**Bylaws for the Department of [fill in name and indicate college]**

**Table of Contents** (optional – delete this page if not using)

**Record of Substantive Revisions and Amendments to these Bylaws** (optional)

**Sunset/Renewal Provision** (optional)

\*\*Delete this page if neither of the above sections is used\*\*

These are the bylaws for the Department of [*fill in name*] in the College of [*fill in name*] at Florida State University. These bylaws were last approved on [*fill in date*] by a majority of the applicable voting members of the department and on [*fill in date*] by the College and the Office of Faculty Development and Advancement.

**Preamble** (optional)

**I. Bylaws**

**A.** **Adherence with Other Governing Documents.** At all times, department policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement (if applicable to the college), 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.** *Describe bylaw revision process which requires a majority vote of the faculty who participate in the voting process*

**C. Substantive Change Statement.** Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university web site https://sacs.fsu.edu/substantive-change-policy/

**II. Membership and Voting Rights**

**A.** **Faculty Membership.** The faculty of the Department of [*fill in name*] shall consist of those persons holding [*fill in level – full-time, part-time, etc.*] appointments at the rank of [*fill in position titles –* *Teaching Faculty, Assistant in, Associate in, Research Associate, Assistant Professor, Associate Professor, Professor, etc.*]. *Add any other information necessary to define the faculty membership in the unit.*

**B. Department Membership.** In addition to the faculty defined in II.A above, the following are members of the Department of [*fill in name*]: [*fill in positions – postdocs, staff, etc.*].

**C.** **Faculty Voting Rights.** *Define the voting rights of faculty defined in II.A above, including an indication of those listed in II.A that have no voting rights.*

**D.** **Non-faculty Voting Rights.** *Define the voting rights, if any, of those defined in II.B above.*

**III. Department Organization and Governance**

**A. Faculty Meetings.** *Describe who may call for a faculty meeting and how. Describe any minimum number of meetings or other requirements determined by the faculty (e.g., annual report on department’s budget).*

**B. Department Chair Selection.** *Describe the procedure that provides for faculty involvement in the selection of the chair/department head*

**C. Department Leadership and Committees.** *List and describe the leadership positions in the department (e.g., Associate Chair, Director of Graduate Studies, etc.), their duties, how the person is selected for the position, and term of service. List department committees and describe their purpose, membership, how membership is determined, and term of service of members.*

**D.** **Faculty Senators.** *Describe the process to elect Faculty Senators*

**E. Faculty Recruitment.** *Describe the process for recruiting and selecting new faculty and how current faculty are involved*

**F. Unit Reorganization.** *Describe the procedure that provides for faculty involvement in unit reorganization*

**IV. Curriculum**

*Describe how faculty members in the department exercise control over the development and review of curriculum (can, in addition or instead, refer to another section of the bylaws such as a committee listed in III.C above)*

**V. Annual Evaluation of Faculty on Performance and Merit**

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

Substantially Exceeds FSU’s High Expectations

Exceeds FSU’s High Expectations

Meets FSU’s High Expectations

Official Concern

Does Not Meet FSU’s High Expectations

*Describe department-specific mechanism(s) for faculty involvement in the annual evaluation process for all faculty classifications (beyond university policy).*

*Describes department-specific mechanism(s) for faculty involvement in the merit evaluation process for all faculty classifications (beyond university policy).*

**B. Criteria for Evaluation of Tenure-track Faculty.** *Describe department-specific criteria for evaluation of tenure-track faculty in the areas of:*

**1) Teaching.**

**2) Scholarship/Research.**

**3) Service.**

**4) Other** [*Add categories as needed*]

*(Note: can, in addition or instead, refer to another section of the bylaws such as an appendix)*

**C. Criteria for Evaluation of Specialized Faculty.** *Describe department-specific criteria for evaluation of specialized faculty in the position-relevant areas of:*

**1) Teaching.**

**2) Scholarship/Research.**

**3) Service.**

**4) Other** [*Add categories as needed*]

*(Note: can, in addition or instead, refer to another section of the bylaws such as an appendix)*

**VI. Promotion and Tenure**

**A. Progress Toward Promotion Letter.** Each year, every faculty member who is not yet at the highest rank for their position will receive a letter that outlines progress toward promotion and/or tenure. [*Add details, if needed*]

**B. Third Year Review for Tenure-track Faculty.** Tenure-track faculty in their third year of service will receive an evaluation of their progress in meeting the department’s expectations for promotion and tenure. [*Add details, if needed*]

**C. Peer Involvement in Evaluation of Promotion and Tenure of Faculty.** *Describe department-specific mechanism(s) for faculty involvement in the evaluation process for promotion and tenure of tenure-track faculty (beyond university policy).*

*Describe department-specific mechanism(s) for faculty involvement in the evaluation process for promotion of specialized faculty (beyond university policy).*

**D. Criteria for Promotion and Tenure of Tenure-track Faculty.** *Describe department-specific criteria for promotion and tenure of tenure-track faculty (beyond university policy).*

*(Note: can, in addition or instead, refer to another section of the bylaws such as an appendix)*

**E. Criteria for Promotion of Specialized Faculty.** *Describe department-specific criteria for promotion of specialized faculty (beyond university policy).*

*(Note: can, in addition or instead, refer to another section of the bylaws such as an appendix)*

**Appendix** (optional – add as many as necessary or delete if this section is not used)