INTERNAL ORGANIZATION
AND
OPERATIONAL PROCEDURES

Department of Urban and Regional Planning
The Florida State University

The purpose of this document is to supersede the former Operational Procedures of the Department originally adopted May, 1970 and reissued as amended, 3/4/78 and amended again on 3/11/80, 12/6/91, 11/4/93, 02/11/94, 02/06/96, 02/13/96, 09/11/02, 11/2/07, 5/1/2008, 12/5/2008, 12/2/2011, 2/8/2013, 5/4/2016. It is not intended to supersede any substantial policies in effect that are not addressed in this document. The original document and all revisions were approved by a majority of URP faculty.

I. Definitions and Procedures
A. Faculty. The faculty of the Department of Urban and Regional Planning may include individuals with either full-time, part-time or courtesy appointments, with tenure, in tenure-earning positions, and in positions that are not tenure earning. Faculty may be working under active assignments, serving on sabbatical, on-leave, or retired (with or without emeritus status). The voting rights of faculty in Departmental Meetings are discussed in section II.B. of these By-laws.

B. Departmental Meeting. Deliberative gatherings of the faculty convened under the procedures described in these By-laws.


II. Chairperson and General Faculty
A. The Role of the Chairperson

The Department of Urban and Regional Planning is a collegial organization. The chairperson’s position exists out of the desirability of having a single person responsible for dealing with the administrative affairs of the Department. As one of a group of equal faculty members, the chairperson is responsible for administering these affairs in the mutual interest of the faculty and students, and observing the general guidelines and administrative regulations established by the faculty, the University, and the Board of Governors. It is the responsibility of the chairperson to:

1. consult with the faculty or their elected representatives on all matters of
Departmental business for which he/she has not been given explicit authority for unilateral action by the faculty;

2. bring all significant information affecting the operation of the Department and the welfare of its faculty and students to the faculty for their consideration in a timely manner;

3. accept the charge of the faculty to pursue particular policies, tasks, and projects that are required for the continued well-being and enhancement of the Department;

4. the authorities and duties of the chairperson are as follows:

   a. The Chairperson shall serve as the chief decision maker and administrative officer of the Department. The Chairperson will be responsive to the faculty of the Department and represent the Department to the University.

   b. The Chairperson shall establish committees for the conduct of Departmental affairs. The Chairperson may establish ad hoc committees as needed.

   c. The Chairperson shall consult with the faculty or with the appropriate committees on such matters as curriculum, appointments, promotion and tenure recommendations, salary adjustments, assignment of teaching and research assistants, and general questions concerning allocation of Departmental resources.

   d. The Chairperson, in conjunction with the faculty or the appropriate committees of the Department, shall coordinate all segments of the academic program, such as degree requirements, curricular offerings, catalog announcements, scheduling of classes, and the assignment of faculty.

   e. The Chairperson shall facilitate and coordinate (1) student counseling, (2) intradepartmental communications, (3) curriculum planning, (4) record keeping, (5) recruiting, (6) Departmental letter writing, (7) functioning of office staff, (8) Departmental image-building, (9) interfacing of Departmental committee work (10) budget allocation, and (11) delegating committee responsibilities.

   f. The Chairperson shall be an ex-officio member of all Departmental committees, except for the Budget Committee and Student Supervisory Committees.
The Chairperson shall call and preside over general meetings of the Department.

The Chairperson shall regularly report to the faculty the actions he/she performs in administering Departmental affairs.

The determination to recommend a faculty member to master's or doctoral directive status will be made by the Chairperson.

The Chairperson, serving as principal financial officer of the Department:

(1) shall supervise receipts and expenditures of all monies;
(2) in conjunction with the Department Budget Committee, shall prepare an annual budget;
(3) in consultation with the Department Budget Committee, shall prepare an annual financial report to be presented to the members of the Department at the end of each fiscal year.

The Chairperson and/or his/her designee shall serve as liaison officer and Departmental representative to officers and bodies outside the Department where not otherwise specified by College, University or Board of Governors procedures.

The Chairperson shall promote and represent the interests of the Department with the Dean of Social Sciences and Public Policy and other appropriate members of the University administration.

The Chairperson shall represent the Department in appropriate academic and professional contexts.

The Chairperson shall take the lead in promoting the program with prospective students and the profession.

The Chairperson shall take the lead in identifying extramural financial support for the Department and its programs.

The Chairperson shall take the lead in raising the program's visibility in academe and the profession.

The Chairperson shall be responsible for implementing the policies of the Department with respect to the graduate program and in administering financial aid programs, assignments of Research Assistants and Teaching Assistants, coordinating comprehensive examinations, and in advising and counseling graduate students.
The Chairperson shall assign annual faculty responsibilities.

B. Departmental Meeting

1. There shall be at least one Departmental Meeting each semester during the Fall and Spring Terms.

2. Full-time tenured and tenure-earning faculty of the Department, including those on sabbatical and on temporary leave of absence, may vote at Departmental Meetings. Courtesy faculty, part-time faculty, non-tenure earning faculty and retired faculty may not vote, unless granted voting privileges, as described in II.B.3.

3. Other individuals may be granted Departmental Meeting voting rights by a two-thirds vote of those already holding voting rights. Such grants of voting rights shall be for a period of one year unless otherwise specified, but are renewable indefinitely.

4. The Chairperson or three members of the voting faculty may call additional Departmental Meetings at any time, with timely notice.

5. Quorum is defined as a simple majority of the voting faculty.

6. The agenda and all documents for discussion and review shall be distributed to each member of the voting faculty in a timely manner prior to Departmental Meetings.

C. Annual Reports

In consultation with the faculty, the chairperson shall, in the fall semester, set-out the goals of the Department with regard to the mission of the Department and University. At the end of the academic year, the chairperson shall make a report to the faculty on accomplishments and unfinished business for the year, as they pertain to the annual goals.

D. Faculty Review

1. The tenured and tenure-earning faculty (but not courtesy and retired faculty) shall be evaluated each Spring, through the process set forth in the Guide to Faculty Expectations, Annual Evaluations, and Promotion and Tenure, approved by the faculty and on file with the Office of Faculty Development and Advancement. That document also elaborates the criteria for the awarding merit salary increases and satisfying the requirements for annual faculty evaluation.
2. Each tenure-earning faculty member shall be reviewed and evaluated by the Promotion and Tenure Committee and chairperson in the Spring of their second, fourth and fifth year in tenure-earning status as described in the Guide to Faculty Expectations, Annual Evaluations, and Promotion and Tenure. For untenured tenure-earning faculty, the outcome of the fourth year review and evaluation shall determine the Department’s recommendations to the Dean on the continued re-appointment of the faculty member beyond the academic year following the review. For tenure-earning faculty in fifth-year in rank, the outcome of the fifth year review shall determine whether a promotion and/or tenure review is undertaken. Furthermore, tenured faculty shall be reviewed in their fifth year in rank as an associate professor to assess their progress toward promotion to professor, and in their seventh year in rank for a sustained performance evaluation. Additionally, associate professors and professors may be recommended for such supra-annual reviews at other times by the Academic Personnel Committee or at a faculty member’s request. Procedures for conducting these reviews are described in detail in the Guide to Faculty Expectations, Annual Evaluations, and Promotion and Tenure.

3. The specialized faculty shall be reviewed and evaluated each spring by the chairperson. Each specialized faculty member is required to prepare an Evidence of Performance binder covering her/his teaching, research, and service activities for the previous calendar year. Items in the binder include an updated c.v., an activity report for the previous year; evidence of research or creative activity; course syllabi, SUSSAI/SPOT scores, and classroom observation reports; as well as any evidence on service. The evaluation is based on the faculty member’s performance during the prior year relative to their assignment of responsibilities.

4. Faculty Annual Evaluations will take into account performance of assigned duties over the past year. The chairperson reviews all documentation/data submitted by each faculty member as well as pertinent information from other sources as applicable, including annual peer review results, and completes the Annual Evaluation Summary Form indicating one of the five performance rating categories below. For faculty who are meeting expectations, there are three categories:

- **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 and the Department’s Guide to faculty Expectations. To receive this rating, a faculty member must meet FSU’s High Expectations in all three areas of assignment; Research, Teaching and Service.

- **Exceeds FSU’s High Expectations** – This describes an individual who exceeds expectations during the evaluation period by virtue of demonstrating noted
achievements in teaching, research, or service, which may include several of the following: high level of research/creative activity, professional recognitions, willingness to accept additional responsibilities, high level of commitment to serving students and the overall mission of the Department, involvement/leadership in professional associations, initiative in solving problems or developing new ideas. To receive this rating, a faculty member must meet FSU’s High Expectations in all three areas of assignment; Research, Teaching and Service; and exceed FSU’s High Expectations in at least two areas of assignment; Research, Teaching and Service.

• **Substantially Exceeds High Expectations** – This describes a faculty member who meets performance expectations during the evaluation period and achieves an extraordinary accomplishment or recognition in teaching, research, or service, which may include several of the following: highly significant research or creative activities; demonstrated recognition of the individual by peers as an authority in his/her field; securing significant external funding; attaining significant national or international achievements, awards, and recognition. To receive this rating, a faculty member must meet FSU’s High Expectations in all three areas of assignment: Research, Teaching and Service; and substantially exceed FSU’s High Expectations in at least two areas of assignment; Research, Teaching and Service.

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

• **Official Concern** – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty but is not completing assigned responsibilities in a manner that is consistent with the high standards of the university.

• **Unsatisfactory** – This describes an individual who fails to demonstrate with consistency the knowledge, skills, or abilities required in his/her field of specialty and/or in completing assigned responsibilities.

A Performance Improvement Plan is required when a non-tenured faculty member receives an overall rating of “Official Concern” or “Unsatisfactory”. A Performance Improvement Plan may be required of tenured faculty members when they receive an overall performance rating of “Official Concern” or “Unsatisfactory” on three or more of the previous six performance evaluations.

5. Each full-time, specialized faculty member shall be reviewed and evaluated for readiness for promotion by the Chairperson in accordance with the procedures in *Department of Urban and Regional Planning Promotion Criteria and Process for*
Specialized Faculty, approved by the faculty and on file with the Office of Faculty Development and Advancement.

6. The procedures for initiating development or revision of merit criteria and related evaluative procedures, adopting such criteria and procedures, and determining the effective date of same shall be in conformance with the applicable provisions of the BOT/UFF Collective Bargaining Agreement. The Academic Personnel Committee is responsible to propose amendments to these procedures when needed.

7. Copies of the approved merit criteria and related evaluation procedures and revisions thereof shall be kept on file in the Department office and provided to each faculty member as required by the BOT/UFF Collective Bargaining Agreement.

E. Faculty Elections

1. When feasible all necessary faculty elections and appointments shall be made in May with an effective date of the beginning of the Fall semester. Part-time faculty are eligible for full participation on all committees. The voting faculty will elect its faculty senator at such times as specified by the constitution of the Faculty Senate. S/he is responsible for attending Faculty Senate meetings and keeping the Department apprised of developments affecting the Department or its members.

F. Chairperson Evaluations

1. The Chairperson’s term of office is three years. The term is renewable at the discretion of the Dean and with the advice of the voting faculty.

2. The voting faculty shall evaluate the Chairperson at the end of each academic year and submit their comments to the Dean for the annual evaluation.

3. As a general rule, the Chairperson position shall constitute half-time duties.

4. Method of Selection. The procedure for making a faculty recommendation to the Dean will involve an open process of nominations from among the voting faculty, followed by interviews with the candidates. Candidacy will be open to persons outside the Department if the voting faculty wishes to hire from the outside and the Department has permission to hire at the senior faculty level. The Chairperson-elect shall normally be selected in the Fall Semester preceding the academic year when that person’s term begins. Recommendations to the Dean for appointment of a chairperson will be made by the voting faculty. All students and faculty will be invited to attend the Chairperson interviews.
5. Reappointment of Chairperson. A determination to reappoint will be made by the voting faculty simultaneously with the annual evaluation conducted at the end of the second year of the three-year term. Recommendation on reappointment will be made by the voting faculty to the Dean.

6. Termination of Chairperson. If the voting faculty, in its annual review, determines that the Chairperson should not be continued, it shall make a recommendation for termination to the Dean.

III. Standing Committees

The standing committees have the power to name sub-committees when necessary. The membership of the sub-committees may include appointments of others in addition to members of the principal committee. Unless specified elsewhere in these By-laws, all faculty assignments to standing committees are made by the Chairperson. Decisions of these committees are the responsibility of faculty members in the unit.

A. M.S.P. Policy Committee

1. Membership (5): Three faculty members (including the M.S.P. program director), and two students, plus the Chairperson of the Department (ex-officio).

2. Suggested committee functions:

   a. serve as the curriculum committee for the department
   
   b. review and initiate proposals on curriculum
   
   c. undertake periodic review of curriculum
   
   d. request creation of an ad hoc committee, appointed by the Chair, to consider curricular matters that also affect the Ph.D. program; the committee should include both program directors and one other faculty member appointed by the Department Chairperson
   
   e. admissions--screen applicants and submit recommendations to M.S.P. Director for action;
   
   f. rank M.S.P. applicants for financial aid consideration;
   
   g. report to faculty once per semester
B. Academic Personnel Committee

1. Membership (3): Three faculty members, plus the Chairperson of the Department (ex-officio).

2. Suggested functions:
   a. make recommendations to the Chairperson on summer salary allocations, proposed revisions to the Department’s merit review and promotion and tenure criteria, and related evaluation procedures pursuant to the procedures set forth in Section II.D.3. above.
   b. make recommendations to the faculty for an evaluation schedule pursuant to the procedures set forth in Section II.D.3. above.
   c. upon adoption, assist the faculty in the implementation of the procedures;
   d. report to faculty at least once per semester.

3. Faculty searches: For purposes of faculty searches the committee shall also include the Department Chair, 1 MSP student, and 1 PhD student. Suggested duties relating to faculty searches include:
   a. develop position advertisements, in consultation with the faculty;
   b. develop a position advertising strategy, in consultation with the faculty;
   c. screen faculty position prospects with respect to Department needs;
   d. canvass Departmental reactions to prospective faculty

C. Budget Committee

1. Membership (5): The Chairperson of the Department, plus one faculty member, the M.S.P. Director and Ph.D. Director ex officio, one member of Department staff, and one student.

2. Required functions:
   a. at the beginning of each academic year make a written report to the faculty on the actual allocation of the Department budget for that year
   b. each Fall semester, make a written report to the faculty on the Department’s expenditures for the previous year, discrepancies from
targeted allocations, and reasons for any discrepancies;

c. each Fall and Spring semester, make a written report to the faculty on
the status of the current year budget.

d. recommend to the faculty a set of criteria to be used in the allocation of
Departmental travel monies.

e. based on analysis of available resources, establish a financial aid budget
for the M.S.P. and Ph.D. programs.

D. Ph.D. Policy Committee

1. Membership (4): The Ph.D. Program Director, two faculty members and one
   Doctoral student.

2. Suggested functions:
   a. serve as admissions committee for doctoral applicants;
   b. rank doctoral applicants for financial aid consideration;
   c. oversee annual evaluation of doctoral students;
   d. oversee departmental portion of Ph.D. preliminary examination;
   e. determine overall policies for Ph.D. program;
   f. report to faculty once per semester.

IV. Other Committees

A. Promotions, Tenure and Evaluations Committee

This committee consists of all tenured and tenure earning faculty in the Department, so
long as the composition and operation of this committee shall be in accord with
regulations established by the Board of Governors, the University, and the College of
Social Sciences and Public Policy.

B. Bylaws Committee

This committee consists of all tenured and tenure earning faculty in the Department.

C. Department Reorganization Committee
This committee consists of all tenured and tenure earning faculty in the Department.

V. Directorships

A. Ph.D. Program Director

1. Tenure: two years

2. Selection: election by the voting faculty

3. Suggested duties:
   a. as needed and in coordination with appropriate committees: review, evaluate, and recommend on admissions standards, program requirements and curriculum requirements;
   b. serve as primary recruiter for the Ph.D. program;
   c. publicize program;
   d. check student progress;
   e. chair the Ph.D. Policy Committee
   f. serve on the Budget Committee
   g. report to the faculty at least once per semester.

B. M.S.P. Program Director

1. Tenure: two years.

2. Selection: election by the voting faculty.

3. Suggested duties:
   a. as needed and in coordination with appropriate committees: review, evaluate and recommend on M.S.P. admissions standards, program requirements, and curriculum requirements;
   b. serve as primary recruiter for the M.S.P. program;
   c. publicize program; participate in admissions process; and facilitate
integration of new M.S.P. students into the department.

d. check M.S.P. student progress; provide organization and oversight to the M.S.P. student advising process;

e. chair the MSP Policy Committee

f. serve on the Budget Committee

g. report to the faculty at least once per semester.

VI Other Provisions

A. 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

http://provost.fsu.edu/sacs.

VII Revision of These Bylaws.

A. Proposed amendments may be submitted by any voting faculty member or any Standing Committee of the Department. Submissions are to be made in writing at any regular Departmental Meeting, after which they must be placed on the agenda of the very next regular Departmental Meeting. Adoption requires approval by two-thirds of all voting faculty members of the Department.