

Bylaws for the Institute of Science and Public Affairs at Florida State University

These are the bylaws for the Institute of Science and Public Affairs (ISPA) at Florida State University. These bylaws were last approved on April 26, 2022 by a majority of the applicable voting members of the ISPA, on April 26, 2022 by the ISPA Dean/Director and on May 10, 2022 by the Office of Faculty Development and Advancement.

I. Bylaws

A. Adherence with Other Governing Documents. At all times, Center/Institute 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. Bylaws may be revised by calling a meeting of the ISPA faculty to discuss the proposed revisions. The faculty at this meeting will draft the proposed revisions. The revised bylaws will be distributed to all faculty at least one week before a vote to ratify the revisions. The bylaws pass with a simple majority of the voting faculty.

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 ISPA have adopted these bylaws in order to define a set of principles and procedures that will enable the smooth and effective operation of the Institute in furtherance of its mission. Each faculty member has an equal responsibility in furthering the academic goals and in maintaining academic excellence. ISPA membership shall consist of those persons holding part-time or full-time appointments at the rank of Assistant In/Associate In/Senior Research Associate series the Research Faculty I/II/III series and the rank of Scholar/Scientist.

B. Center/Institute Membership. In addition to the faculty defined in II.A above, the following are members of ISPA: staff, student affiliates and OPS employees.

C. Faculty Voting Rights. The Voting Membership of the department is defined as the ISPA Director/Dean and all the members of ISPA for whom the annual Assignment of Responsibilities (AoR) are completed. In addition, faculty members of ISPA are entitled to vote on matters related to promotion, merit, tenure and amendments to the bylaws. Associated Center/Institute Directors have voting rights within their own home department.

D. Non-faculty Voting Rights. The only members of ISPA with voting privileges on any of the issues in this document are the faculty whose lines are assigned to ISPA.

III. Organization and Governance

A. Faculty Meetings. The ISPA Director may call a faculty meeting at any time. In addition, the ISPA Director will call a faculty meeting if two or more faculty, from all associated Centers/Institutes requests a meeting for a specific purpose.

B. Director Selection. ISPA Director/Dean will accept recommendations from the outgoing Center/Institute Director in the event of an anticipated vacancy. A search committee may be formed to assist in the recruitment and screening of applicants. Bargaining unit vacancies shall be advertised through appropriate professional channels unless a waiver of announcement has been approved.

C. Leadership and Committees.

I. The Director - His or her duties include:

- Responsible for meeting administrative obligations of ISPA
- Taking the lead in matters that concern the collective welfare of ISPA
- Assigning duties to each faculty member whose line is assigned to ISPA or those faculty members who report to the ISPA Director/Dean via Assignment of Responsibilities
- Performing calendar year annual evaluations based on the quality of the work performed by the faculty member. Contributions to teaching, research and service are considered and weighted according to the Assignment of Responsibilities for that faculty member
- Supervising the department staff and performing those annual evaluations
- Recommending salary merit/discretionary increases for those faculty and staff he/she supervises
- Providing non-tenure-track faculty members, whose lines are assigned to ISPA, a written evaluation of their progress toward promotion

II. Promotion Committee

- Charged with the responsibility of reviewing the binders of all prospective candidates for promotion in ISPA annually, and recommending action on the nomination of each candidate. The ISPA Director/Dean will review the binder of prospective candidates from all associated Centers/Institutes and submit his/her advice regarding whether the candidate meets the appropriate promotion criteria to the Office of the Vice President for Faculty Development and Advancement.
- The Center/Institute committee shall have at least three members.
- If a Center/Institute has fewer than ten faculty members, the ISPA Director/Dean may request faculty volunteers from associated Centers/Institutes to serve on the committee. If not enough faculty volunteer

then the ISPA Director/Dean may appoint committee members from associated Centers/Institutes.

- Membership on the Promotion Committee shall serve a two-year term.

III. Various committee and sub-committee activities related to instruction, research, creative activity, etc.

IV. The ISPA Director/Dean may establish ad hoc committees as deemed necessary to assist in the operation of ISPA or associated Centers/Institutes.

V. Search Committees may be established by the Deans and Chairs/Directors to assist in the recruitment and screening of applicants for continuing faculty positions.

D. Faculty Recruitment. Bargaining unit vacancies shall be advertised through appropriate professional channels unless a waiver of announcement has been approved.

E. Unit Reorganization. ISPA faculty members will be involved in the decisions involving unit reorganization.

IV. Curriculum (if applicable)

N/A

V. Annual Evaluation of Faculty on Performance and Merit (if applicable)

A. Peer Involvement in Annual Performance and Merit Evaluation. Each faculty member's performance will be evaluated relative to his or her assigned duties. Each faculty member's performance will be rated annually using the following university rating scale:

Substantially Exceeds FSU's High Expectations
 Exceeds FSU's High Expectations
 Meets FSU's High Expectations
 Official Concern
 Does Not Meet FSU's High Expectations

Each faculty member will be evaluated by his/her peers within their respective Center/Institute and/or by the appropriate Center/Institute Directors. The peer review will use the criteria established by faculty performing evaluations and be conducted in accordance with a format and procedures decided by the relevant faculty.

Center/Institute Directors or the appropriate evaluator, as determined by University supervisor relationships, reviews all documentation/data submitted by the faculty member as well as pertinent information from other sources as applicable, and completes the Annual Evaluation Summary Form indicating one of the applicable five performance rating

categories. If a non-tenured faculty member receives a “Does Not Meet FSU’s High Expectations” overall performance rating, a Performance Improvement Plan (PIP) will be discussed with the faculty member and submitted with the Annual Evaluation Summary Form for approval to all appropriate levels of administration. If applicable to the Center/Institute, a tenured faculty member receives an overall performance rating of “Does Not Meet FSU’s High Expectations” on three or more of the previous six performance evaluations over two of the sustained performance evaluation time periods, a Performance Improvement Plan (PIP) will be discussed with the faculty member and submitted with the Annual Evaluation Summary Form for approval to all appropriate levels of administration.

After the faculty member and evaluator meet, discuss the evaluation, and both parties sign, the evaluation form along with the evaluator’s narrative and applicable attachments are routed to the ISPA Director/Dean for review. After review and signature by the ISPA Director/Dean, the evaluation form and any attachments are returned to the appropriate Center/Institute. The faculty member receives a copy of the evaluation and the original is placed in the faculty member’s confidential evaluation file. In situations where the ISPA Director/Dean is the evaluator and reviewer, the Annual Evaluation Summary form is reviewed by the Vice President for Faculty Development and Advancement. As part of this process, all faculty members eligible for promotion are apprised in writing of their progress towards promotion. The performance evaluation process is implemented as specified by guidelines provided by the Office of the Vice President for Faculty Development and Advancement.

Faculty within each associated Center or Institute will develop merit recommendations for submission to the relevant Center/Institute Director based upon the criteria in this section and each Center/Institute’s faculty evaluation criteria and procedures. Center/Institute evaluation criteria and procedures shall ensure faculty members on approved leave are not penalized in the evaluation process. Each Center/Institute must develop specific methods for distribution of merit salary increases as part of their merit procedures.

Center/Institute Directors submit faculty merit pay increase recommendations to the Director/Dean of ISPA for faculty members that satisfy relevant criteria. After approval, appropriate paperwork will be submitted to implement the pay increase as specified in guidelines provided by the Office of the Vice President for Faculty Development and Advancement and/or Budget and Analysis.

B. Criteria for Evaluation of Specialized Faculty.

I) Teaching – The ability to teach in an effective manner through oral and written instruction.

II) Scholarship/Research – Contributions to research and other creative activity including effectiveness at securing external funding and the timely completion of contractual obligations.

III) Service/Professional Services – Contributions in the area of service to ISPA. Effectiveness in providing professional services to the public and private sectors of the community, state, and nation.

IV) Other – Other University duties, contributions, and/or effectiveness as appropriate to the assignment.

The following five categories are used when evaluating the faculty member's performance of duties:

- **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, as appropriate to the assignment, in teaching, research, and service, which may include several of the following: high level of research/creative activity of national importance, attaining national achievements, awards, and recognition, willingness to accept additional responsibilities, high level of commitment to the overall mission of the Department, involvement/leadership in professional associations, initiative in solving problems or developing new ideas.
- **Substantially Exceeds FSU's High Expectations** – This describes a faculty member who far exceeds performance expectations during the evaluation period and achieves an extraordinary accomplishment or recognition, as appropriate to the assignment, in teaching, research, and service, which may include several of the following: highly significant research or creative activities of international importance; demonstrated recognition of the individual by peers as an authority in his/her field; securing significant external funding; attaining significant 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.
- **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.

VI. Promotion of Specialized Faculty

A. Progress Toward Promotion Letter. Each year, every faculty member who is not yet at the highest rank for their position will receive a letter that outlines progress toward promotion and/or tenure. The performance evaluation process is implemented as specified by guidelines provided by the Office of Faculty Development and Advancement.

Note: Non-italicized language is set by the university and should not be altered. Italicized language reflects the required bylaws element with the specifics determined by the unit faculty.

B. Peer Involvement in Evaluation of Promotion of Faculty. ISPA will accept recommendations for promotion every year in the Spring semester. Recommendations for promotion begin with the faculty member's supervisor and are submitted to the appropriate officials for review. Each Center/Institute has one Promotion Committee unless they have fewer than ten faculty members then faculty from an associated Center/Institute shall be appointed to serve on the committee.

C. Criteria for Promotion of Specialized Faculty. The guidelines followed by the ISPA Promotion Committee are the same as those of the University. The following elements will be considered when recommending a specialized faculty member for promotion. These elements include, but are not limited to:

PROFESSIONAL ACCOMPLISHMENT:

Effectiveness in the performance of teaching duties

Relevant years of experience

Submission of contract and grant proposals for external funding

Timely completion of contractual and grant obligations

Publication of books, brochures, chapters in books, articles in refereed and un-refereed journals and/or professional publications

Features and/or citations in professional magazines, newsletters, or on professional websites

Demonstrated expertise in the area of research, creative activity, or field of specialty

Presentations at meetings, workshops, or conferences of professional societies

Other professional accomplishments as appropriate

PROFESSIONAL RECOGNITION:

Recognition as an authority in the area of research, creative activity, or field of specialty

Invited talks at meetings, workshops, conferences or within the University community

Organization of workshops, seminars, professional conferences, and meetings

Membership and/or positions of responsibility in professional organizations

Professional honors, awards, and other recognitions

Contract and grant funding awarded from external sources including federal, state, local, and private

Other professional recognition as appropriate

PROFESSIONAL SERVICE:

Service to ISPA and the University directing/supervising undergraduate and graduate research as well as committee and sub-committee activity related to instruction, research, creative activity, etc.

Service in providing professional services to the public and private sectors of the community, state, and nation

Service to public and/or private schools including judging debates, science and/or history fairs, and geography bees

Other service, including administrative assignments, as appropriate

ELIGIBILITY CRITERIA:**All Specialized Faculty promotion decisions shall take into account:**

1. Annual evaluations.
2. Annual assignment of responsibility (AOR).
3. Fulfillment of the department/unit written promotion criteria in relation to the assignment in the supervisor's letter. (All departments/units must have written promotion criteria and procedures for all applicable Specialized Faculty available in the department/unit, posted on a single publicly accessible University Web site, and on file in the Office of the Vice President for Faculty Development and Advancement.)
4. Evidence of sustained effectiveness relative to opportunity and according to assignment in the supervisor's letter.
5. All actions are effective the beginning of the next academic year.

Research Faculty or Curator track promotions shall take into account:

1. Scholarly or creative accomplishments of high quality, appropriate to the field, in the form of books and peer-reviewed scholarly publications.
2. Success in obtaining external funding, as principal investigator or co-principal investigator on grants.
3. Recognized standing in the discipline and profession, as attested to by letters from outstanding scholars outside the university.
4. Other research-related activities, such as chapters in books, articles in refereed and non-refereed professional journals, musical compositions, exhibits of paintings and sculpture, works of performance art, papers presented at meetings of professional societies, reviews, and research and creative activity that has not yet resulted in publication, display, or performance.

Research Support Faculty promotion shall take into account:

1. Evidence of contributions in support of research, as attested by internal letters from collaborators at FSU.
2. Scholarly or creative accomplishments of high quality and appropriate to the field (books and peer-reviewed scholarly publications).
3. Success in obtaining external funding as principal or co-principal investigator on a grant.
4. Other research-related activities, such as chapters in books, articles in refereed and non-refereed professional journals, musical compositions, exhibits of paintings and sculpture, works of performance art, papers presented at meetings of professional societies, reviews, and research and creative activity that has not yet resulted in publication, display, or performance.

Ranks

1. Promotion in the specialized faculty ranks is attained through meritorious performance of assigned duties in the faculty member's present position.
2. Promotion to the *second rank* in each track shall be based on recognition of demonstrated effectiveness in the areas of assigned duties.
3. Promotion to the *third rank* in each track shall be based on recognition of superior performance in the areas of assigned duties.

In all cases, the Institute of Science and Public Affairs will adhere to Florida State University policy. A Center or Institute reporting to ISPA may have additional criteria to those stated above, but must be approved by the relevant faculty of the unit and the Director/Dean of ISPA, and be consistent with the criteria established by the University as well as those by ISPA. A copy of the criteria must be on file in the Office of the Vice President for Faculty Development and Advancement.