

Bylaws for the College of Business at Florida State University

TABLE OF CONTENTS

I. BYLAWS	2
II. MEMBERSHIP AND VOTING RIGHTS	2
III. College Organization and Governance	3
A. Jurisdiction.	3
B. College Faculty Meetings.	3
C. College Leadership.	4
D. College Committees.	5
E. Faculty Senators	10
IV. Degree Approval	10

These are the bylaws for the College of Business at Florida State University. These bylaws were last approved on September 13, 2022 by a majority of the applicable voting members of the college and on October 21, 2022 by the Office of Faculty Development and Advancement.

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. These Bylaws may be amended at any meeting of the general faculty where a quorum is present by a two-thirds vote. The proposed amendments shall be submitted to each member of the general faculty at least one month prior to the meeting in which voting is to take place.

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 website <https://sacs.fsu.edu/substantive-change-policy/>.

II. Membership and Voting Rights

A. Faculty Membership. The faculty of the College of Business shall consist of those persons holding full-time rank of teaching, instructional support, research, or research support faculty I, II, or III, assistant in, associate in, assistant professor, associate professor, professor, and other positions in the faculty bargaining unit in the College of Business.

B. College Membership. In addition to the faculty defined in II.A above, the following are members of the College of Business: part-time faculty, postdocs, and staff.

C. Faculty Voting Rights. All faculty defined in II.A above shall have full voting rights.

D. Non-faculty Voting Rights. The dean of the College may, upon recommendation of the executive committee, appoint visiting and part-time faculty to voting membership in the College. Otherwise, College of Business members identified in II.B above do not have voting rights.

III. College Organization and Governance

A. Jurisdiction.

1. The basic legislative body of the College of Business shall consist of the general faculty in the college, defined in II.A. above. 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, and any other academic matters of concern to the college.
2. The general voting faculty in the College may resolve on any issue of general interest to the University or College and make recommendations to the appropriate officer or body.

B. College Faculty Meetings.

1. The general faculty shall meet in regular session in each of the academic terms at the call of the Dean.
2. Special sessions shall be held at the call of the Dean either on his or her own initiative or at the written request of not less than five members of the general faculty.
3. The Dean of the College shall be the presiding officer and shall prepare and distribute the agenda at least three days in advance of the meetings. The Dean may delegate the duties of presiding officer to the faculty member who has been elected to the office of Chairperson of the Faculty. In the absence of the Dean and the Chairperson of the Faculty, the Associate Dean with the highest rank shall preside.
4. One-half plus one of the general faculty that can be reasonably expected to attend shall constitute a quorum at any regular or special meeting. The faculty that can be reasonably expected to attend shall be defined as the general faculty as outlined in Section II.A above, less those faculty that have assigned classes at the time of a scheduled meeting and those faculty that are absent from the campus due to official university business. Any faculty member who cannot be reasonably expected to attend shall be provided the opportunity to vote by proxy on any item of business scheduled for the regular or special meeting.

5. Order of Business
 - a. Minutes
 - b. Special Orders
 - c. Report of Standing Committees
 - d. Report of Special Committees
 - e. Unfinished Business
 - f. New Business
 - g. Announcements by the dean
6. All meetings shall be conducted in accordance with Robert's Rules of Order, latest revision, except as otherwise provided by these Bylaws.
7. Minutes shall be kept by the secretary of the College of Business faculty who will be elected by the general faculty for a term of two years. The minutes shall be distributed to the general faculty.

C. College Leadership.

1. The Dean
 - a. The Dean shall serve as the chief administrative officer of the College.
 - b. The Dean shall appoint any individuals needed to administer the College's affairs. Those individuals shall act with the authority of the Dean as designated by the Dean. The Dean shall report to the College, as soon as practical, normally at the beginning of the fall semester, the names and duties of such appointees.
 - c. The Dean shall establish committees for the conduct of College affairs as provided in Section D.
 - d. At least once a year, the Dean shall report on the "State of the College" to the faculty. This report shall address the state of the College, priorities for the upcoming year, the College's budgetary status, and other major issues of concern to the College and the faculty.
 - e. The dean shall be responsible for developing procedures to ensure that assignments will be discussed with each faculty member in advance.

- f. The dean shall be responsible for promoting the interests of the College within the larger University, the community at large, all levels of government, and with the alumni.
- g. The dean shall be responsible for developing and maintaining an active Alumni Association.

2. Chairperson of the Faculty

- a. The chairperson of the faculty shall be elected at large by and from the general faculty at the last regularly scheduled faculty meeting of each academic year.
- b. The functions of the chairperson of the faculty shall be:
 - To serve as a member of the executive committee.
 - To preside at all faculty meetings (if so designated by the dean).
 - To assist in the development of appropriate committees for the College of Business.
 - To Chair the College's Strategic Planning Committee (as provided in Section D.9).
 - To perform other duties deemed appropriate by the dean and agreed to by the chairperson of the faculty.

D. College Committees.

1. *Executive Committee*

The Executive Committee advises the dean with respect to the administrative and academic affairs of the College. The committee shall consist of the associate deans, assistant deans, the chairperson of each academic department, and the chairperson of the faculty.

2. *Undergraduate Policy Committee*

The Undergraduate Policy Committee shall be responsible for making recommendations to the general faculty on policy, curricula, programs, and for implementing procedures for undergraduate study. The committee shall consist of a representative from each academic department, appointed by the department chair, and a non-voting undergraduate student.

3. *Master's Policy Committee*

The Master's Policy Committee shall be responsible for making recommendations to the general faculty on policy, curricula, programs, and for implementing procedures for study at the master's degree level, other than MBA programs, which are governed by a separate committee.

The committee shall consist of the faculty coordinator for each master's degree program and a non-voting master's student.

4. *MBA Policy Committee*

The MBA Policy Committee shall be responsible for making recommendations to the general faculty on policy, curricula and program issues related to the MBA programs. The committee also reviews applications for study in the MBA degree programs and makes admission decisions. The committee shall consist of one faculty member from each department, as appointed by the department chair.

5. *Doctoral Policy Committee*

The Doctoral Policy Committee shall be responsible for making recommendations to the general faculty on policy and curricula, and for implementing procedures for doctoral study. The committee shall consist of a representative of each major in the doctoral program, limited to two majors from any academic department, and a non-voting doctoral student. The representative for each major will be appointed by the respective department chair.

6. *Graduate Admissions Appeals Committee*

The duties and responsibilities of the Graduate Admissions Appeals Committee are to develop procedures for academic appeals and to hear appeals from graduate students who do not meet the requirements for admission to the College of Business. The committee shall consist of the Associate Dean for Academic Affairs as the chairperson in a nonvoting capacity and three additional faculty members appointed by the dean. One graduate student shall also be appointed to this committee by the dean.

7. *Student Leadership Council*

The Student Leadership Council (SLC) promotes student engagement, collaboration, and connection within the college and among the broader stakeholder community. The SLC assists with the administration of various student-focused initiatives and networking events within the college. Exemplary students with a declared major in the College of Business can apply for SLC membership and commit to serve a one-year term (three consecutive semesters). Existing SLC officers are responsible for membership decisions with the approval of the dean.

8. *Promotion and Tenure Committee*

The College of Business Promotion and Tenure Committee shall consist of a tenured faculty member from each academic department, selected by its own faculty as a representative to the College committee. In addition, three at-large tenured faculty members will be elected by College faculty. No more than two members of the committee may come from any one department. Department Chairpersons are prohibited from serving on the College of Business Promotion and Tenure Committee except that a

chairperson is permitted to serve if his or her department has no other tenured faculty member eligible to serve. This committee is responsible for reviewing faculty seeking promotion and/or tenure, conducting a secret ballot, and providing a narrative of the meeting and recommendation to the Dean and the University Promotion and Tenure Committee in accordance with the applicable policies of the University. The committee will elect the representatives to serve on the University Promotion and Tenure Committee from among its members.

9. *Strategic Planning Committee*

The Strategic Planning Committee shall be responsible for advising the dean on the development, implementation, maintenance, and revision of the College of Business Strategic Plan. The committee shall consist of a representative from each academic department, appointed by the department chair, and the faculty chair who shall chair the Strategic Planning Committee.

10. *Technology Committee*

The Technology Committee shall be responsible for advising the dean on technology issues, including the acquisition and management of service, infrastructure, hardware, data, and software for the College of Business. The committee shall consist of a representative from each academic department, appointed by the department chair, and a non-voting member from the staff of the University Technology Administrators (UTA). The staff member from UTA shall be appointed by the dean.

11. *International Programs*

The International Programs Committee shall be responsible for reviewing the college's international activities and making recommendations for enhancing international programming for both students and faculty. The committee shall consist of a representative from each academic department, appointed by the department chair, and a non-voting undergraduate student. The College's Director of International Programs, appointed by the dean, shall serve ex officio on this committee.

12. *Teaching Awards Committee*

The Teaching Awards Committee shall be responsible for evaluating nominations for annual undergraduate and graduate teaching awards. The committee shall consist of the following members:

- a. Faculty members receiving a College Teaching Award in the previous year (limited to one per department as determined by the department chair)
- b. One faculty member from each department not receiving an award in the previous year, appointed by the department chair
- c. Chair of the college's Recent Alumni Board (appointed by the dean)
- d. A recent graduate from a College undergraduate program (appointed by the dean)

- e. A recent graduate from a College master's program (appointed by the dean)

The Dean will apprise the committee of the number and nature of the awards to be granted each year. Nominations are open to faculty, staff, students, and alumni. Faculty may self-nominate. The committee will solicit supporting materials, select one candidate for each award, and forward the names to the Dean for approval.

13. *Research Awards Committee*

The Research Awards Committee shall be responsible for evaluating nominations for annual faculty research awards. The committee shall consist of a representative from each academic department. The departmental representatives shall be selected by the respective department chairs from among the research-active faculty in that department. The Dean will apprise the committee of the number and nature of the awards to be granted each year. The committee will then solicit nominations from the department chairs. Each chair can nominate one faculty member for each award. The committee will review the nominees, select one candidate for each award and forward the names to the Dean for approval.

14. *Faculty and Staff Awards Committee*

The Faculty and Staff Awards Committee is responsible for other non-teaching and non-research awards to recognize outstanding performance in the College. The committee consists of one faculty representative from each academic department, appointed by the respective department chairs, and five staff members in the College, appointed by the Dean. The annual Core Values Awards recognize three faculty and three staff members who exemplify the core values of the College. The monthly We Choose Excellence Award recognizes a faculty or staff member who exemplifies the College's goal of true excellence. Other annual staff awards recognize exceptional service to the College and are chosen exclusively by the staff members serving on the full committee. Selections for all awards are forwarded to the Dean for approval.

15. *Seneff Honors Program Committee*

The Seneff Honors Program Committee reviews student applications for the Seneff Honors Program and makes appropriate recommendations for admission. The Committee members will engage with the Seneff Scholars in a supportive role throughout the academic year. The committee consists of one representative from each academic department, appointed by the respective department chairs.

16. *Scholarship Committee*

The Scholarship Committee shall be responsible for reviewing student applications for available scholarships in the College. The committee shall consist of one faculty member from each department, as appointed by the

department chair. The committee will evaluate applicants in accordance with award criteria specified by donors in related gift agreements.

17. *Diversity, Equity and Inclusion Committee*

The Diversity, Equity and Inclusion Committee shall be responsible for fostering and supporting diversity, equity, inclusion and collegiality within the College of Business. To that end, the committee makes recommendations to the dean and general faculty on issues such as:

- Diversity and inclusion within the College's Strategic Plan
- Encouraging a diverse and inclusive curriculum
- The hiring and retention of a diverse and inclusive faculty and staff
- The composition of a diverse student body
- The promotion of programming and events related to diversity, equity and inclusion
- Fostering a culture of diverse and inclusive engagement within the College.

The Committee shall consist of a representative from each academic department, as appointed by the department chair. The committee shall also include up to five staff members and up to five students who are appointed by the dean.

18. *Assessment Committee*

The Assessment Committee is responsible for the assurance of learning process in the College. The committee consists of one representative from each academic department, appointed by the department chair, plus one MBA program representative appointed by the MBA Director. The committee meets each semester to review the assurance of learning outcomes provided by the departments as well as plans for improvement or changes to the assessment mechanisms.

19. *Library Committee*

The members of the Library Committee are responsible for working with business faculty in securing suggestions for library materials, for a better use of the library on the part of students, for evaluating business materials, and for working with the university director of libraries regarding the acquisition of business materials. The committee will include one faculty representative from each of the academic departments, appointed by the department chair.

20. *Ad Hoc Committees*

The dean of the College may establish such ad hoc committees as the dean deems necessary for the conduct of the business of the College.

21. *At-large Committee Appointments*

Faculty assigned to College of Business centers may be appointed by the dean to a standing or ad hoc committee as an at-large member where appropriate.

22. *Committee Chairpersons*

Unless stated otherwise above, the chairperson of each standing committee shall be elected from among its members at an organizational meeting. Committee chairs should serve no more than three consecutive years.

E. Faculty Senators

1. Representatives to the Faculty Senate shall be elected at large by the general faculty.
2. The dean shall appoint a nominating committee composed of a faculty member from each academic department and designate one of these members as chairperson. The committee shall select faculty members to fill each of the required Faculty Senate (and alternate) seats. These names will be presented to the general faculty for election at a scheduled College faculty meeting. The faculty may nominate additional candidates from the floor.
3. Specialized faculty in the College will independently nominate and elect specialized faculty senators in accordance with Faculty Senate bylaws. The nomination and election process will be administered by the Faculty Senate Elections Committee.

F. Unit Reorganization. The Dean shall be responsible for the organization and administration of the College. Any changes in the organizational structure will be done in consultation with related faculty and with the majority approval of the College's Executive Committee.

IV. Degree Approval

The Undergraduate Programs Office and the Graduate Programs Office in the College of Business are responsible for graduation clearances. Each semester, each office receives a list of students in the College of Business who have applied for graduation. The staff uses this list to verify which students are in the process of completing all graduation requirements in that term and notifies the Registrar's Office of each student's eligibility to remain on the graduation roster. At the end of the semester, the staff once again reviews each student's record to confirm whether the student has satisfied all graduation requirements.

Appendix

Specialized Faculty - Evaluation Criteria and Procedures

This document describes the annual performance and promotion criteria and procedures for College of Business specialized faculty not assigned to an academic department in the college. These criteria and procedures are consistent with the mission and goals of Florida State University, and they comply with and are supplemented by the provisions of the Collective Bargaining Agreement and the Faculty Handbook.

A. Basic Principles, Requirements, and Assumptions

1. The criteria and procedures specified in this document or incorporated by reference (i.e., the Collective Bargaining Agreement and the Faculty Handbook) are the sole basis upon which faculty performance is evaluated.
2. The college's evaluative criteria include both qualitative and quantitative aspects of performance that may require judgment and interpretation by faculty peer committees and other evaluators.
3. The evaluative criteria have been established in the spirit of equitable opportunity for all faculty in that the evaluation of each faculty member's performance is based on his or her assignment of responsibilities (AOR). It is in this manner that the evaluative criteria may be applied to specialized faculty with either teaching, research or administrative duties.
4. Although the minimum period of time in a given rank is normally five years, demonstrated merit, not years of service, shall be the guiding factor for promotion. Promotion shall not be automatic, nor may it be regarded as guaranteed upon completion of a given term of service. Early promotion is possible where there is sufficient justification.

B. Evaluative Criteria

The Collective Bargaining Agreement and the Faculty Handbook present specific information and standards that will be used to evaluate teaching, research, service and/or administration. The following evaluative criteria are based on the above referenced provisions of these documents and will be applied in accordance with the candidate's assignment of responsibilities.

1. Evidence of Meritorious Teaching

The purpose of teaching is to impart knowledge and critical thinking skills in the theoretical, practical, and ethical aspects of the discipline. Evidence of meritorious teaching inside and outside the classroom to be considered in the evaluation process may include the following:

- **Course Materials and Methodology:** The development of innovative course materials, media, modes of delivery, and methodology.
- **Special Teaching Responsibilities and Related Assignments:** Teaching workshops or seminars; honors courses; adult education courses; in-service courses; DIS; supervised research; thesis committee membership.
- **Out-of-Class Student Contact:** Academic advising and mentoring – number of students and extent of accessibility to students.
- **Awards or Other Public Recognition:** Department, college, and university awards and other recognition of teaching excellence.
- **Student Evaluations:** Results of teaching evaluative instruments and other independent student input.
- **Peer Evaluations:** Includes only reasonably objective evidence such as from visitation and video.
- **Other Evidence:** Statement of candidate; willingness to assume new teaching assignments and schedules; teaching publications; meaningful student engagement with business partners; and other teaching activities that are important to the college.

The items listed above are representative examples and do not imply an order of priority. In evaluating teaching performance, consideration will be given to the quality and quantity of the total portfolio of teaching activities. Consideration will also be given to factors including but not limited to class size, class format/preparation time, and availability of assistance.

2. Evidence of Meritorious Research

The purpose of research is to discover and develop a deeper understanding of knowledge with direct or indirect applicability to a particular discipline. Research results come to fruition through the communication of knowledge by way of a variety of publication media and oral presentations. Highly selective and rigorously refereed outlets carry more weight in the evaluation process than less rigorous and non-refereed outlets. Evidence of meritorious research to be considered in the evaluation process may include the following:

- **Scholarly Books:** Monographs; textbooks; edited and/or translated books; bibliographical books; books of readings; casebooks. Consideration must be given to the reputation of the publisher; whether or not publications are refereed; stage of completion of the book; book reviews; frequency of citation of the book by others; and number of copies printed.
- **Journal Articles:** Prestige of journal; whether or not the journal is refereed; importance and contribution of the article to the discipline.
- **Articles in Published Works:** Proceedings of conferences or symposia; technical reports; trade and popular press articles; book and other reviews; and abstracts.
- **Related Scholarship:** Papers read at meetings; discussant or chairperson roles at conferences and symposia; invited lectures; editorship and editorial

boards for journals; referee activity for publications and conferences; and professional scholarship awards. Consideration must be given to the reputation of the meeting/activity, whether the publication process is regional, national, or international in scope, and the importance and contribution to the discipline.

- **External funding:** Research grants; and industry-funded research projects.
- **Outside letters:** Written assessment of academic standing and reputation by recognized scholars in the field.
- **Other Evidence:** Work in progress; working papers, and other scholarship activities that are important to the unit and college.

The items listed above are representative examples and do not imply an order of priority. In evaluating research performance, consideration will be given to the quality and quantity of the total portfolio of research activities. The evidence of research performance must be interpreted in light of the effort required, methodologies used, difficulty of the research process and the overall importance and contribution to the discipline.

3. Evidence of Meritorious Service

The purpose of service is to further the mission of the university and facilitate the accomplishment of unit, college, and university goals. Service incorporates activities that are not considered strictly teaching or scholarship but contribute to the orderly and effective functioning of an academic unit and thereby enrich teaching and scholarship. Evidence of meritorious service to be considered in the evaluation process may include the following:

- **Recognized Service:** Membership on college and university committees; partial administrative duties (e.g., serving as a program coordinator); activity in professional groups (local, regional, national) such as officer or committee member; non-funded professional advisory service or presentations to community, civic, governmental or other external organizations; college or university representative at professional meetings; testimony on professional matters to legislative bodies; and advisor for student organizations.
- **Other Evidence:** Other service activities, such as external outreach and development, intra-university relations, and paid services that benefit the college.

The items above are representative examples and do not imply an order of priority. In evaluating service performance, consideration will be given to the quality and quantity of the total portfolio of service activities. The evidence of service performance must be interpreted in light of the importance of the service to the college and university. Recognized service should not be limited to committee work, as opportunities for such service may vary. Service performance should be evaluated in terms of leadership, time, effort, and breadth of service.

4. Evidence of Meritorious Administration

The purpose of administration is to facilitate faculty performance in teaching, research and service. Administration is deemed to be those activities, normally restricted to directors, chairs or persons whose major responsibilities are administrative rather than teaching or research. Evidence of meritorious administration to be considered in evaluating administrative performance may include the following:

- **External Outreach:** Fund raising; development of external relations with industry; development of alumni relations.
- **Faculty Relations:** Fairness in dealing with faculty; faculty communications; motivating faculty performance; coordination of faculty activities; recruitment and retention of faculty; accessibility to the faculty.
- **Administrative Activities:** Scheduling course loads; timeliness in performing administrative tasks; effectiveness in allocating resources, and effectiveness in coordinating programs and related activities.
- **Other Activities:** Ability to lead the unit toward achievement of its goals; effectiveness in representing the unit to the dean and other constituencies.

The items above are representative examples and do not imply an order of priority. The evidence of administrative performance must be interpreted in light of the overall effectiveness of the unit and the productivity of its faculty.

C. Promotion Procedures

1. Progress Toward Promotion Letter

Each year, as part of the annual review process, every faculty member who is not yet at the highest rank for the position will receive a written appraisal from his or her immediate supervisor regarding the faculty member's readiness for promotion. After consulting with the supervisor, the faculty member shall determine whether to proceed with the preparation of a promotion binder. If the faculty member so desires, the dean's office will assist the faculty member in preparing a promotion binder as described in the Collective Bargaining Agreement and Faculty Handbook.

2. Promotion Committee Review

When appropriate, a faculty committee will be formed to review the promotion binder. Because the candidate is not assigned to a particular academic department, the committee will consist of one specialized faculty from each of the academic departments in the college, determined by a vote of the departmental faculty, plus one at-large appointment by the dean. Faculty at the ranks of Teaching II, Teaching III, Instructional Specialist II, Instructional Specialist III, Research II, and Research III are eligible to serve on the committee. If a department has no eligible faculty to serve on the committee in a given year, the dean shall appoint an additional at-large member to the committee. The

specialized faculty promotion committee will vote by secret ballot to recommend action on the candidate's promotion.

3. Supervisor Review

The candidate's supervisor will independently review the faculty member's binder. The supervisor will recommend action on the candidate's promotion and include that recommendation in the binder. The binder will then be forwarded to the dean, unless withdrawn by the candidate.

4. Dean Review

The dean of the college will independently review the faculty member's binder and consider the preceding recommendations of the promotion committee and supervisor. The dean's recommendation will be included in the binder, which will then be forwarded to the Office of Faculty Development and Advancement.

D. Annual Performance Evaluation and Merit Procedures

1. Annual Performance Review

Each faculty member's performance will be evaluated annually relative to his or her assigned duties. Performance will be evaluated using the criteria described in Section B and rated according to the following university 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

The faculty member's immediate supervisor will complete the university's Annual Evaluation Summary Form and a narrative explanation. The supervisor will meet individually with the faculty member to discuss the performance review and then forward the documents to the Dean.

2. Merit Evaluation

Meritorious performance is defined as "Performance that meets or exceeds the expectations for the position classification and department/unit." When funds are available for merit-based compensation (i.e., salary increases or bonuses), each faculty member's performance over the preceding three years will be evaluated relative to his or her assigned duties. The immediate supervisor will evaluate performance using the criteria described in Section B and classify the faculty member into one of four merit categories (High Merit, Merit, Merit if possible, No Merit). No restrictions exist as to how many faculty can be placed in a given merit category. Merit raise allocations will be made in dollar amounts as follows: No Merit (\$0), Merit if possible (\$X), Merit (\$2X), and High Merit (\$3X). The amount of X will be determined by dividing the total merit funds available by the sum of merit ratings across all faculty where Merit if possible = 1, Merit = 2, and High

Merit = 3 (Example: Assume there are four faculty members, one in each rating category, and \$2,800 is available. In this case $X = \$466$ and merit raises will be in the amounts of \$0, \$466, \$933, and \$1,400). The supervisor will forward his or her recommendations to the Dean.