

**BYLAWS OF THE DEPARTMENT OF INTERIOR ARCHITECTURE + DESIGN
COLLEGE OF FINE ARTS, FLORIDA STATE UNIVERSITY**

Approved by a majority of the faculty, July 23, 2017

ARTICLE I. Purpose, Parameters, Implementation and Revisions:

Section 1. Purpose: These bylaws are created to assist the effective and efficient governance of the Department of Interior Architecture + Design, College of Fine Arts, at the Florida State University in fulfilling its current, stated mission. The program mission is as follows:

Program Mission

The department's mission is to impart our department values of human-centered design. We provide students the knowledge necessary to pursue careers as interior designers who create beautiful, functional, and sustainable interiors that positively impact human health, safety, and well-being. Through the application of evidence-based design, creative and critical thinking in history, theory, and studio courses, students create well-designed commercial and residential spaces where people live, work, and play.

The bylaws are subject to the higher authority of regulations adopted by the Florida State University, the University Constitution, the Florida Board of Governors, negotiations with the United Faculty of Florida (UFF), and the statutes and rules adopted by the Florida Legislature. Other documents that codify departmental policies in specific areas in greater detail include (but are not limited to): the Bylaws of the Faculty Senate; the FSU Undergraduate and Graduate Bulletins; the annual Policies and Procedures information concerning Promotion and Tenure distributed by the Office of Faculty Development and Advancement; the FSU Faculty Handbook; the Department of Interior Architecture + Design Graduate Handbook; and the Department of Interior Architecture + Design Promotion and Tenure Guidelines.

Section 2. Parameters: Further parameters that directly relate to the Department of Interior Architecture + Design include (but are not limited to): the policies of the department relating to curriculum, textbook adoptions, syllabi information and format, faculty meetings, voting, committee assignments, academic calendars, office hours and matters that require consistency in department operations and governance.

Section 3. Implementation: These bylaws shall become effective when approved by majority vote of the Department Assembly as defined below and the Dean of the College of Fine Arts.

Section 4. Revisions: Revisions shall be made on an on-going basis as needed (as addenda) and a revised issue produced effective with the date of said revisions. Other sections pertaining to committee assignments may require annual revisions relating to standing, ad-hoc or elected committee assignments. In addition, revisions may be proposed as per Article 6.

ARTICLE 2. Department Assembly, Membership, Student Representation and Professional Advisory Board:

Section 1. Department Assembly: The authority of the Department of Interior Architecture + Design shall reside in its voting membership, hereafter referred to as the Department Assembly.

Section 2. Membership: Voting membership in the Department Assembly shall consist of full-time faculty in tenure, tenure-earning, or specialized positions. Temporary, visiting, part-time, or adjunct appointees including those who serve as teaching assistants may attend Department Assembly meetings and shall have the privilege of the floor but may not vote.

Section 3. Student Representation: Undergraduate and graduate students may request or be invited to participate in the deliberations of the Department Assembly when agenda items are relevant and shall have the privilege of the floor but may not vote.

Section 4. Professional Advisory Board: Outside consultants and members of the Professional Advisory Board may request or be invited to participate in deliberations of the Department Assembly and shall have the privilege of the floor but may not vote.

ARTICLE 3. Meetings, Supervision and Definitions:

Section 1. Meetings: The Department Assembly shall meet in regular sessions with dates and times established by the Chair during each regular academic year and may meet in special sessions during the summer as deemed necessary for consistency in department operations and governance. Meeting dates and times shall be free from conflicting department classes or other scheduled activities with at least one-week notice.

Section 2. Special or Emergency Meetings: These meetings may be called by the Chair, or by written request to the Chair from three voting members of the Department Assembly without the requirement of one week's notice. The Chair shall schedule the meeting at a time free from conflicting department classes or other scheduled activities.

Section 3. Supervision: The Chair shall preside over meetings of the Department Assembly. In the absence of the Chair, another member of the Department Assembly shall be designated by the Chair to preside over meetings.

Section 4. Agenda: The Chair shall prepare and distribute to all Department Assembly members a written agenda for each meeting. Any Department Assembly member may place an item on the agenda by notifying the Chair. Student representatives and Professional Advisory Board members may request the addition of agenda items as deemed relevant to the meeting and approved by the Chair. Agenda items may be added during a meeting by majority approval

of the voting membership. General announcements need not be placed on an agenda.

Section 5. Quorum: A majority of the General Assembly members shall constitute a quorum. No policies or business requiring a vote shall be enacted without a quorum.

Section 6. Voting: The right to vote shall be limited to only General Assembly members (per Article 2, Section 2, Membership). The Chair shall have one vote as a General Assembly member not just as a tiebreaker.

Section 7. Majority: A majority vote shall consist of a number greater than one-half of the quorum.

Section 8. Motions: Motions by individual General Assembly members must be introduced during an appropriate agenda item (or new business), seconded, discussion allowed and voted upon according to voting privileges established in these bylaws and Robert's Rules of Order. The Chair may select a General Assembly member to act in the capacity of authority to ensure that appropriate procedures are followed. A majority vote is required for a motion to pass (per Article 3, Section 6, Majority).

Section 9. Authority: The authority of the Department of Interior Architecture + Design shall reside in its voting membership as established in these bylaws.

ARTICLE 4. Department Chair:

Section 1. Purpose: The Chair shall collaborate with the faculty in creating, upholding and promoting the mission and bylaws of the Department of Interior Design. The Chair shall also ensure that all relevant bylaws, standards or procedures as set forth in Article 1, Section 1 and Section 2 will be upheld in the deliberations and decisions made by the General Assembly.

Section 2. Liaison: The Chair, or designated representative, shall serve as liaison between the Department of Interior Architecture + Design and officers and bodies outside the Department.

Section 3. Strategic Plan: The Chair, in collaboration with the General Assembly, shall oversee the development and implementation of any strategic plan(s) and periodic revision(s) for the Department of Interior Architecture + Design.

Section 4. Faculty Handbook: The Chair shall ensure that the Department of Interior Architecture + Design Faculty Handbook is updated as needed and that all revisions meet with the majority approval of the General Assembly. The Chair may select a General Assembly member to coordinate this activity.

Section 5. Faculty Development and Advocacy: The Chair shall foster faculty professional development, including research and creative activities and service and advocate for faculty on matters of department, college, university, state,

regional, national and international concern. The Chair, in concert with other tenured faculty, shall mentor faculty in preparation for promotion and/or tenure.

Section 6. Academic Programs and Faculty Duties: The Chair shall coordinate the academic programs of the Department of Interior Architecture + Design. Accordingly, in consultation with the faculty member, the Chair shall be responsible for scheduling and designating faculty assignments and related responsibilities in a fair and equitable manner. Summer assignments shall be also be the responsibility of the chair in consultation with the faculty. The Chair shall be responsible for the completion of the annual Assignment of Responsibilities form for each faculty member.

Section 7. Budget: The Chair, working in conjunction with General Assembly members, shall set priorities and goals for financial allocations. The Chair may designate General Assembly members to be responsible for collecting data necessary to establish prioritized financial concerns.

Section 8. Selection of the Chair: The Chair is appointed by, and serves at the pleasure of, the Dean of the College of Fine Arts upon the recommendation of the Faculty. Whenever the office of Chair becomes vacant for such reasons as death, illness, resignation, retirement, or unwillingness to continue in the role, the Dean shall appoint a Search Committee consisting of members of the Interior Architecture + Design Faculty. The Search Committee shall make a formal nomination to the Faculty and, upon majority approval, shall submit the name to the Dean for consideration and action.

Section 9. Evaluation of the Chair: The Dean of the College of Fine Arts shall conduct an annual evaluation of the Chair. The General Assembly may make recommendations to the Dean or may take their concerns to the Dean.

Section 10. Removal of the Chair: The Dean of the College of Fine Arts shall have the ability to remove the Chair. The General Assembly may make recommendations to the Dean or may take their concerns to the Dean.

Section 11. Appointment of Other officers: The Chair shall appoint other officers to assist in the performance of official duties, provided such individuals are willing to assume the designated responsibilities. These appointments shall be done in a fair and equitable manner. These officers serve at the discretion of the Chair and may be removed at the Chair's sole initiative.

ARTICLE 5. Department Committees:

Section 1. All committees, appointed or elected, shall follow policies and procedures as set forth in the Faculty Handbook. Where possible and applicable committees may establish a mission statement and bylaws for governance. The length of time spent in office or on committee assignments shall be established and documented in the Faculty Handbook.

Section 2. Membership: General Assembly members shall serve on Department of Interior Architecture + Design standing committees as appointed by the Chair. The Chair, where deemed appropriate, shall select part-time or adjunct faculty members, teaching assistants or Professional Advisory Board members to serve on committees for collaboration only with no voting privileges.

Section 3. Ad-Hoc Committees: the Chair may appoint these committees at any time with a stated mission and time frame.

Section 4. Professional Advisory Board: The Chair, in collaboration with current members of the Advisory Board, shall select new members to serve on the Professional Advisory Board. The General Assembly may make Board nominations to the Chair. This Board will establish a mission statement and bylaws for governance to include membership, committee service, length of service, selection or election of the Board chair and duties and responsibilities of members at large and the Board as a collective.

Section 5. Curriculum Committee: All General Assembly members shall serve on the Department of Interior Architecture + Design Curriculum Committee. The Chair may designate a coordinator for this committee. The Curriculum Committee shall follow policies and procedures as set forth in the Faculty Handbook.

Section 6. Promotion and Tenure Committee: Promotion and Tenure committee members shall be elected from eligible General Assembly members and shall follow the policies and procedures as set forth in the Faculty Handbook. See ARTICLE 10, Section 4.

Section 7. Graduate Policy Committee: The Chair shall appoint the Graduate Policy Committee members from the eligible General Assembly members. This committee shall follow policies and procedures as set forth in the Faculty Handbook. The Director of Graduate Studies, appointed by the Chair, shall act as chair of this committee.

Section 8. Additional Committee Service: The Chair, in collaboration with General Assembly members shall designate committees for matters that require consistency in department operations and governance. These may include (but are not limited to) committees for matters pertaining to: the physical facility use, design or renovation thereof; other physical resources; technology; communications and publications; textbook reviews; and student activities.

ARTICLE 6. College and University Committees:

Section 1. The College of Fine Arts is entitled to seven (7) representatives to the Faculty Senate. Representatives are elected by secret ballot from and by the full-time instructors, assistant professors, associate professors and professors from each department or school within the College. Each department or school is entitled to at least one representative and each representative serves a two (2) year term. An alternate representative is also elected to serve a two (2) year term

in case a regularly elected representative cannot serve due to unforeseen circumstances.

Section 2. The Department is entitled to due representation on College and University committees. This includes (but is not limited to); the College of Fine Arts Promotion and Tenure Committee, the Museum Steering Committee, the Graduate Policy Committee, and Ad-Hoc committees as needed. These committee members are either elected by secret ballot or appointed by administration to serve a term as designated by each committee assignment and as needed for the effective operation and governance of the College including schools and departments within.

ARTICLE 7. Approval of Candidates for Degrees:

Section 1. The Department shall qualify all degree candidates through the following means:

A. Undergraduate candidates must satisfy all liberal studies requirements to be eligible to post the Bachelor of Science or Bachelor of Arts degree. Graduations checks are required at the University level through the Registrar, the Department level and through the office of the Dean.

B. Graduate student candidates must satisfy the minimum requirements of the University including the Registrar and the Graduate School. The appropriate in-house forms shall be used to validate the program of studies for each candidate. Candidates, major professors and committee members shall refer to the appropriate graduate program of studies when determining degree eligibility. This includes the Master of Science First-Professional degree, the Advanced Professional Master of Science degree and the Master of Fine Arts degree. Capstone events such as portfolio reviews, research and/or thesis defense shall also determine degree eligibility.

ARTICLE 8. Faculty Governance:

Section 1. Recruitment of new faculty and other professionals shall be conducted through appointed committees. The guidelines set forth by the Office of Faculty Development and Advancement pertaining to recruitment, the needs of the Department pertaining to effective governance and management and educational needs, and accreditation guidelines shall establish appropriate recruitment guidelines. This includes (but is not limited to) recruitment of full-time faculty, adjunct faculty, visiting faculty, professional advisory board members and other professional liaison as needed.

Section 2. The development and approval of programs shall be determined by majority consent of the General Assembly. The chair shall coordinate all matters of academic program development. Committee assignments shall be appointed as needed for the effective development of programs pertaining to degree eligibility, curricular needs set forth by accreditation requirements and the demands of the profession with regard to educational components necessary to practice in the discipline.

Section 3. The chair shall coordinate; (a) program reviews, (b) department/unit reviews and (c) department/unit reorganization through appointed committee assignment as needed for the effective governance and maintenance of the academic unit. These may be in conjunction with the development of new programs especially those pertaining to University degree requirements and accreditation/education requirements as established by external agencies to include (but not limited to) the Council for Interior Design Accreditation (CIDA), the National Association of the Schools of Art and Design (NASAD), and the Southern Association of Colleges and Schools (SACS).

ARTICLE 9. Graduate Faculty Status:

Section 1. Membership in the Graduate Faculty authorizes faculty to teach all graduate-level courses, to sit on all graduate-level committees, to chair all graduate student thesis, treatise, and dissertation committees, and to participate fully in all components of graduate education, research, and service. Limitation or removal of any of these authorizations from individual GFS-faculty is delegated to the unit level authority where such assignments are made.

Section 2. Subject to consideration of special circumstances, minimum qualifications for graduate faculty status in the Department of Interior Design are: (1) Completion of the doctorate, terminal master's degree, or its equivalent, and (2) proven expertise in the teaching area.

Faculty holding a non-terminal master's degree in the discipline will be considered for graduate faculty status if the faculty member has the expertise and preparation to succeed in the role. The department graduate policy committee will be responsible for making that recommendation on behalf of the department to the Graduate School.

Section 3. Faculty members holding Graduate Faculty Status are expected to actively engage in graduate education through teaching, mentoring and research supervision. They should show evidence of research-based scholarship and/or creative work resulting in peer-reviewed publications or equivalent work.

Section 4. At the time of committee appointment, the faculty member serving as the chair of the thesis committee should meet the following criteria:

- Should have served as a committee member on at least three master's committees
- Should receive approval from the department graduate committee.
- Should receive approval from the Graduate School for GFS.

At the time of committee appointment, the faculty member serving on the thesis committee should meet the following criteria:

- Should receive approval from the department graduate committee.

Section 5. Exceptions to this policy may be approved on a case-by-case basis by the department Graduate Committee under the guidelines set for the Florida State University Graduate School.

ARTICLE 10. Evaluation of Faculty, Merit, Promotion and Tenure, and Sustained Performance Evaluations

Section 1. Annual Peer Evaluation: The Department Promotion and Tenure Committee will review each tenured and tenure-earning faculty member (with the exception of the chair) each year regardless of rank. Faculty will submit an annual summary of activities for use by the committee. This summary will include teaching, scholarship and service activities conducted during the previous year.

The committee will make recommendations to the faculty member addressing the areas of teaching, scholarship, and research. These letters will be shared with the department chair and the faculty member.

Section 2. Annual Evaluation of Faculty by Chair: The Chair shall have the responsibility to evaluate all faculty members according to the standards set forth by the Florida State University evaluation policies and procedures. The Chair shall require an annual summary of activities from all faculty members to ensure that matters pertaining to teaching, service, research and/or creative activities have been formally documented.

Faculty annual evaluations will occur during the spring semester of each year and will take into account performance of assigned duties over the past year. The chair reviews all documentation submitted by each faculty member as well as pertinent information from other sources as applicable, including peer review, and completes the Annual Evaluation Summary Form. All evaluations must also contain a narrative explanation attached to the evaluation summary form. Meritorious performance is now defined as performance that meets the expectations for the position's classification and department/unit. There are five performance categories. For faculty who are meeting expectations, there are three categories:

- **Substantially 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.
- **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.

- 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.

If an individual's overall performance rating falls below "Meets FSU's High Expectations," specific suggestions for improvement should be provided to the employee. There are two performance rating categories for individuals who are not meeting expectations:

- 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.
- Does Not Meet FSU's High Expectations – 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.

A Performance Improvement Plan (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.

Section 3. Merit: All tenured and tenure-earning faculty members (with the exception of the chair) will be ranked based on their performance in assigned responsibilities in the areas of teaching, scholarship, and service, and these rankings will be used as a basis for decision making when merit pay increases are available. All tenured and tenure-earning faculty members will complete these rankings after careful review of the annual summary of accomplishments in teaching, scholarship, and service. The assignment of responsibilities will also be considered when merit rankings are done. The committee should take the unique faculty assignments into consideration. Merit criteria may not mandate a merit pay award for all members of the department. Merit criteria must reflect distinctive levels reflecting the differences in performance.

Section 4. Promotion and Tenure: An elected committee shall coordinate the development of Promotion and Tenure criteria. The department promotion and tenure guidelines shall be approved by majority consent of the Department Assembly. These guidelines shall include (but not limited to) the requirements set forth by the University, the Provost, the Office of Faculty Development and

Advancement, the Dean of the College of Fine Arts, and the Department. A complete set of guidelines pertaining to University and Department Promotion and Tenure requirements shall be made available to all eligible faculty members each year for matters of promotion and tenure. During each calendar year the elected Promotion and Tenure Committee shall request written statements from eligible faculty pertaining to assigned responsibilities concerning teaching, scholarship, and service.

Section 5. Sustained Performance Evaluations: Every regular tenured faculty member who has been in rank for at least seven years since being promoted or since achieving tenure shall be reviewed once every seven years to document sustained performance during the previous six years of assigned duties and to encourage continued professional growth and development. Tenured faculty members with administrative appointments of chairperson and above will be reviewed once every seven years after resuming regular faculty status. The review will follow the Florida State University guidelines established by the Office for Faculty Development and Advancement.

ARTICLE 11. Amendments to the Bylaws:

Proposed amendments may be presented to a regular or special session of the Department Assembly for information and preliminary discussion, and placed on a future Agenda for a vote. A proposed amendment must be made available in writing to the voting membership at least two weeks prior to the meeting at which the vote is to be taken. Reasonable efforts shall be made to provide amendments to voting faculty who are not in residence at the time of discussion, and to allow them to vote by absentee ballot. To be adopted a proposed amendment must receive a majority vote of the Department Assembly.

ARTICLE 12. Sunseting of Bylaws:

These Bylaws shall sunset five (5) years after the last amended version.

Ratified: 9-29-06
Amended: 9-16-07
9-17-08
11-19-10
1-11-13
3-29-13
4-7-14
7-23-17