

BY-LAWS  
COLLEGE OF ARTS AND SCIENCES

~~(As amended at a meeting of College Faculty on 4/5/89)~~ Draft Revision

**Mission:** The mission of the College of Arts & Sciences is to share, transmit and expand knowledge in those areas represented by the Humanities and Natural Sciences, in an intellectually broadening program of study in the liberal arts.

At the undergraduate level, the College offers a wide range of educational opportunities to develop a rich appreciation of the Humanities and the Sciences that enhances the quality of students' lives morally, intellectually and professionally as students prepare to pursue careers and become leaders in society. At the graduate level, students pursue original research or creative activity under faculty guidance. The resulting contributions, together with faculty research, teaching and service, benefit society and expand its knowledge base.

Section A. Membership

1. Voting members ~~of the College of Arts and Sciences~~ shall include all ranked faculty those persons who hold the rank of Professor, Associate Professor, Assistant Professor, or full time Instructor in one of the departments or other administrative units of the College. Part time faculty below the Assistant Professor Level, temporary faculty, post doctoral fellows, research associates, and instructional personnel working for graduate degrees at FSU shall be Non-tenure track faculty are non-voting members of the College. ~~Non-voting members may not serve on College wide committees except as noted hereinafter.~~
2. Members shall be classified in one of the two areas of the College. The areas shall be Humanities and Natural Sciences.

Section B. Jurisdiction

1. ~~The full faculty shall be the basic Legislative body of the College.~~ Subject to the Constitution of the University and the regulations of the Board of ~~Regents Trustees, it the faculty shall determine the various degrees to be granted, shall establish requirements for those degrees, and shall establish admissions and grading policies. It may act on any academic matter of concern to the College~~ serve in an advisory capacity to the appropriate chairs and directors, who in turn advise the Dean.
2. ~~The full faculty may resolve on any issue of general interest to the University or College and make recommendations to the appropriate officer or body.~~ The faculty may, at the request of the Dean, resolve any issue of general interest to the University or College and make recommendations to the appropriate office or body.

Section C. Meetings

1. The Arts and Sciences faculty shall meet in a regular session in the Spring Semester of each year on the call of the Dean. Announcement of the meeting shall be made at least two weeks prior to the date of the meeting.
2. Special sessions shall be held at the call of the Dean either on his/her own initiative or on the written request of ten ~~faculty members from~~ percent of the voting memgership representing at least ~~three departments~~ two departments from the Humanities and two departments from the Sciences.
3. The Dean of the College shall be the presiding officer. In the absence of the Dean, a person designated by the Dean shall preside.

~~4. One third of the voting members of the faculty representing at Least one third of the departments in the College or area shall constitute a quorum at any regular or special meeting.~~

#### ~~5. Order of Business~~

- ~~(1) Minutes~~
- ~~(2) Special Orders~~
- ~~(3) Reports of Standing Committees~~
- ~~(4) Reports of Special Committees~~
- ~~(5) Unfinished Business~~
- ~~(6) New Business~~
- ~~(7) Announcements by the Dean~~

~~6.4. All meetings shall be conducted in accordance with Robert's Rules of Order, Latest revision, except as otherwise provided in these By-Laws.~~

~~7. Minutes shall be kept by a Secretary of the College of Arts and Sciences faculty, who shall be appointed by the Dean. The minutes shall be distributed to all members of the College faculty.~~

### Section D. The Dean

The Dean shall serve as the Chief Executive Officer of the College.

### Section ~~D~~E. Committees

#### 1. Arts and Sciences Policy Committee

~~(a) This committee shall serve as the Dean's advisory committee. It shall formulate and propose to the full faculty College-wide academic policy, and it shall act as a nominating committee to provide candidates for elective Faculty Senate and University committees, and for other elective College committees unless otherwise provided for in these By-Laws. This committee shall serve in review of all disputed curricular changes proposed in the College. In consultation with the Dean, it shall establish the agenda for general meetings of the College and shall function as liaison between the faculty and College administration.~~

~~(b) The Arts and Sciences Policy Committee shall consist of eight faculty members and one student member; the faculty members shall serve staggered two-year terms and the student member a one-year term. Each September, four new faculty members shall be chosen for two-year terms on the Committee according to the following procedures:~~

~~i. In even-numbered years, one member of the Humanities Area Administrative Committee shall be elected to serve by that committee; in odd-numbered years, one member of the Science Area Administrative Committee shall be so elected.~~

~~ii. In addition, one representative from the Humanities faculty and one from the Sciences shall annually be elected at Large to two-year terms.~~

~~iii. Once the results of the general election are known, the Dean shall annually appoint one faculty member to a two-year term on the Committee. In even-numbered years, a Science faculty member shall be appointed; in odd-numbered years, a Humanities faculty member shall be appointed.~~

~~This committee shall elect its own chairman to serve a one-year term starting in October of each year. One voting student member shall serve for a one-year term on the committee and on other committees identified~~

~~by the Arts and Sciences Policy Committee, Student committee members are to be chosen by the Arts and Sciences Student Advisory Committee. There student members may be non-voting members of the College.~~

#### E D. Area Administrative Committees

- (a) Each area of the College shall have an Administrative Committee consisting of its institute and program directors, and department chairs~~the chairmen and institute directors of the departments comprising the area.~~ Each Area Committee shall elect a chair~~The chairman of the Administrative committee shall be elected by the committee members~~ for a one-year term. ~~No chairman may serve more than two consecutive terms.~~
- (b) The ~~Administrative Area~~ Committees shall ~~initiate review~~ and approve new academic and research programs and all curricular changes, and may consult with the Dean on all matters of interest to the ~~areas of the~~ College. ~~The curricular recommendations of an Administrative Committee shall be circularized by the Dean to all department chairmen and disputed cases to all members of the Policy committee. The Policy Committee's decision is final.~~
- (c) Area Committees shall meet monthly during the academic year unless members vote not to meet, or to meet virtually.

### 3. Promotion, Tenure, and Doctoral Directive Status Committees

- (a) Each department in the College shall have a committee charged with evaluating candidates for, an making recommendations on, promotions and, tenure, ~~and doctoral directive status.~~ The constituency of these committees shall be determined by each department in accordance with the university guidelines. These recommendations shall be submitted to the appropriate area committee. By ~~October~~ September 1 ~~each year,~~ each department committee shall elect one member to serve on the appropriate area promotion, tenure, and doctoral directive status committee for ~~the following that~~ academic year.
- (b) The two areas of the College shall each have a committee charged with ~~screening the departmental recommendations on promotion and submitting their~~ evaluating the candidates from their departments and the departmental recommendations on promotion, and submitting the area committee's recommendations to the College Promotion and Tenure Committee. Recommendations for granting of tenure shall also be submitted to the College P&T Committee. ~~The area committees shall grant and review doctoral directive status in April and October of each year.~~ These area committees shall elect their own chairs ~~men~~.
- (c) The College shall have a committee charged with ~~acting on~~ evaluating candidates and the recommendations from the area committees on promotion and tenure. The College committee shall forward its recommendations and forwarding them to the Dean ~~to be forwarded~~ who will forward them to the University-wide promotion and tenure committee along with his/her ohwn recommendation. ~~They shall be elected by mail ballot by members of the two area committees. No more than f~~ Four members of the College committee ~~may~~ shall come from ~~either of the areas~~ the Natural Sciences Area Committee, and three members from the Humanities Area Committee. ~~This committee will evaluate every candidate recommended for promotion and tenure by the departments and submit there recommendations to the Dean. The Dean is the non-voting chair of the College committee.~~

### 4. Academic Appeals Committee

~~The College shall have an Academic Appeals committee to afford an opportunity for a student to appeal a decision by the (Associate) Dean in regard to exceptions to academic standards and graduation requirements imposed by the College. Decisions made by this committee shall be final and binding.~~

~~Should a student file an appeal, the Academic Appeals Committee shall be appointed on an annual basis by the Chairman of the Arts and Sciences Policy Committee. It shall consist of three faculty members, at Least~~

~~one to be appointed from the Humanities departments and one from the Natural Sciences departments. The committee shall elect its own chairman.~~

## Section ~~FE~~. Election of Representatives to the Faculty Senate

1. The allocation of Arts and Sciences representation in the Faculty Senate shall be as follows:

- (a) Each of the departments of the College shall ~~have the responsibility of electing~~ elect one senator, with the exception of the Department of Aerospace Studies and the Department of Military Science. ~~Each of these departments shall have the responsibility of electing~~ These departments shall elect one senator, alternately, for a one-year term to represent both departments.
- ~~(b) The voting members of the College faculty shall by mail ballot elect as senators at large ten percent of its total allocation.~~
- ~~(c)~~ (b) Senators shall be distributed to the departments in proportion to the number of voting members. ~~Determination of the proportion shall be made by the Dean in consultation with the Arts and Sciences Policy Committee.~~

## ~~2. Procedure for Electing Senators at Large~~

- ~~(a) For the election of senators at large, the Secretary shall prepare a List of persons eligible for election and the secretary shall distribute this List to the voting members by mail fourteen days before the date of the final ballot or of the regular Spring meeting. The Secretary shall indicate on this List by appropriate symbols the present members of the Senate (as senators at large or departmental senators) and members of the steering Committee and other standing committees of the Senate, with the dates on which their terms as senators end committee members expire. In addition, the Secretary shall attach to this List the names of departments entitled to two senators.~~
- ~~(b) Each voting member shall vote for the number of senators to be elected at large and return the ballot to the Secretary at Least three days before the date of the final ballot or of the scheduled meeting.~~
- ~~(c) In preparing ballots for the election the Secretary shall List alphabetically the names of the nominees (twice the number to be elected) who received the largest numbers of votes in the nomination ballots, except that no two nominees may be members of the same department. In case of a tie between members of a single department, the Policy Committee shall decide the issue. In case of other ties, the number of nominees shall be correspondingly increased. These prepared ballots shall be distributed by mail to all voting members of the College. Each voting member shall then vote for the number of persons to be elected.~~
- ~~(d) The nominees receiving the largest number of votes in this ballot shall be declared elected. Additional balloting will take place only in the event of a tie.~~

## 3. Procedure for Electing Senators by Departments

- (a) ~~Each department shall be responsible for holding the election, by secret ballot, of its senator or senators within one week after the election of senators at large .~~ Each department shall hold an election for its senator or senators using a procedure specified by their bylaws
- (b) ~~Chairmen of the department~~ Department chairs shall send the names of the senators-elect to the ~~Secretary of the College~~ Dean's office.

## Section ~~GF~~. Approval of Candidates for Graduation

The procedure for approving candidates for graduation in Arts and Sciences shall be as follows:

1. Each department will perform a departmental graduation clearance for those students who apply for graduation and will forward these clearances to the college. The Student Affairs staff in the College will then conduct a preliminary graduation clearance, checking for University and College requirements.
2. After final grades post, the names of the students cleared for graduation will be forwarded to the Registrar's Office.

1. ~~Fourteen days before graduation the Secretary of the College shall circulate the names of all candidates for degrees to the department chairmen of the College who shall inform their faculties.~~
2. ~~If there is no objection to any candidate prior to one week before graduation, the List will be regarded as approved subject to successful completion of work in progress.~~
3. ~~If there is objection to a candidate, his case shall be referred to the Arts and Sciences Policy Committee for consideration and recommendation to the Dean.~~

## Section G. Amendments

On the written request of ten per cent of the voting membership representing at least two departments from the Humanities, and two departments from the Sciences, or on request of the Dean, an amendment to the By-Laws may be proposed ~~Any ten voting members of the faculty from at least three departments, or the Arts and Sciences Policy Committee, may propose an amendment to the By-Laws,~~ The amendment shall be made available at least two weeks ~~such change to be circulated at least a month~~ in advance of the College faculty meeting. The amendment becomes part of the By-Laws ~~when it is adopted~~ if approved by the ~~majority~~ two thirds of the voting faculty members at the meeting.

## POLICIES AND PROCEDURES ON EVALUATION OF FACULTY

### A. Tenure Track Faculty

#### I. Standards for Evaluation

The faculty members of the College of Arts and Sciences are expected to maintain high standards of excellence in teaching, scholarship, and service. In connection with the mission of the College, teaching and scholarship are vitally important. As a member of the community of scholars and teachers, each member of the faculty also is expected to contribute productively to the welfare of the university and to his/her discipline.

Promotion, tenure, and annual review of salary are based upon demonstrated merit in teaching, scholarship (including creative activity), and service. Based on recommendations from department chairs, and subject to administration procedures and guidelines, merit funds will be distributed by the Dean.

#### II. Promotion

Promotion to the rank of associate professor shall be based upon demonstrated effectiveness in teaching, definite accomplishment in scholarly or creative endeavor, and service to one's college and to one's discipline.

Promotion to the rank of professor shall be based upon superior teaching, accomplishment of high order in scholarly or creative endeavor, and intellectual leadership in one's university and one's discipline.

The quality of the teaching shall be determined by student evaluation, by faculty evaluation, and by administrative evaluation based upon specific qualities appropriate to the level of instruction and to the discipline, and shall include consideration of what is taught and how it is taught, interest in students, and interest in the improvement in curriculum and in instruction.

The quality of scholarship or creative activity shall be determined by faculty evaluation and by recognition by one's professional peers within the community of scholars. Such evaluation and recognition shall be

based upon some combination of assessments of one's current knowledge of the discipline, the quality of one's ongoing research or creative program, one's scholarly publications or public performances, and one's standing in the profession.

The quality of service shall be determined by faculty and administrative evaluation, and shall include professional contributions to one's department, college, university, discipline, and to the state and nation.

### III. Tenure

Recommendation for tenure shall be based upon demonstrated effectiveness in teaching, definite accomplishment in scholarly or creative endeavor, and service to the College, one's discipline, and to the state, and shall be in accordance with the policies of the Board of Trustees, the Board of Governors, the Collective Bargaining Agreement and the provisions of the Faculty Handbook and the University constitution.

### IV. Procedures

Each department shall have a committee on promotion and tenure charged with evaluating candidates on the basis of established departmental criteria and making recommendations in accordance with departmental, College, and University standards.

Each College area shall have a committee on promotion and tenure, similarly charged, composed of one member elected from each departmental committee.

The College shall have a committee on promotion and tenure, similarly charged, composed of seven members, four of whom are elected from and by the Natural Sciences Promotion and Tenure Committee and three of whom are elected from and by the Humanities Promotion and Tenure Committee. The Dean serves as nonvoting Chair of this committee.

## **B. Non-tenure Track Faculty**

As with tenure-track faculty, non-tenure-track faculty may be eligible for two promotions. In addition to the university's minimum requirements for such promotions, the College of Arts and Sciences has its own for advancement from the rank of Assistant-in-X to Associate-in-X to Research Associate and from the rank of Assistant Scholar/Scientist to Associate Scholar/Scientist to Scholar/Scientist.

### I. Promotion to Associate-in-X and Research Associate

The College requires that an Assistant-in-X meet or exceed the performance criteria of the unit in which s/he is employed and have at least five full years of experience in rank before promotion, regardless of the degree held. That is, a recommendation for promotion to Associate-in-X may be made during the fifth year of service, and the promotion may become effective at the beginning of the sixth year.

The same performance expectations and requirement of five years' experience in rank apply to a faculty member who has advanced from Assistant-in-X to Associate-in-X and who may be recommended for promotion to Research Associate, effective no earlier than the eleventh year of service.

Faculty members initially appointed at the rank of Associate-in-X must meet the same performance expectations. Those without a Ph.D. must be in rank at least ten years before the promotion to Research

Associate becomes effective, and a recommendation may be made in the tenth year. Those with a Ph.D. must have had five years of experience in rank, and a recommendation may be made in the fifth year.

The Dean of the Faculties calls for such recommendations from the College's units once each year. The Dean of Arts and Sciences will review them in light of the units' criteria for promotion and the College's expectations.

Note that the College does not limit advancement to Research Associate, at present the official formal designation of the rank, to non-tenure-track faculty whose responsibilities are primarily related to research. As with promotion to Associate-in-X, meeting or exceeding duties of a different nature assigned to the faculty member qualify her or him for promotional consideration.

## II. Promotion to Associate Scholar/Scientist and Scholar/Scientist

Appointment to the rank of Assistant Scholar/Scientist requires that a candidate have the Ph.D. degree in the appropriate field of specialization and meet university criteria equivalent to those required for appointment to the rank of assistant professor.

Advancement to Associate Scholar/Scientist depends upon the faculty member meeting or exceeding the performance criteria of the unit in which he or she is employed and the university criteria equivalent to those required for appointment to the rank of associate professor. A recommendation for promotion, effective no earlier than the beginning of the sixth year of experience in rank, may be made during the fifth year of service as Assistant Scholar/Scientist.

A recommendation of promotion from Associate Scholar/Scientist to Scholar/Scientist requires that the faculty member meet or exceed the performance criteria of the unit in which he or she is employed and the university criteria equivalent to those required for appointment to the rank of professor. Advancement may be recommended during the faculty member's fifth year as Associate Scholar/Scientist, the promotion becoming effective no earlier than the beginning of the sixth year in rank