scholastic achievement within the College.

Composition

1. Two faculty representatives from each department.
2. The Associate Dean for Academic Affairs will chair the committee.

Committee Procedures

1. The committee will meet as needed to accomplish the stated purpose and duties.

SECTION I. Ad hoc Committees

1. The Dean of the College and/or the Administrative Council may create whatever ad hoc committees are needed for special College business.

SECTION J. Representatives to the Faculty Senate

1. Representatives from the College to the Faculty Senate shall be elected by a majority of the voting faculty of the College during the Spring Semester, using the procedures outlined in Section H 1.
2. The number of representatives shall be in accordance with the number allotted to the College by the Faculty Senate.
3. Not more than one faculty member of a department may serve as a Senator at a given time unless the number of Senators exceeds the number of departments in the College.
4. Length of service shall be two years and terms of office shall be staggered among the College representatives.
5. Two Alternate Representatives shall be elected by the voting faculty for two year terms of office.

6. The alternates must be members of different departments, and shall be elected one each in alternating years.
7. Senators shall inform the General Faculty of issues to be considered by the Senate and seek feedback on those issues.

SECTION K. Departmental Governance

1. Each department shall decide its governance structure, committees, required college committee representation, and space allocation.
2. Each department shall have written bylaws which have passed administrative review and establish the procedure for governance. Bylaws are kept on file in the Dean's office.
3. Each department shall participate cooperatively with other departments in the College and with the Dean to fulfill the objectives of the department, the Mission Statement of the College, and the College's goals and strategies.
4. Departments should post their Bylaws and criteria on their websites for easy access and routinely communicate them to the faculty members.

The departmental evaluative criteria and procedures, including merit criteria, must be consistent with the faculty member's annual contract and must be in agreement with the Collective Bargaining Agreement with FSU's Board of Trustees and The United Faculty of Florida.

SECTION L. Amendments

1. Proposed amendments must be submitted in writing to an ad hoc committee for review prior to the faculty vote. The ad hoc committee shall be composed of one representative from each of the College standing committees.
2. The ad hoc committee must circulate the proposed amendments (as amended is so determined by the ad hoc committee) to the faculty one week before a faculty vote. The decisions of this committee are the responsibility of faculty members. The vote may take place either at a scheduled College faculty meeting or electronically as a secret ballot. Discussion of the proposed amendments would thus be either at a scheduled meeting or through electronic means with opportunity for all faculty to comment.

3. A two-thirds majority of the General Faculty of the College of Human Sciences shall be required to adopt an amendment.
4. In order to conform to appropriate conventions, non-substantive modifications may be made in the terminology of the Bylaws without submission to a vote of the General College Faculty, provided no substantive changes are affected.

APPENDIX A

Annual Evaluation Rating Scale

Meets FSU's High Expectations. This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty and completes assigned responsibilities in a manner that is both timely and consistent with the high expectations of the university.

Exceeds FSU's High Expectations. This describes an individual who exceeds expectations during the evaluation period by virtue of demonstrating noted achievements in teaching, research, and service, which may include several of the following: high level of research/creative activity, professional recognitions, willingness to accept additional responsibilities, high level of commitment to serving students and the overall mission of the Department, involvement/leadership in professional associations, initiative in solving problems or developing new ideas.

Significantly Exceeds High Expectations. This describes a faculty member who far exceeds performance expectations during the evaluation period and achieves an extraordinary accomplishment or recognition in teaching, research, and service, which may include several of the following: highly significant research or creative activities; demonstrated recognition of the individual by peers as an authority in his/her field; securing significant external funding; attaining significant national or international achievements, awards, and recognition.

Official Concern. This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty but is not completing assigned responsibilities in a manner that is consistent with the high standards of the university.

Unsatisfactory. This describes an individual who fails to demonstrate with consistency the knowledge, skills, or abilities required in his/her field of specialty and/or in completing assigned responsibilities.

Note: A PIP is required when a non-tenured faculty member receives a "Does Not Meet FSU's High Expectations" rating. Tenured faculty members may be placed on a PIP if they receive an overall performance rating of "Does Not Meet FSU's High Expectations" on three or more of the previous six performance evaluations.