

## **Bylaws for the College of Health and Human Sciences at Florida State University**

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. These bylaws were last approved on March 1, 2013, by a majority of the applicable voting members of the college and approved by the Office of Faculty Development and Advancement on November 21, 2022.

## Preamble

The College of Health and Human Sciences is committed to diversity and inclusion in the scholarship of teaching, research, and service. We celebrate and harness critical thinking, diverse ideas, and the different individual, social, and cultural backgrounds of our students, staff, and faculty. We respect and support innovation application, independent thought, and different beliefs and values as we work collectively to solve human problems and create healthier opportunities for individuals, families, communities, and society.

## I. Bylaws

**A. Adherence with Other Governing Documents.** At all times, college policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement (if applicable to this college), the Faculty Handbook, and the Annual Memorandum on the Promotion and Tenure Process issued by the Office of Faculty Development and Advancement.

### B. Bylaws Revision.

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 Health and Human Sciences shall be required to adopt an amendment.

**C. Sunset Provision.** These bylaws shall cease to apply after the Fall 2027 faculty meeting unless they are approved again by a private vote of a majority of the voting members of the college.

**D. Substantive Change Statement.** 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 <https://sacs.fsu.edu/substantive-change-policy/>

## II. Membership and Voting Rights

**A. Faculty Membership.** The faculty of the College of Health and Human Sciences shall consist of those persons holding full-time rank of Instructor, Research Associate, Specialized Teaching Faculty, Assistant Professor, Associate Professor, or Professor in the College.

**B. College Membership.** In addition to the faculty defined in II.A above, the following are members of the College of Health and Human Sciences: staff, postdoctoral students, adjunct faculty, visiting scholars and any other person with direct assignment to the College.

**C. Faculty Voting Rights.** Persons holding full-time rank of Instructor, Research Associate, Specialized Teaching Faculty, Assistant Professor, Associate Professor, or Professor in the College have the right to vote.

**D. Non-faculty Voting Rights.** Faculty on adjunct, visiting or courtesy (joint) appointments shall have the right to participate in all deliberations, but not to vote.

## III. College Organization and Governance

### A. Jurisdiction.

1. The basic legislative body of the College of Health and Human Sciences shall consist of the voting faculty in the college, defined as full-time, tenure track and specialized faculty. Subject to state law, the regulations of the Florida Board of Governors, and the Constitution of FSU, this legislative body shall have full authority to develop policy and decide matters of curriculum, program offerings, admissions, grading, and any other academic matters of concern to the college.
2. The voting faculty in the College may formulate an opinion on any subject of interest to the College faculty and may formally adopt resolutions for consideration and timely response by the Dean and the Associate and/or Assistant Deans.
3. The Dean of the College retains the right to veto any action taken by the College faculty and any committees within the College. Reasons for any veto shall be delivered in writing to the College faculty or Committee chair prior to the next meeting of Faculty Committees. The Dean may follow the written reasons by a verbal presentation of his/her reasons for a veto during a meeting of the Faculty Advisory Board. The Faculty Advisory Board may appeal any veto to the appropriate university administrator with a vote of two-thirds or more of the membership in support of the appeal.

4. Once established, no College Committee may be dissolved or changed except by following procedures specified in the Bylaws of the College, or by a two-thirds vote of voting faculty.
5. Minutes will be taken at all College meetings and made available to all of College faculty.

#### **B. College Faculty Meetings.**

1. The College of Health and 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 two different 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.
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.

## C. College Leadership.

### 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.
  
6. 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.

### **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.

### **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.

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.

#### **D. College 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 Research and Graduate Studies 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 Health and 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, Assistant Deans, Department Chairs, Assistant Department Chairs, Coordinator of Administrative Services (ex-officio), and Director of Finances (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 vote on promotion and tenure folders.

### Composition

1. Five tenured, full-time faculty members who are at the rank of full professor. Two faculty members must originate from each department, in addition to one at-large member.
2. Members are elected for three-year terms in the spring by majority of the voting college faculty.
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 vote 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.

### **AD HOC COMMITTEES**

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

### **E. Faculty Senators.**

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 secret ballot.
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.

### **F. Unit Reorganization.**

In the event of the occurrence of an alteration or modification to the structure, arrangement, or organization of a recognized administrative or organizational entity of the College, involvement by faculty within the specific implicated unit will occur with full notice of proposed changes being provided, as well as opportunities to voice advisory nonbinding opinions, concerns, and suggestions on the matter.

## IV. Degree Approval

The procedure for approving candidates for graduation in the College of Health and Human Sciences shall be as follows:

### Undergraduate Degrees:

- A. Once an undergraduate student has completed his or her respective degree requirements, the Associate Dean (Academic Dean) of the students' program under the purview of the Dean of the College confirms this, and the student is eligible to be awarded the degree, the University reserves the right to award the degree. Once the degree is awarded, the student must be readmitted to Florida State University to enroll in any courses.
- B. Students pursuing double majors or dual degrees must formally notify their Academic Dean of their intent. Undergraduate students pursuing dual degrees in different disciplines must obtain formal approval of their academic dean, following established University procedures for such approvals.
- C. Should the University invoke its prerogative to award a degree once a student has completed all stated degree requirements, the student may appeal this decision. If the student can demonstrate that continued enrollment is necessary to achieve his or her academic goals, the appeal may be granted. Reasons such as, but not limited to, desire to continue financial aid, participate in student activities, and access student services do not constitute legitimate reasons for appeal.
- D. Any undergraduate student who wishes to appeal for continued enrollment, thereby postponing graduation, must submit a written request to the student's academic dean no later than ten class days after being notified that the University is invoking its right to award the degree. This appeal will be reviewed by a committee composed of the student's primary academic dean, the Dean of Undergraduate Studies, and the University Registrar. The committee must find evidence to support the student's claim of a legitimate academic need to grant permission to continue taking courses.
- E. Once a degree has been awarded, all coursework leading to that degree is considered final and not subject to change. "Incomplete" grade changes or any other grade changes should be submitted prior to the posting of the degree. Grade changes or withdrawals for coursework that applies to the awarded degree may be considered only in cases of documented University error or in cases where the courses in question are documented as applying to a degree that is still in progress.
- F. Upon the graduation application closing, the Associate Dean's office shall run the graduation list, obtain batch Academic Requirements Report's, run batch transcripts, obtain Academic Progress Checks for each student on the list, update Academic Progress Checks for accuracy of graduation term/current semester, verify degree completion status on the graduation list and enter the status in Graduation Tracking with University Registrar's Office. After final grades for the term are available for review, our office will list again and update Graduation Tracking with final status for each student.

## Graduate Degrees:

A few days before window opens, send email to all current (returning) CHHS grad students to remind them to apply for graduation; directing them to 1) CHHS website for MS/PhD Graduation Checklist, 2) The Graduate School website for master's thesis and doctoral students, and 3) Registrar's website.

Pull graduation list from Student Central; 1) update GST database to indicate who applied for graduation (under student facts tab; expected semester/year of degree conferral; comment section) and 2) send a general confirmation email to applicants.

Provide departments with initial preliminary graduation list via e-mail (To: Chair/GPD/Staff; cc: Associate Dean for Research and Graduate Studies)

Review each student's file to determine what needs to be submitted (see graduation clearance requirements doc)

Notify (email) students on graduation list of missing docs (cc: Major Professor, Dept. Chair, Academic Dean and Academic Support Assistant) and important due dates. See templates.

E-mail doctoral information to Graduation Section and update applicants' application status in Student Central system (preliminary graduation list) by due date.

Make notes on graduation list when students want to be deleted from list and update final list to send to Graduation Section (continually)

Corrections on the Commencement Program due to Registrar Office-Graduation Section

Check grades once posted & delete any students from list if necessary.

- 1) If any "I" or "NG" were given. Contact student & faculty-will grades be changed by graduation list due date?
- 2) A "U" and grades below a C- cannot be counted toward the degree; minimum cum 3.00 GPA required.
- 3) Make sure same course schedule as when reviewed at beginning of term (unless changes were requested)

Final Graduation List - Update applicants' status in system by due date.

- 1) Notify Graduation Office of any Extension of Time Requests (EOT); Run 5-yr (PhD) and 7-yr (MS) reports.
- 2) For thesis and doctoral applicants, confirm manuscript clearance in Graduate School's online portal. Print semester's cleared student report and place with this checklist. Print individual a) University Rep Report and b) Dissert Def and Manuscript Content Approval and upload to corresponding GST progression items. *Hint: View online portal as College Rep*

Confirm that all degrees have been posted on transcripts properly.

Provide 1) Each Dept (Chair/GPD/Staff) with an excel document of the students that cleared for graduation 2) Director of Development & Media Specialist with student info forms (scanned copies)

Update GST; progression items completed & under student facts tab indicate application outcome and attach PDF of graduation review

## 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.

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