

**Bylaws for the Florida State University
College of Fine Arts**

Record of Substantive Revisions and Amendments to these Bylaws

Approved by FSU's Office of Faculty Development & Advancement 05/02/2022

Substantively Revised and Amended, Revised to Conform to the Florida State University Office of Faculty Development & Advancement Template, and Adopted by the College 04/07/2022

Substantively Revised and Amended and Adopted by the College 12/01/2020



These are the bylaws for the College of Fine Arts at Florida State University. These bylaws were last approved on 04/07/2022 by a majority of the applicable voting members of the College and on 05/02/2022 by the Office of Faculty Development and Advancement.

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 or FSU) 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.

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, 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. 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.

C. 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 Fine Arts shall consist of those persons who hold the rank of Professor, Associate Professor, or Assistant Professor, and those persons who hold full-time appointments as Specialized Faculty in the College. These persons shall hereafter be referred to as the Faculty.

B. College Membership. In addition to the Faculty defined under II.A above, the following are Members of the College of Fine Arts: all persons who hold full-time staff appointments in the College, all persons who hold part-time staff appointments in the College, all guest or visiting instructional or research faculty members with full-time or part-time appointments in the College, and all adjunct instructors in the College. These persons shall hereafter be referred to as Non-faculty Members.

C. Faculty Voting Rights. The Faculty as defined under Section II.A above have voting rights in the College to resolve on any matter addressed under Section III.A below, and with regard to the organization, governance, and jurisdiction of the College as addressed in these Bylaws.

D. Non-faculty Voting Rights. The Non-faculty Members as defined under Section II.B above do not have voting rights to resolve on matters addressed under Section III.A below, or with regard to the organization, governance, and jurisdiction of the College as addressed in these Bylaws.

III. College Organization and Governance

A. Jurisdiction.

1. The basic legislative body of the College of Fine Arts shall consist of the voting Faculty in the College, as defined under Section II.A above as those persons who hold the rank of Professor, Associate Professor, or Assistant Professor, and those persons who hold full-time appointments as Specialized Faculty in the College. 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 standards, degree requirements in the existing academic programs, and any other academic matters of concern to the College.

2. The Faculty may resolve on any issue of general interest to the University or College and make recommendations to the appropriate officer or body.

3. 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.

4. 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 FSU, the Collective Bargaining Agreement between the BOT and the UFF, and the regulations of the BOG.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. Determination of the issue shall be decided by a simple majority of the Faculty participating in the balloting.

B. College Faculty 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.

5. 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 III.A. above.

6. 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.

C. College Leadership. The leadership of the College of Fine Arts shall consist of the positions of Dean and Associate Dean.

1. Dean.

- a. 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.
- b. 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.
- c. The Dean may establish ad hoc committees as the Dean deems necessary to assist in the operation of the College.
- d. Associate Deans serve at the behest of the Dean. The Dean shall be responsible for defining the scope of responsibilities and duties assigned to an Associate Dean. The Dean shall be responsible for developing and administering the evaluation and merit process for Associate Deans. Authority to appoint or retain an Associate Dean resides with the Dean.
- e. Department Chairpersons 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 Chairpersons and Directors. The units of the College may adopt policies and procedures for voting to recommend to the Dean persons to serve as Department Chairperson or director, but authority to appoint or retain a Department Chairperson or Director resides with the Dean.

- f. Associate and Assistant Department Chairpersons serve at the behest of the Department Chairperson in consultation with the Dean. The units of the College may adopt policies and procedures to identify and recommend Faculty members to serve as an Associate or Assistant Chairperson. The Department Chairperson shall be responsible for developing and administering the evaluation process for any Associate or Assistant Chairperson in their unit. Authority to appoint or retain an Associate or Assistant Chairperson resides with the Department Chairperson in consultation with the Dean, and all such appointments require the approval of the Dean.
- g. The Faculty may develop and undertake a process to evaluate the Dean's performance of the duties and responsibilities of the Dean. Any process leading to such an evaluation should include the participation of Faculty and Non-faculty Members of the College. Any such evaluation would be advisory in nature. Authority to appoint or retain a Dean does not reside with the Faculty or Non-faculty Members of the College.

2. Associate Dean(s)

- a. All Associate Deans shall be appointed by the Dean.
- b. The Dean shall be responsible for defining the scope of responsibilities and duties assigned to an Associate Dean.
- c. The responsibilities of an Associate Dean may include the administration of student affairs, including enrollment, budgets, student life, the supervision and management of student recruiting and admissions activities, and the supervision and management of related work performed by Faculty and Non-faculty Members of the College.
- d. The responsibilities of an Associate Dean may include the administration of academic affairs, including development and advancement of Faculty and Non-faculty Members of the College, College accreditation, and curriculum development, approval, and assessment.
- e. The responsibilities of an Associate Dean may include administration of research supporting activities directed at stimulating new and continued research projects and activities in the College, assisting Faculty and Non-faculty Members of the College in the proposal development process, and ensuring best practices in the management and oversight of funded research initiatives.
- f. An Associate Dean assists in the administration of the College, supporting strategic initiatives, interfacing between College units and the Dean's office, and represents the College as needed in matters before University administration.
- g. The Faculty may develop and undertake a process to evaluate an Associate Dean's performance of the duties and responsibilities of Associate Dean. Any

process leading to such an evaluation should include the participation of Faculty and Non-faculty Members of the College. Any such evaluation would be advisory in nature. Authority to appoint or retain an Associate Dean does not reside with the Faculty or Non-faculty Members of the College.

D. College 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. The standing committees of the College shall consist of the following: Promotion and Tenure Committee, Curriculum Committee, Awards and Scholarship Committee, and Bylaws Committee. Search Committees may be established by the Dean and Chairs or Directors to assist in the recruitment and screening of applicants for continuing faculty positions.

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.
- f. The guidelines followed by the 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.

- g. 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 Promotion and Tenure Committee.
- h. The 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.

2. Curriculum Committee.

- a. The Curriculum Committee shall review and make advisory recommendations regarding curricular changes, new course proposals, 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 Faculty 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 Faculty 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 Faculty 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.

E. Faculty Senators. 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).

F. Unit Reorganization. Specific procedures related to the consideration of matters of unit reorganization may be addressed in the bylaws adopted by the Faculty members of each unit of the College. Any proposed unit reorganization originating from a unit of the College would be advisory in nature and subject to review and approval by the Dean. As described under Section III.C.1 above, the authority to decide or resolve issues relating to the development of new academic programs and the funding and management of College resources resides with the Dean.

IV. Degree Approval

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.

V. Procedures for Faculty Evaluation and Merit Review

A. Evaluation and Merit Review. 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.

B. Evaluation of Other Assigned Duties. Evaluation of Other Assigned Duties shall be appropriate to the nature of those duties. In the case of Department Chairpersons, 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.