

Bylaws

Florida State University College of Fine Arts

Revised 12/1/2020

Preamble

These Bylaws of the College of Fine Arts (College) define procedures under which the College faculty and administrators conduct the business of the College through shared governance grounded in acceptance of mutual accountability, respect, transparency, and a commitment to upholding the highest standards of excellence in its graduate and undergraduate programs of study, research, and service to the community and profession.

These Bylaws are subject to the authority of the Florida State University (University) Constitution, the rules and regulations of the Board of Governors (BOG) and the University Board of Trustees (BOT), the Collective Bargaining Agreement between the BOT and the United Faculty of Florida (UFF), and Florida and Federal Statutes. If any provision of these Bylaws is in conflict with such authorities, it shall not apply, but the other provisions shall continue in force and effect.

Section A. Membership

1. Voting members of the College shall include those persons who hold the rank of Professor, Associate Professor, Assistant Professor, or hold full time appointments as specialized faculty or faculty administrators in the College.
2. Voting members shall hereafter be referred to as the Faculty.

Section B. Jurisdiction

1. The Faculty shall be the legislative body of the College. Subject to the Constitution of the University and the regulations of the BOG, the Faculty shall determine and define College-wide policies on academic matters, including, but not limited to, curriculum, admissions, grading standards, and degree requirements in the existing academic programs.
2. The Faculty may solicit input from its members on any issue of interest to the Faculty or College and make recommendations to the Dean, other appropriate officers of the College, or any committee or body established to serve the interests of the College.
3. Through these Bylaws, the Faculty has delegated to committees authority over specified matters. Such delegated authority may only be overridden by revision of the Bylaws. The units of the College are delegated authority to establish their own policies to the extent that they do not conflict with policies established by the Faculty, the Constitution of the University, and the regulations of the BOG.

4. The Faculty may directly or through designated committee representatives make recommendations to the Dean with regard to the development of new academic programs or new or expanded degrees offered within existing academic programs. Authority to decide or resolve issues relating to the development of new academic programs or the development of new or expanded degrees offered within existing academic programs resides with the Dean.
5. The Faculty may directly or through designated committee representatives make recommendations to the Dean with regard to academic program funding, fiscal management of College resources, allocation of College resources, allocation of staff positions within the College, and faculty hiring. Authority to decide or resolve issues of academic program funding, fiscal management of College resources, allocation of College resources, allocation of staff positions within the College, and faculty hiring resides with the Dean.

Section C. Meetings

1. The Faculty shall meet upon the call of the Dean or at the request of at least twenty percent (20%) of the Faculty.
2. The Faculty shall meet at least once each academic year during the contracted period for nine-month faculty. Such meetings shall occur upon the call of the Dean. At the meeting, the Dean shall report on the state of the College, and a representative from each standing committee shall report on the activities of that committee.
3. The Dean shall be the Presiding Officer at meetings of the Faculty. In the Dean's absence, a person designated by the Dean shall preside.
4. Fifty-one percent (51%) shall constitute a quorum at any meeting of the Faculty.
4. At any meeting of the Faculty at which a quorum is achieved, the Faculty may directly or through designated committee representatives bring to the Faculty's attention issues that the Faculty may wish to resolve through a formal balloting process. Following discussion of the issue, the Faculty shall vote by show of hands on whether to proceed to a formal balloting on the issue. The issue shall proceed to a formal balloting on the affirmative votes of a simple majority of Faculty present at the meeting. Resolution of the issue itself shall not occur during the Faculty meeting. Any decision on these issues shall be resolved using the balloting process described under Section D.
5. The Dean shall designate a member of the Faculty or staff of the College who will be responsible for keeping minutes at each meeting of the Faculty. The minutes shall be distributed to all members of the Faculty.

Section D. Decision-Making by the Faculty

1. The Faculty may directly or through designated committee representatives raise for consideration by the Faculty issues relating to College-wide policies on academic

matters, including, but not limited to, curriculum, admissions, grading standards, and degree requirements in the existing academic programs.

2. Should the Faculty resolve to undertake a formal decision-making process on matters under its direct jurisdiction or about which it may elect to advise or make recommendations to the Dean, all members of the Faculty shall be given an opportunity to participate through an electronic balloting system that provides each Faculty member with equal access, clear and unbiased language on the issue to be decided, a period of time sufficient to consider the import of the proposed decision before submitting a ballot, and the opportunity to remain anonymous throughout the process.
3. Information concerning any such formal decision-making process and an electronic link to the balloting system shall be transmitted to all members of the Faculty via e-mail to each Faculty member's University e-mail address. Balloting shall remain open to the Faculty for a period of no less than 120 hours from the date of the transmittal of the e-mail.
4. Determination of the issue shall be decided by a simple majority of the Faculty participating in the balloting.

Section E. Committees

The Faculty recognizes the critical importance of committee service in ensuring that the College exemplifies professionalism, equity, transparency, respect, and accountability in the programs and projects that it undertakes to serve its diverse student, faculty, staff, and community stakeholders. The Faculty recognizes that committee service is a shared responsibility of all members of the Faculty.

1. Promotion and Tenure Committee

- a) The Promotion and Tenure Committee shall advise the Dean regarding faculty tenure and promotion based upon criteria set forth by Florida Statutes, the BOG, the BOT, the University, the College of Fine Arts, and the BOT-United Faculty of Florida (UFF) Collective Bargaining Agreement.
- b) The Promotion and Tenure Committee shall consist of one tenured faculty member from each of the academic units within the College to be elected by the faculty of that academic unit. Membership on the Promotion and Tenure Committee is staggered: members serve two-year terms with three members elected in odd-numbered years and three members elected in even-numbered years. The Office of the Dean shall notify the academic units when the election for a unit representative to the College Promotion and Tenure Committee must be conducted.
- c) The Promotion and Tenure Committee elects a chair that oversees the work of the committee and conducts all meetings.

- d) The Promotion and Tenure Committee elects a representative to serve on the University Promotion and Tenure Committee. This individual may also be the Chair of the College committee.
- e) The Associate Dean responsible for faculty development or other designee of the Dean within the College shall advise the Promotion and Tenure Committee, but this individual shall not be a voting member of the committee.

2. Curriculum Committee

- a) The Curriculum Committee shall review and make advisory recommendations regarding curricular changes, new course proposals, graduate directive status applications, academic matters requiring faculty action, and matters referred to the committee by the Dean.
- b) Each of the College's academic units shall elect a representative to serve a two-year term on the Curriculum Committee.
- c) Membership on the Curriculum Committee is staggered: members serve two-year terms with three members elected in odd-numbered years and three members elected in even-numbered years.

3. Awards and Scholarship Committee

- a) The Awards and Scholarship Committee shall administer College-wide awards and scholarships.
- b) Each of the College's academic units shall elect a representative to serve a two-year term on the Awards and Scholarship Committee.
- c) Membership on the Awards and Scholarship Committee is staggered: members serve two-year terms with three members elected in odd-numbered years and three members elected in even-numbered years.

4. Bylaws Committee

- a) The Bylaws Committee shall review the College Bylaws and recommend potential revisions and amendments to be voted on by the Faculty.
- b) Each of the College's units shall elect a representative to serve a two-year term on the Bylaws Committee.
- c) Membership on the Bylaws Committee is staggered: members serve two-year terms with three members elected in odd-numbered years and three members elected in even-numbered years.
- d) The Bylaws Committee shall perform a complete review of all of the College Bylaws every three years.
- e) The Bylaws Committee shall serve in an advisory capacity on matters relating to the bylaws of the College's units.

5. Other Committees

- a) Search Committees are established by the Dean and Chairs or Directors to assist in the recruitment and screening of applicants for continuing faculty positions.
- b) The Dean may establish ad hoc committees as the Dean deems necessary to assist in the operation of the College.
- c) Faculty Senate. Each of the College's academic units shall elect an eligible faculty member from that unit to serve as its representative on the Faculty Senate. If the College is allocated more Faculty Senate seats than the number of academic units in the College, additional representatives will be elected by the Faculty to fill those seats. In addition, the Faculty will elect a representative to serve as an alternate Faculty Senator. The Office of the Dean coordinates the election of Faculty Senate Representatives through ballot distribution. All eligible faculty are included on the ballot. Votes are tallied to determine representatives to the Faculty Senate. The College adheres to University standards regarding the number of individuals selected, individuals eligible for service, and voting eligibility (<https://facultyhandbook.fsu.edu/handbook-sections/section-3-faculty-governance>; here incorporated by reference as revised on January 30, 2020, and as may be further revised by the Faculty Senate subsequent to the adoption of these bylaws).

Section F. Criteria for Promotion and Tenure

1. The guidelines followed by the College Promotion and Tenure Committee are the same as those of the University. In reviewing a candidate for promotion or tenure, consideration is given to the three traditional areas: demonstrated evidence of effective teaching, research/creative activity, and service to the University and the profession.
2. Each academic unit in the College shall have a committee charged with evaluating candidates for, and making recommendations on promotions and tenure. The membership of these committees shall be determined by each academic unit in accordance with University guidelines. These departmental recommendations shall be submitted to the College Promotion and Tenure Committee.
3. The College Promotion and Tenure Committee shall forward its recommendations to the Dean, who shall forward them to the University Promotion and Tenure Committee, along with the Dean's recommendation.

Section G. Procedures for Evaluation and Merit Review

1. Evaluation and merit review for Faculty shall be based on evidence of teaching effectiveness, research/creative activity, service, and any other duties. Evaluation and merit rankings are to be determined by use of the expectations documented within each unit of the College. Each Faculty member's individual Assignment of Responsibilities shall inform the weighting of evidence.

2. Evaluation of Other Assigned Duties shall be appropriate to the nature of those duties. In the case of department chairs, directors, or other individuals who may be assigned administrative or other special duties by the Dean, and particularly where these responsibilities may exceed those that have been specifically assigned, performance in these areas will be given the weight which would otherwise have been assigned to the teaching, research/creative activity, or service that was displaced.
3. Department chairs and directors serve at the behest of the Dean. The Dean shall be responsible for developing and administering the evaluation and merit review process for department chairs and directors. The units of the College may adopt policies and procedures for voting to recommend to the Dean persons to serve as department chair or director, but authority to appoint or retain a department chair or director resides with the Dean.

Section H: Approving Candidates for Degrees

1. Candidates are approved for final degree clearance through a two-stage process. First, the academic unit reviews candidates to ensure that the candidate complies with all degree requirements set by the academic unit. Second, the Office of Academic and Student Services within the College works with the academic units and the University Registrar's office to ensure that candidates have successfully completed all degree requirements set by the University.

Section I. Amendments

1. Amendments to these Bylaws may be proposed on the written request of ten per cent of the Faculty or on the request of the Dean. The amendment shall be discussed at a general meeting of the Faculty, and the amendment may itself be amended by majority vote at that meeting if a quorum is present.
2. The proposed amendment shall be made available to the Faculty at least two weeks in advance of the meeting at which it will be discussed. The amendment becomes part of the Bylaws if approved by two thirds of the ballots cast in an electronic ballot of the Faculty and at least half of the Faculty cast ballots.