

BY-LAWS
COLLEGE OF SOCIAL SCIENCES AND PUBLIC POLICY
(1/17/13)

Section A. Membership

1. The criteria for voting membership in the College of Social Sciences shall be the same as the criteria for membership in the Faculty Senate. All other faculty, postdoctoral fellows, research associates, and instructional personnel shall be non-voting members of the College. Non-voting members may not serve on college-wide committees except as noted hereinafter.

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 Governors, it shall determine the various degrees to be granted and shall establish requirements for those degrees. It may act on any academic matter of concern to the College.
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.

Section C. Meetings

1. Faculty meetings 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 at least two departments.
2. The Dean of the College shall be the presiding officer. In the absence of the Dean, a person designated by him/her shall preside.
3. At any meeting for which at least one week's notice has been given, one-third of the voting members of the faculty shall constitute a quorum. At any meeting called on less than one week's notice, a majority of the voting members of the faculty shall constitute a quorum.
4. 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

Items may be added to the agenda of any meeting under New Business by a majority vote.

5. All meetings shall be conducted in accordance with the rules of procedure used by the Faculty Senate, except as otherwise provided in these By-Laws.
6. Minutes shall be kept by a Secretary of the College of Social Sciences faculty, who shall be appointed by the Dean. The minutes shall be distributed to all members of the College faculty.

Section D. Committees

1. Social Sciences Policy and Academic Affairs Committee

- (a) A Social Sciences Policy and Academic Affairs Committee shall consist of two faculty members from each department, other than the departmental chairperson, elected at large for staggered two-year terms. In consultation with the Dean, it shall establish the agenda for general meetings of the faculty and shall function as liaison between the faculty and College administration; it shall also serve as a 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 college-wide committees unless otherwise provided for in these By-Laws.
- (b) The Social Science Policy and Academic Affairs Committee shall be selected by the academic departments. At the beginning of the Fall Semester each department will select one faculty member to serve two years on the committee in a manner consistent with its By-Laws.
- (c) The College of Social Sciences Policy and Academic Affairs Committee shall formulate graduate and undergraduate policy; serve as the College's curriculum committee; and consider such other matters as may come before it at the request of the dean or the faculty. College-wide policies become effective when ratified by the faculty.

2. Administrative Committee

- (a) The College of Social Sciences shall have an Administrative Committee consisting of the chairpersons of the departments and directors of the programs which comprise the College.
- (b) The Administrative Committee shall initiate new academic and research programs, and may consult with the Dean on all matters of interest to the College.

3. Promotion and Tenure Committees

Departmental Level:

- (a) Each department in the College of Social Sciences shall have a committee charged with recommending promotions and/or tenure to the College of Social Sciences Promotion and Tenure Committee. The form and method of election of departmental promotion and tenure committees shall be determined by the respective departments, consistent with current University policy.
- (b) Departmental recommendations for tenure must be by secret ballot of the tenured members of the department.
- (c) Any faculty member eligible for promotion and tenure who is not recommended by his or her department must be notified promptly of that decision and has the right of appeal to the College of Social Sciences Promotion and Tenure Committee in accordance with University promotion and tenure policy.

College Level:

- (a) The College of Social Sciences shall have a committee charged with evaluating departmental recommendations for promotion and tenure and of forwarding its recommendations to the Dean of the College of Social Sciences for him/her to review and forward to the University Promotion and Tenure Committee.
- (b) Each department shall be represented on the College Promotion and Tenure Committee by two tenured faculty members. Members shall be elected by the departments by secret ballots for staggered two-year terms, commencing in the Fall Semester, or to fill unexpired terms in cases of vacancies.

University Level:

- (a) Election of the College of Social Sciences representatives to the University Promotion and Tenure Committee shall be decided upon by the College Promotion and Tenure Committee.
- (b) The members shall be elected by secret ballot by the College Promotion and Tenure Committee from among the tenured faculty members serving on the College Promotion and Tenure Committee.

- (c) The election of the College representatives to the University Promotion and Tenure Committee shall be the first order of business at the first meeting of the academic year of the College Promotion and Tenure Committee.

Additional Guidelines:

- (a) Faculty being considered for promotion and/or tenure by the College of Social Sciences Promotion and Tenure Committee must be notified promptly of the recommendations made at that level. Such notice shall be in writing from the Dean and shall indicate whether the faculty member was recommended by the College for promotion and/or tenure. If he/she was not recommended, he/she shall be given the reason(s) why the College did not recommend.
- (b) Committee members who are themselves being considered for promotion or tenure shall be replaced by their department for the academic year during which their promotion or tenure is being considered by the relevant committee. A similar procedure for selecting a replacement shall be followed in the event a faculty member is unable to serve for any other reason.

Section E. Other University Committees

1. To assure that all faculty are fairly represented on committees over time, the College Administrative Committee shall determine the process by which departments are represented on University Committees other than those enumerated above. Departments designated to select members on a committee will vote for their representatives according to their by-laws.

Section F. Evaluation of Associate Deans, Chairs and Center Directors

1. Associate Deans, Chairs and Center Directors shall be evaluated by the department to which the faculty member is assigned. This evaluation shall be forwarded to the Dean. Administrative and college wide duties of associate deans, chairs and center directors shall be evaluated by the Dean using the following ratings:
- **Significantly Exceeds FSU's High Expectations** – This describes an individual who far exceeds performance expectations during the evaluation period and makes an extraordinary contribution to enhancing the teaching, research and service goals of the department/center and college.
 - **Exceeds FSU's High Expectations** - This describes an individual who exceeds expectations during the evaluation period by virtue of demonstrating a high level of commitment to serving students and the overall mission of the department/center and

college, initiative in solving problems, and a willingness to accept additional responsibilities.

- **Meets FSU's High Expectations** – This describes an individual who demonstrates a commitment to support department/center and college goals and completes assigned responsibilities in a manner that is both timely and consistent with the high expectations of the university.
- **Official Concern** – This describes an individual who demonstrates a commitment to support department/center and college goals 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 a commitment to support department/center and college goals and does not complete assigned responsibilities in a timely and consistent manner.

Section G. Election of Representatives to the Faculty Senate

1. The allocation of Social Sciences representation in the Faculty Senate shall be as follows:
 - (a) Each of the departments of the College shall have the responsibility of electing one senator.
 - (b) The voting members of the College faculty shall by mail ballot elect enough senators-at-large to bring the total number of such senators up to the College allotment.

2. Procedures 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 (14) days before the date of the final ballot. The secretary shall indicate on this list by appropriate symbols the present members of the Senate (as senators-at-large or departmental senators) with the dates on which their terms as senators expire.
 - (b) Each voting member shall vote for the number of senators to be elected at-large and return his/her ballot to the secretary at least three days before the date of the final ballot or of the scheduled meeting.
 - (c) By mail ballot the secretary shall distribute to the voting members ballots listing alphabetically the names of the nominees (twice the number to be elected) who received the largest number of votes on the nominating ballot. In the event of a tie, the number of

nominees shall be correspondingly increased. 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. Procedures for Electing Senators by Departments

- (a) Each department shall be responsible for holding the election, by secret ballot, of its senator within one week after the election of senators-at-large.
- (b) The chairpersons of the departments shall send the names of the senators-elect to the secretary of the College.

Section H. Other Provisions

- 1. 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 <http://provost.fsu.edu/sacs>.

Section I. Amendments

Any ten voting members of the faculty from at least three departments may propose an amendment to the By-Laws, such change to be circulated at least one month in advance of the faculty meeting. The amendment becomes a part of the By-Laws when it is adopted by a majority of those present and voting. In the absence of a quorum, the amendment shall be distributed with a mail ballot and shall then be adopted by a majority of those responding provided a majority of the voting members of the faculty respond.

January 17, 2013