

**BYLAWS
COLLEGE OF SOCIAL SCIENCES
AND PUBLIC POLICY
FLORIDA STATE UNIVERSITY**

These Bylaws of the College of Social Sciences and Public Policy were approved by a vote of the College Faculty on April 16, 2021. This document supersedes the Bylaws document dated January 17, 2013.

Preamble

The Florida State University College of Social Sciences and Public Policy (henceforth the College) is dedicated to excellence in creating and communicating social science and public policy knowledge through leading edge research, interdisciplinary programs, and teaching. The College's faculty and staff inspire and create opportunities for our diverse student body to become the next generation of leaders, citizens, and innovators to advance scholarship, engage communities, and serve society. We offer an inclusive and collaborative college culture, welcoming all into a robust and free exchange of ideas.

The College is dedicated to creating an environment in which the working relationships between administrators and faculty, and among faculty within our various academic departments, interdisciplinary programs, centers, and institutes, are based on mutual respect, transparency, clarity, and participation of the faculty and its elected representatives. These Bylaws define the policies and procedures under which faculty and administrators conduct the business of the College through principles of shared governance grounded in transparency, mutual accountability, and shared commitment.

These Bylaws are subject to the authority of the Florida State University (FSU) Constitution, the rules and regulations of the Board of Governors (BOG) and the FSU Board of Trustees (BOT), the Collective Bargaining Agreement between the BOT and the United Faculty of Florida (UFF), and Florida and Federal Statutes. If any provision of these Bylaws conflicts with such authorities, it shall not apply, but the other provisions shall continue in force and effect.

If approved by the University President or designee, these Bylaws shall have the force of the authority delegated to the President by the BOT and the BOG.

I. Faculty of the College

1. Definition and Voting Membership

- A. The faculty shall consist of persons with appointments in the College, its departments, interdisciplinary programs, centers, and institutes who are employed full-time as tenured or tenure-earning faculty, full-time as specialized faculty, part-time as faculty on phased retirement agreements, full-time or part-time as visiting faculty, or part-time as adjunct instructors.
- B. The voting members of the faculty (henceforth the voting faculty) shall include persons employed full-time as tenured or tenure-earning faculty, full-time as specialized faculty, or part-time as faculty on phased retirement agreements who meet the eligibility criteria for the FSU Faculty Senate.
- C. Persons employed part-time as adjunct instructors or either full-time or part-time as

visiting faculty shall be non-voting members of the faculty. Non-voting members of the faculty may not serve on College-wide committees.

2. Jurisdiction of the Faculty

- A. The voting faculty shall serve as the basic legislative body of the College. The voting faculty shall determine the requirements for the several academic degrees granted by the departments and interdisciplinary programs in the College and shall establish minimum admissions and grading policies, within the parameters set by the University.
- B. The voting faculty may reflect and deliberate on any issue of general interest to the College or University and make recommendations to the appropriate officer or body.
- C. Through these Bylaws, the voting faculty has delegated its authority over academic policy matters to the relevant College-wide committees. Such delegated authority may only be overridden by revision of the Bylaws. In addition, the departments and interdisciplinary programs of the College are delegated authority to establish their own academic policies, to the extent that they do not conflict with policies established by the voting faculty of the College or by the University.
- D. College-wide policies shall become effective when ratified by majority vote of the voting faculty.

3. Meetings of the Faculty

- A. The faculty shall meet in regular session at least once in each fall and spring semester.
- B. Faculty meetings can be called by the Dean or upon the written request of fifteen faculty members from at least two departments or interdisciplinary programs.
- C. The Dean shall be the presiding officer. The Dean shall designate an alternate to preside in the event of the Dean's absence.
- D. At any meeting for which at least one week's notice has been given, attendance by one-third of the voting members of the faculty shall constitute a quorum. At any meeting called on less than one week's notice, attendance by a majority of the voting members of the faculty shall constitute a quorum.
- E. The Order of Business for faculty meetings is as follows:
 - i. Minutes
 - ii. Report by the Dean
 - iii. Committee Reports
 - iv. Unfinished Business
 - v. New Business

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

- F. All meetings shall be conducted in accordance with the rules of procedure used by the FSU Faculty Senate, except as otherwise provided in these Bylaws.
- G. Minutes shall be kept by the Dean's office Chief of Staff, or by another person designated

by the Dean in the case of the Chief of Staff's absence. The minutes shall be distributed to all members of the College faculty.

4. Faculty Administrative Home for Assignment, Evaluation, and Promotion

- A. Tenured and tenure-earning faculty of the College shall be assigned to an academic department and shall be evaluated according to the adopted policies and procedures of their academic department.
- B. Specialized faculty of the College are assigned to a department, interdisciplinary program, center, institute, or the College as their administrative home, and shall be evaluated according to the adopted policies and procedures of their administrative home.
- C. For part-time adjunct faculty and all visiting faculty, the administrative home shall be the department, interdisciplinary program, center, or institute in which they are appointed.
- D. Tenured and tenure-earning faculty in a department may have a joint appointment with one or more interdisciplinary programs, centers, or institutes. In such cases, the department chairperson and/or evaluation committee shall consider the faculty member's obligations to the other program, center, or institute when developing the assignment of responsibility. The chairperson and/or evaluation committee shall seek and consider input from the director(s) of the other program, center, or institute for the faculty member's annual evaluation.
- E. Specialized faculty may have a joint appointment with one or more interdisciplinary programs, centers, or institutes. In such cases, the department chairperson, supervisor, and/or evaluation committee shall consider the faculty member's obligations to the other program, center, or institute when developing the assignment of responsibility. The chairperson, supervisor, and/or evaluation committee shall seek and consider input from the director(s) of the other program, center, or institute for the faculty member's annual evaluation.

II. Administration of the College

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 faculty, as soon as practicable, normally at the beginning of the fall semester, the names and duties of such appointees.
- C. 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.
- D. The Dean shall be responsible for developing procedures to ensure that assignments of responsibility will be discussed with each faculty member in advance.

- E. 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.
2. Departments, Interdisciplinary Programs, Centers, and Institutes
- A. The College consists of departments, interdisciplinary programs, centers, and institutes that exist to further the teaching, research, and/or service missions of the College and University as articulated in their respective Strategic Plans.
 - B. The operating procedures of each department, interdisciplinary program, center, and institute shall be governed by a set of Bylaws approved by its faculty. These Bylaws, and amendments to Bylaws, shall not become effective until they have been reviewed and approved by appropriate College and University officials.
 - C. Departments of the College:
 - i. Each department shall contain academic programs overseen by the faculty.
 - ii. Each department will have a chairperson responsible for its overall administration. Chairpersons shall be appointed by the Dean, after soliciting input from the department's faculty, in accordance with procedures established by the Bylaws of the department.
 - D. Interdisciplinary Programs of the College:
 - i. Each interdisciplinary program shall offer an academic program or programs overseen by the faculty.
 - ii. Each interdisciplinary program will have a director responsible for its overall administration. Directors shall be appointed by the Dean in accordance with procedures established by the Bylaws of the program.
 - D. Centers and Institutes of the College:
 - i. Each center or institute shall engage in research, education, and/or outreach activities in furtherance of the missions of the center, institute, College, and/or University.
 - ii. Each center or institute shall have a director responsible for its overall administration. Directors shall be appointed by the Dean in accordance with procedures established by the Bylaws of the center or institute.
3. College-wide Committees
- A. The College has established standing committees with responsibility for defined areas of business. The Dean may also create ad hoc special committees to undertake specific assignments that advance the College's mission.
 - B. The College has a strong preference that members participate in person at committee meetings. However, the College shall permit remote, synchronous video participation by committee members should circumstances require it.
 - C. Policy and Academic Affairs Committee
 - i. The Policy and Academic Affairs Committee shall consist of two faculty members from each academic department and one faculty member from each interdisciplinary program.

- ii. Committee members representing departments will be selected by the academic department and may not include the department chairperson. At the beginning of every Fall Semester each department will elect one faculty member to serve a two year-term on the committee, or to fill unexpired terms in cases of vacancies, in a manner consistent with the department's Bylaws.
- iii. Committee members representing interdisciplinary programs will be selected by the interdisciplinary program and may not include the director of the program. The interdisciplinary program will elect one faculty member to serve a two-year term on the committee at the beginning of the Fall Semester following the conclusion of their representative's term of service in a manner consistent with the program's Bylaws.
- iv. At the beginning of each academic year, the members of the Policy and Academic Affairs Committee shall elect a chairperson, chosen from among its members, to serve for one year.
- v. The committee shall meet at least once during each of the fall semester and spring semester and as needed at the request of the Dean.
- vi. In consultation with the Dean, the committee shall establish the agenda for general meetings of the faculty and shall function as liaison between the faculty and College administration.
- vii. The committee shall formulate and propose to the faculty and the Dean new College-wide academic policies and changes to existing College-wide academic policies.
- viii. The committee shall serve as the curriculum committee for the College, evaluating and voting to approve/deny curricular and programmatic changes within guidelines and polices as established by the University.
- ix. The committee shall consider such other matters as may come before it at the request of the Dean or the faculty.

D. College Executive Committee

- i. The College Executive Committee shall consist of associate deans, assistant deans, chairpersons of departments, directors of interdisciplinary programs, and directors of the centers and institutes which comprise the College. The Dean shall serve as chairperson of the committee.
- ii. The committee shall meet at least once during each of the fall semester and spring semester and as needed at the request of the Dean.
- iii. The committee shall initiate new academic and research programs and may consult with the Dean on all matters of interest to the College.
- iv. The committee shall also determine the process by which departments are represented on University Committees other than for those whose representation are specifically defined in these Bylaws.

E. College Promotion and Tenure Committee

- i. The College shall have a Promotion and Tenure committee charged with evaluating departmental recommendations for promotion and tenure. The primary roles of the committee are to discuss and evaluate promotion and tenure cases and make a recommendation to the Dean.
- ii. The College Promotion and Tenure Committee shall consist of two tenured faculty members from each of the academic departments. Members shall be elected by the departments by secret ballot for staggered two-year terms commencing in the Fall Semester, or to fill unexpired terms in cases of vacancies, in a manner consistent with the department's Bylaws.
- iii. The Dean shall preside over meetings to hear the deliberations of the committee and write a summary report of the discussion. The Dean is a non-voting member of the committee and is precluded from participating in any discussions of the cases being considered.
- iv. All promotion and/or tenure votes are by secret ballot.
- v. Faculty being considered for promotion and/or tenure by the College 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 the faculty member was not recommended, they shall be given the reason(s) why the College did not recommend.
- vi. For cases moving forward for University review, the Dean shall write a letter providing an assessment of the faculty member's record. The faculty member must be provided at least 5 working days to attach a response to the Dean's letter.
- vii. The College's representatives to the University Promotion and Tenure Committee shall be elected by secret ballot by the members of the College Promotion and Tenure Committee. The election of the College's 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.
- viii. The College Promotion and Tenure Committee shall elect by secret ballot one of its members to serve a one-year term as a member of the College Specialized Faculty Promotion Committee. This election shall take place immediately following the election of the College's representatives to the University Promotion and Tenure Committee.

F. College Specialized Faculty Promotion Committee

- i. The College shall have a Specialized Faculty Promotion committee charged with evaluating candidates for promotion. The primary roles of the committee are to discuss and evaluate promotion cases and make a recommendation to the Dean.
- ii. The committee shall consist of six members, including four specialized faculty members, one department chairperson appointed by the Dean to serve a one-year

term, and one tenured faculty member elected by the members of the College Promotion and Tenure Committee to serve a one-year term.

- iii. The four specialized faculty members on the committee shall be elected in a vote by all College specialized faculty. The Dean's office Chief of Staff shall be responsible for distributing the ballot to all College specialized faculty, tabulating the results, and notifying the College specialized faculty of the election results. Committee membership must be drawn from at least three academic departments or interdisciplinary programs, and it is the responsibility of the Dean to ensure representation from across the College. The elected committee members shall serve two-year terms. Faculty being considered for promotion are ineligible to serve on the committee in the year during which their record is being considered.
- iv. The Dean shall preside over meetings to hear the deliberations of the committee and write a summary report of the discussion. The Dean shall be a non-voting member of the committee and is precluded from participating in any discussions of the cases being considered.
- v. Faculty being considered for promotion by the College Specialized Faculty Promotion 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. If the faculty member was not recommended, they shall be given the reason(s) why the College did not recommend.
- vi. For cases moving forward for University review, the Dean shall write a letter providing an assessment of the faculty member's record. The faculty member must be provided at least 5 working days to attach a response to the Dean's letter.

G. College Specialized Faculty Advisory Committee

- i. The College Specialized Faculty Advisory Committee shall consist of the Associate Dean for Faculty Development and Community Engagement and five elected representatives of the specialized faculty members of the College. The Associate Dean for Faculty Development and Community Engagement shall serve as chairperson of the committee and the Dean shall be an ex officio member.
- ii. The committee shall consist of five College specialized faculty members elected in a vote by all College specialized faculty. The Dean's office Chief of Staff shall be responsible for distributing the ballot to all College specialized faculty, tabulating the results, and notifying the College specialized faculty of the election results. Committee membership must be drawn from at least four academic departments or interdisciplinary programs, and it is the responsibility of the Dean to ensure representation from across the College. The elected committee members shall serve two-year terms.
- iii. The committee shall meet at least once during each of the fall semester and spring semester and as needed at the request of the Dean.
- iv. The committee will consult with the Dean on all specialized faculty-related matters of interest to the College.

- v. The committee will undertake an annual survey of specialized faculty to assess working conditions, work satisfaction, and College support toward diversity, equity, and inclusion.

H. College Staff Advisory Committee

- i. The College Staff Advisory Committee shall consist of the Dean's office Chief of Staff, Assistant Dean for Academic Affairs, College IT Director, and elected representatives of College staff. The Chief of Staff shall serve as chairperson of the committee, and the Dean shall be an ex officio member.
- ii. The committee shall consist of five College staff members elected in a vote by all College staff. The Dean's office Chief of Staff shall be responsible for distributing the ballot to all College staff, tabulating the results, and notifying the College staff of the election results. Committee membership shall be limited to no more than one elected staff representative from any College department, interdisciplinary program, center, or institute. Elected staff representatives shall serve two-year terms.
- iii. The committee shall meet at least once during each of the fall semester and spring semester and as needed at the request of the Dean.
- iv. The committee will consult with the Dean on all staff-related matters of interest to the College.
- v. The committee will undertake an annual survey of staff to assess working conditions, work satisfaction, and College support toward diversity, equity, and inclusion.

I. College Student Advisory Committee

- i. The College Student Advisory Committee shall consist of the Dean, Assistant Dean for Academic Affairs (or their designee), the Dean's office Chief of Staff, and representatives from University registered student organizations that serve undergraduate students and/or graduate students pursuing degrees in any of the College's departments or programs. The Dean shall serve as chairperson of the committee. Each registered student organization shall elect one representative to serve on this committee for a one-year term.
- ii. The committee shall meet at least once during each of the fall semester and spring semester and as needed at the request of the Dean.
- iii. The committee will consult with the Dean on all student-related matters of interest to the College, including recruitment, admissions, programs, facilities, and resource allocation.
- iv. The committee will undertake an annual survey of students to identify issues, identify opportunities for new initiatives, and College support toward diversity, equity, and inclusion.

4. Election of Representatives to the FSU Faculty Senate

- A. The tenured and tenure-earning faculty of the College shall be represented in the Faculty Senate as follows:

- i. Each department of the College shall have the responsibility of electing one senator.
 - ii. The College's tenured and tenure-earning voting faculty shall elect enough senators-at-large to bring the total number of tenured and tenure-earning faculty senators up to the College allotment.
 - B. The specialized faculty of the College shall be represented in the Faculty Senate through the election of specialized faculty senators-at-large by ballot cast by all voting members of the specialized faculty to bring the total number of specialized faculty senators up to the College allotment.
 - C. The procedures for electing senators-at-large shall be as follows:
 - i. For the election of senators-at-large, the College designee shall prepare a list of persons eligible for election and shall distribute this list in the form of a nominating ballot to be distributed to the appropriate set of voting members by e-mail fourteen (14) days before the date of the final ballot. The College designee 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.
 - ii. Each voting member shall vote for the number of senators to be elected at-large and return the nominating ballot to the College designee at least three days before the date of the final ballot or of the scheduled meeting.
 - iii. The College designee shall distribute to the appropriate set of 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.
 - iv. The nominees receiving the largest number of votes in this ballot shall be declared elected. The two individuals who receive the next highest number of votes shall be designated as alternates. Additional balloting will take place only in the event of a tie.

III. Faculty Assignments, Evaluation, and Advancement

1. Faculty Assignments

A. Assignment Process

- i. Faculty assignments are made by the chairperson of the department or the director of the interdisciplinary program, center, or institute that serves as the faculty member's administrative home in accord with University rules and regulations.
 - ii. Assignments will be made in a manner that: is reasonable, provides the faculty member an opportunity for advancement in their particular promotional track, provides the faculty member an opportunity to fulfill the department's, program's, center's, or institute's criteria for merit salary increases, is consistent with the faculty member's qualifications and experience, meets the University minimum of 12 contact hours of instruction or equivalent research and service, and meets the needs of the department, program, center, or institute.

- iii. The chairperson of the department or the director of the interdisciplinary program, center, or institute that serves as the faculty member's administrative home may deviate from the standard faculty assignment when doing so does not violate any University policies and procedures and advances the mission of the department, program, center, institute, College, and/or University.
 - iv. Assignments will be communicated to the faculty member in a timely manner.
- B. Assignments for Tenured and Tenure-Earning Faculty
- i. For *tenured* and *tenure-earning faculty*, an individual's assignment includes instruction (teaching and advising), research and creative activity, and service.
 - ii. *Tenured* and *tenure-earning faculty* not serving in special service or administrative duties typically have an average annual research and creative activity assignment of 40-50% (unless the assignment of responsibilities indicates otherwise).
 - iii. *Tenured* and *tenure-earning faculty* are typically assigned to teach two courses per semester in each of the fall and spring semesters.
 - iv. Newly hired *tenured* and *tenure-earning faculty* may be released from teaching courses during their first several years of service at times to be agreed upon by the faculty member and the department chairperson at the time of hire.
 - v. Reduced teaching assignments for *tenured* and *tenure-earning faculty* are possible in cases of approved instructional workload substitution. This may be granted for purposes that advance the mission(s) of the department, College, and/or University.
 - vi. Department chairs shall be released from teaching two courses per academic year to carry out their administrative duties.
 - vii. Interdisciplinary program directors, center directors, institute directors, and other members of the College's administrative team may also receive a reduction in their teaching assignment.
- C. Assignments for Specialized Faculty
- i. For *specialized faculty*, an individual's assignment emphasizes either research and creative activity or instructional activity depending on whether the individual is classified in the teaching faculty track, instructional support track, or research faculty track.
 - ii. *Specialized teaching faculty* are typically assigned to teach three to four courses per semester in each of fall and spring semesters. A faculty member may be granted releases from teaching to carry out such activities as extensive advising or program coordination duties and/or participation in a research project (the latter for up to a maximum 5% of the faculty member's appointment), among other activities that advance the mission(s) of the department, interdisciplinary program, center, institute, College, and/or University.

- iii. *Specialized instructional support faculty* are typically assigned full-time instructional support responsibility each academic year with potential service and/or research responsibilities in the interdisciplinary program, department, and/or College, as appropriate to their appointment. A faculty member in this track may be granted a reduction of instructional support responsibilities to carry out such activities as teaching (to a maximum of 25% of their appointment) and/or participation in a research project (to a maximum 5% of their appointment), among other activities that advance the mission(s) of the department, interdisciplinary program, College, and/or University.
- iv. *Specialized research faculty* are expected to spend not less than 75% time on research and creative activities and no more than 5% of time on teaching activities, per the rules and regulations of the University.

D. Instructional Assignments

- i. All departments, interdisciplinary programs, centers, and institutes within the College are expected to have a consistent policy for developing faculty instructional assignments.
- ii. Faculty instructional assignments include, but are not limited to, activities such as teaching and related duties, student advising and mentoring, and/or responsibilities undertaken as director of a degree program(s) within a department.

E. Service Assignments

- i. All departments, interdisciplinary programs, centers, and institutes within the College are expected to have a consistent policy for developing faculty service assignments.
- ii. Faculty service assignments include, but are not limited to, activities completed in service to the faculty member's administrative home, the College, the University, scholarly and/or professional organizations and societies, and the broader Community.
- iii. Faculty members shall have service assignments that reflect their level of service activity, as approved by the chairperson of the department or the director of the interdisciplinary program, center, or institute that serves as the faculty member's administrative home.
- iv. Department chairpersons will have a 50% service assignment during the academic year for their administrative duties.
- v. Center, institute, and interdisciplinary program directors will have a service assignment during the academic year that is commensurate with their administrative responsibilities.

2. Faculty Annual Evaluations

A. Evaluation Process

- i. Faculty evaluations are carried out within the department, interdisciplinary program, center, or institute that serves as the faculty member's administrative

home in accord with the adopted policies of the department, program, center, or institute and consistent with the rules and regulations of the University.

- ii. All evaluations are to be conducted based on the faculty member's assignment of responsibility.
- iii. Faculty evaluations are required to have a peer evaluation component which is defined within the department, interdisciplinary program, center, or institute Bylaws.
- iv. The chairperson of the department or the director of the interdisciplinary program, center, or institute that serves as the faculty member's administrative home shall ensure the timely completion of all faculty evaluations in a manner consistent with the rules and regulations of the University.
- v. For all faculty who have joint appointments, supervisors are required to seek and receive input from the director of the other program, center, and/or institute in which the faculty member is appointed. Annual evaluations must take into account the expectations and duties for any and all documented joint appointments,
- vi. The chairperson of the department or the director of the interdisciplinary program, center, or institute that serves as the faculty member's administrative home shall share all faculty evaluations with the Dean.

B. Evaluation of Associate Deans, Chairs, and Directors

- i. Associate deans, chairs, and directors (for interdisciplinary programs or centers/institutes) serve at the direction of the Dean and shall be evaluated by the department to which the faculty member is assigned. This evaluation shall be forwarded to the Dean.
- ii. Administrative and College-wide duties of associate deans, chairs, and directors shall be evaluated by the Dean using the following ratings:
 - a. *Substantially Exceeds FSU's High Expectations* – This describes an individual who far exceeds performance expectations during the evaluation period and has made exceptional contributions to enhancing the teaching, research, and/or service goals of the department/program/center/institute and College.
 - b. *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/program/center/institute and College, initiative in solving problems, and a willingness to accept additional responsibilities.
 - c. *Meets FSU's High Expectations* – This describes an individual who demonstrates a commitment to support department/program/center/institute and College goals and completes assigned responsibilities in a manner that is both timely and consistent with the high expectations of the University.
 - d. *Official Concern* – This describes an individual who demonstrates a commitment to support department/program/center/institute and College goals but is not

completing assigned responsibilities in a manner that is consistent with the high standards of the University.

- e. *Does not meet FSU's High Expectations* – This describes an individual who fails to demonstrate a commitment to support department/program/center/institute and College goals and does not complete assigned responsibilities in a timely and consistent manner.

3. Promotion and Tenure of Tenured and Tenure-Earning Faculty

- A. Tenured and tenure-earning faculty shall be evaluated for promotion and/or tenure by committees established at the Departmental, College, and University levels.

- B. Departmental Promotion and Tenure Committee

- i. Each department in the College shall have a committee charged with recommending promotions and/or tenure to the College Promotion and Tenure Committee. The form and method of election of departmental promotion and tenure committees shall be determined by the respective departments, in a manner consistent with the rules and regulations of the University.
- ii. All votes for promotion must be by secret ballot. All tenure votes must be by secret ballot of the tenured members of the department faculty.
- iii. 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.
- iv. 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 Promotion and Tenure Committee.

4. Promotion of Specialized Faculty

- A. Specialized faculty shall be evaluated for promotion by committees established at both the department and College levels, in the case of faculty whose administrative home is a department, or solely at the College level, in the case of faculty whose administrative home is not a department.

- B. Departmental Specialized Faculty Promotion Committees

- i. Specialized faculty whose administrative home is a department shall be evaluated for promotion in accordance with the promotion standards adopted by their department, consistent with the rules and regulations of the University.
- ii. Each department with specialized faculty shall have a specialized faculty promotion committee charged with recommending promotions to the College Specialized Faculty Promotion Committee. The form and method of the committee shall be determined by the respective departments, in a manner consistent with the rules and regulations of the University.
- iii. Departmental recommendations for promotion must be by secret ballot.

- iv. Committee members who are themselves being considered for promotion shall be replaced by their department for the academic year during which their promotion 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.
- v. Any faculty member eligible for promotion 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 Specialized Faculty Promotion Committee.

IV. Students

1. Approval of Candidates for Graduation

The Academic Affairs staff within the Dean's office in the College of Social Sciences and Public Policy are responsible for final graduation clearances. Each semester, the Academic Affairs staff will receive a list from the Registrar's Office of students in the College who have applied for graduation.

A. For undergraduate students, the Academic Affairs staff uses the list from the Registrar's Office 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 again reviews each student's record to confirm whether the student has satisfied all graduation requirements.

B. For graduate students, after receiving a list of candidates for graduation from the Registrar's Office, the Academic Affairs staff distributes a list to each department/program representative. Departments or programs are responsible for performing a preliminary clearance of major requirements for graduation and forwarding these clearances to the Academic Affairs staff which then performs a clearance for College and University requirements. At the end of the semester, the staff again reviews each student's record to confirm whether the student has satisfied all graduation requirements.

C. The College Academic Affairs staff shall defer to the departments and programs in cases when there are questions regarding whether a student has fulfilled the requirements for the major.

V. Substantive Change Policy

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/>

VI. Amendments (Bylaws Revision Process)

Any fifteen voting members of the faculty from at least three departments or interdisciplinary programs may propose an amendment to the Bylaws, such change to be circulated at least one month in advance of the College faculty meeting. The amendment becomes a part of the Bylaws when it is adopted by a majority of those eligible members 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.