BYLAWS OF
THE DEPARTMENT OF BIOLOGICAL SCIENCE
COLLEGE OF ARTS AND SCIENCES
FLORIDA STATE UNIVERSITY

Approved by secret ballot on February 14, 2014 by a two thirds majority of the members of the Department of Biological Science

PREAMBLE

Good – even excellent -bylaws do not guarantee that Departmental business will be conducted efficiently and equitably. Under these bylaws our Department will prosper as it should only if its faculty members act conscientiously and responsibly at faculty meetings and on Department and University committees -this in addition to conducting research, teaching well, and rendering service to outside organizations. In the process of refining and improving departmental operations, 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/ or available from the Provost's Office. These departmental bylaws adhere to and are consistent with University policies found in the FSU Constitution, BOT-UFF Collective Bargaining Agreement, the Faculty Handbook, and the annual Promotion and Tenure letter.

MISSION STATEMENT

The mission of the Department of Biological Science is to raise awareness of the importance of nature and the human condition, to educate undergraduates, graduate students and postdoctoral fellows in the biological sciences, to train them in scholarly and experimental research techniques, and to prepare them for careers in research, higher education and the life sciences professions. The department also aspires to expand and deepen understanding of biological principles and processes through internationally recognized scholarly and creative activities. Through these activities the department contributes to and provides unbiased interpretation of current scientific evidence, in service to the university and its local community, the state, the nation, and the international community. Finally, the department promotes scientific literacy through internal university activities, outreach programs, and participation in the many organizations and societies available to both students and faculty.

APPENDICES

Appendices describing several detailed policies and procedures are incorporated into these bylaws. They are referenced under the appropriate Articles of the bylaws, are posted on the departmental website, available in alternative format on request, and are listed below:

Appendix I: Procedures for annual evaluation of tenured and tenure track faculty by the Faculty Evaluation Committee and the department Chair.

Appendix II: Polices for summer supplementary appointments.

Appendix III: Procedures for annual evaluation of specialized faculty by the Specialized Faculty Evaluation Committee and the department Chair.

Appendix IV: "Department of Biological Science Standards for Recommendation of Promotion and Tenure", describing the department's agreed interpretation of the university's criteria

Appendix V: "Promotion and Tenure Procedures", describing important preliminaries to the preparation of binders.

Appendix VI: Criteria for nomination to, and maintenance of, Graduate Faculty Status, Graduate Teaching Status and/or Co-Directive Status

ARTICLE I. MEMBERSHIP

Section 1.

Membership in the Department of Biological Science shall include:

A. full-time or part-time regularly appointed faculty in tenured or tenure-earning positions;

B. full time or part time specialized faculty and full time, temporary, or part-time appointees, including those serving as instructors, visiting faculty appointees, courtesy appointees, adjunct appointees, postdoctoral fellows, professors emeriti, research associates, and associates in research.

C. Administrative and Professional personnel;

D. University Service Personnel System personnel.

Section 2.

Only the following shall be entitled to vote in faculty meetings and by mail or electronic ballot: faculty members in tenured or tenure-earning positions, and faculty members approved for appointment in non-tenure-earning positions by faculty vote and specifically approved for voting privileges by a two-thirds majority. All faculty holding Graduate Faculty Status (GFS) in Biological Science shall be entitled to participate in

evaluation of, and to vote on matters pertaining to departmental graduate policy.

ARTICLE II. OFFICERS

Section 1. Chair

A. Term of office

The Chair's term of office shall be three years, normally beginning with the start of the fall term of the academic year.

B. Procedures for selection of the Chair

1. Prior to the expiration of a term of the Chair, or upon the office becoming vacant from another cause, the Executive Committee shall request, if the Dean has not already done so, that the Dean call for the formation of a Chair-Search Advisory Committee (CSAC) and appoint an outside member to that committee. The CSAC's charge shall be to identify and obtain faculty approval of a nominee to be submitted to the Dean as the Department's preferred candidate for appointment as the next Chair. This shall be done normally at the beginning of the third year of an incumbent Chair's term.
2. The Executive Committee (without participation by the incumbent chair) shall be responsible for assembling a nine member CSAC for approval by the Dean, as follows:
    a. The Executive Committee shall implement appropriate procedures to obtain five tenured or tenure-track faculty members and one alternate, to be voting members of CSAC. These members shall be nominated and elected by the department's voting faculty. The alternate is elected as a replacement and does not sit on CSAC unless promoted to full membership by permanent/long term inability of an elected member to attend.
    b. An additional tenured or tenure-track faculty member shall be selected by the Executive Committee to be the sixth voting member of the CSAC. This selection shall be made after consideration of the list of elected members, in order to preserve an appropriate balance in CSAC composition in terms of departmental area and faculty rank. This sixth voting member shall be considered as duly appointed to serve on the CSAC once
    the entire membership of CSAC is approved by the Dean.

Members of the Executive Committee shall not be eligible to be the sixth voting member of CSAC.

c. The Executive Committee shall select one departmental staff member to be a non-voting member of the CSAC, and shall initiate an election among the department's graduate students of one graduate student to be a non-- voting member of CSAC.

3. The CSAC shall call for nominations of candidates for the position of Chair of the Department, evaluate candidates' suitability for the position and obtain approval, by a two-thirds vote of the voting members of the Department in a secret ballot, of a formal nominee as the Department's preferred candidate for Chair, to be submitted for the Dean's approval and appointment.

C. Authority and duties of the Chair

1. The Chair shall serve as the chief administrative officer of the Department.
2. The Chair shall call and preside over faculty meetings and prepare agenda for such meetings.
3. The Chair shall appoint for one-year, renewable terms Associate Chairs, one for Undergraduate Studies, one for Academic Programs, and one for Graduate Studies.
4. The Chair shall appoint for one-year, renewable terms any other officers needed to administer Departmental affairs.
5. The Chair, in conjunction with the Executive Committee, shall establish committees for the conduct of Departmental affairs, as provided in Article IV.
6. The Chair shall call and preside over meetings of the Executive Committee on a regular basis, at least monthly during the academic year.
7. The Chair shall regularly report to the Executive Committee and the faculty the actions he or she performs in administering Departmental affairs.
8. The Chair shall be responsible for keeping a personnel evaluation file for each faculty member.

a. · The Chair shall establish the Assignment of Responsibilities for each tenured, tenure-track, and specialized faculty member. This will be issued annually in writing, and will outline duties and responsibilities in teaching, research and other creative

activities, service, and other specific duties and responsibilities. In assigning teaching duties, the Chair will consult with the Curriculum Committee to ensure the effective performance of the department's academic program.

b. The Chair shall provide an annual written evaluation narrative to each faculty member (tenured, tenure-track and specialized) along with the Annual Evaluation Summary document, as specified in the FSU-UFF Collective Bargaining Agreement and in accordance with **Appendix** I of these bylaws. The Chair shall discuss the annual evaluation summary and narrative with the faculty member concerned, who may attach to the Summary any statement he or she desires and who may appeal the evaluation to the appropriate reviewer.

c. The chair shall apprise annually, in writing, each tenure-track and specialized faculty member who is eligible for promotion and/or tenure of his or her progress toward promotion and/or tenure, except for assistant professors receiving 2nd or 4th year reviews, for whom the Promotion and Tenure Committee's report substitutes for the Chair's letter.

d. At the time of their 2nd and 4th year reports on progress from the Promotion and Tenure Committee, the Chair will discuss the report with assistant professors and, after consultation with the faculty members' ad-hoc mentoring committee, offer advice on future progress.

e. At intervals of seven years from the award of tenure or the latest promotion, the Chair shall evaluate the sustained performance of each tenured faculty member to document sustained performance during the previous seven years of assigned duties including the current evaluation period; reporting to the College as required.

A faculty member's Evaluation Summary Form along with attachments, together with the previous six years' annual evaluations and any other documents contained in a member's evaluation file shall be the sole basis for this evaluation. The sustained performance evaluation may be the basis for a sustained performance raise or the imposition of a Performance Improvement Plan, as

specified in the FSU-UFF Collective Bargaining Agreement.

f. The Chair, after consultation with the Faculty Evaluation Committee and the Executive Committee, shall make recommendations to the Promotion, Tenure, and Graduate Faculty Status Committee concerning the termination or restriction of Graduate Faculty Status for any faculty member.

9. The Chair, serving as principal financial officer of the Department, shall:
   a. supervise receipt and expenditures of all moneys;
   b. in conjunction with the Executive Committee, prepare an annual operating budget, which the Chair shall present to the faculty as early in the academic year as circumstances permit;
   c. in consultation with the Executive Committee, prepare an annual financial report, which will be presented to the members of the Department as soon as is practicable after the end of the fiscal year.
10. The Chair, in conjunction with the Executive Committee, shall supervise and coordinate the recruiting of new faculty members, including formation of search committees comprising appropriate department faculty members and negotiations with the college. In selecting the biological areas of specialization for faculty searches, the Chair and Executive Committee shall consult with the Associate Chair for Academic Programs and the faculty to determine the needs of the department, in terms of teaching, the integrity of productive research areas and opportunities to expand or strengthen various research areas.
11. The Chair, after considering recommendations of the Faculty Evaluation Committee, shall make recommendations for salaries of tenured and tenure-track faculty to the Dean. If the Chair and the Evaluation Committee do not concur on the evaluations of faculty members and recommendations for salaries, both sets of evaluations and recommendations shall be forwarded to the Dean.
12. The Chair, after considering recommendations from the Specialized Faculty-Evaluation Committee, shall make recommendations for specialized faculty salaries to the Dean. If the Chair and the Evaluation Committee do not concur on the rankings of faculty members, both sets of rankings shall be forwarded to the Dean

13. When funds for merit raises are made available for the department based on both tenured/tenure-track and specialized faculty positions, the Chair shall allocate the proportion attributed to specialized faculty positions to members of that category according to merit using procedures similar to those specified under Article IV C below.
14. The Chair, with the advice of appropriate committees of the Department, shall coordinate all segments of the academic program, such as degree requirements, curricular offerings, and catalog announcements, including reviews of the existing program(s) and development of new academic programs.
15. The Chair shall determine and supervise, in consultation with appropriate committees, such matters as the scheduling of classes and instructional assignments to faculty members and other members of the Department with instructional duties, including the design and implementation of policies for summer supplementary assignments. The policies on summer assignments are included in **Appendix** II of these bylaws.
16. Except when provided for otherwise, the Chair or the Chair's designee shall serve as liaison officer and Departmental representative to officers and bodies outside the Department.

D. Procedure for removing a Chair from office.

The Department may recommend to the Dean that a Chair be removed from office. Such action must be taken according to the following procedure.

1. A petition calling for removal must be signed by a majority of the tenured voting members and submitted to the Dean.
2. The Dean or the Dean's representative shall preside at a meeting of the faculty to consider the petition. Two weeks' notice shall be given of this meeting.
3. To be adopted, a motion for removal must be supported by two-thirds of the voting members in a secret, mail ballot. This ballot shall be conducted by the Elections Committee, who shall report the result to the faculty and to the Dean.

Section 2. Associate Chair for Undergraduate Studies

The Associate Chair for Undergraduate Studies shall be appointed by the Chair for a one-year renewable term. The duties of the office shall be concerned with undergraduate students' affairs.

Section 3. Associate Chair for Graduate Studies

The Associate Chair for Graduate Studies shall be appointed by the Chair for a one-year renewable term. The duties of the office shall be concerned with graduate students' affairs.

Section 4. Associate Chair for Academic Programs

The Associate Chair for Academic Programs shall be appointed by the Chair for a one-year renewable term. The duties of the office shall be concerned with review of existing and proposed academic program(s) of the department, and curriculum development and implementation. The Associate Chair should assure that any changes in the academic program(s) of the department conform to the Florida State University Substantive Change Policy as found on the university web site http://provost.fsu.edu/sacs/ or available from the Provost's Office

ARTICLE III. FACULTY MEETINGS

Section 1. Kinds and frequency of meetings

A. The faculty of the Department shall meet in regular session once each month during the regular academic year. The dates of meetings shall be established by the Chair in consultation with the Executive Committee. Dates of Departmental meetings shall be distributed early in the fall term.

B. Additional sessions may be called by the Chair or the Chair's designated representative (1) on the Chair's own initiative, (2) at the request of the Executive Committee, or (3) at the written request of six voting Department members.

Section 2.

The Chair shall normally preside at faculty meetings. In the absence of the Chair, another voting member designated by the Chair shall preside.

Section 3.

The Chair shall prepare the agenda for each meeting and distribute copies to the members prior to the meeting.

Section 4.

One-third of the voting members of the Department shall constitute a quorum at any faculty meeting.

Section 5.

Meetings shall be conducted in accordance with Robert's Rules of Order, latest revision, except as otherwise provided in these bylaws.

Section 6.

The Departmental Administrative Assistant to the Chair shall serve as secretary. In the absence of the secretary, the Chair shall appoint a substitute. The duties of the secretary shall be:

A. to record the minutes of Departmental meetings;
B. to distribute copies of minutes to all Departmental faculty members as soon as practicable and prior to the next meeting;
C. to keep in the Departmental office a complete file of Departmental minutes.

Section 7.

The first order of business at each meeting shall be disposition of the minutes of the previous meeting.

Section 8.

Each voting member of the Department shall consider attendance at Departmental meetings an obligation to be disregarded only for good reason. The secretary shall record in the minutes the names of all voting members absent from each meeting.

Section 9.

Copies of these bylaws shall be distributed with the announcement of the first faculty meeting of the academic year.

ARTICLE IV. COMMITTEES

All committees except the Promotion, Tenure, and Graduate Faculty Status Committee shall serve in an advisory capacity to the Chair. Election of committee members shall occur in April by either paper or electronic secret ballot. Formal announcement of Departmental committees shall occur no later than the following October faculty meeting.

Section 1. Standing Committees

A. Executive Committee
   1. This committee shall be the principal coordinating committee of the Department.
   2. The committee shall consist of the following members:
      a. the Chair, who shall chair the Executive Committee;
      b. two members appointed by the Chair;
      c. five members elected by the Department from the ranks of faculty members entitled to vote;
      d. a speaker shall be elected by the committee from 2.c above, who can call meetings in the absence of the Chair or at the request of a majority of the committee;
      e. ex officio voting members who are the Associate Chairs;
      f. The Chair may invite non-voting representatives of units outside the Department when subjects relevant to their programs arise.
   3. All committee members shall serve one-year renewable terms.

4. The committee shall meet on a regular basis as often as needed, but at least monthly.
5. Meetings of the committee shall be held only when a majority of the voting members or their faculty proxies are present.
6. The committee shall function as an advisory body in implementing Departmental policies dealing with the following matters:
    a. budgetary policy, except for faculty salaries;
    b. academic program (s) and the hiring of new faculty members;
    c. non-elective committee appointments, and;
    d. Departmental planning and development including any proposed reorganization.

B. The Faculty Evaluation Committee (FEC)

1. This committee shall evaluate tenured and tenure-track faculty members of the Department in terms of overall performance of professional responsibilities, in accordance with university regulations and the current Collective Bargaining Agreement. Its procedures and criteria for evaluation shall be ratified by a three-fourths vote of the tenured and tenure track faculty. Current procedures and criteria are compiled in **Appendix** I of these bylaws.
2. The committee shall consist of five members:
    a. Two shall be appointed by the Chair of the Department.
    b. Three shall be elected by the Department from the ranks of faculty members entitled to vote.
    c. Members may serve no more than two consecutive one-year terms.
    d. The committee shall elect its Chair.
3. The committee shall review annually each tenured and tenure-track faculty member for effectiveness in teaching, in research, and in service weighted in accordance with the percentage of effort stated in the Assignment of Responsibilities for each faculty member making its written report available to the Chair and the person reviewed.
4. The committee shall make recommendations to the Chair concerning the termination or restriction of Graduate Faculty Status for any Faculty member.
5. The committee shall make written recommendations to the Chair regarding the salary for each tenured and tenure-track faculty member.
6. When any member of the committee is being evaluated, or in situations involving conflict of interest, such as when a

member's spouse/partner or relative is being evaluated, that member shall be absent from the committee's deliberations and voting.

7. The committee normally shall consider grievances and counter offers to the faculty.

C. The Specialized Faculty Evaluation Committee (NTT-FEC)

1. This committee shall evaluate specialized faculty members of the Department in terms of overall performance of professional responsibilities, in accordance with university regulations and the current Collective Bargaining Agreement. Its procedures and criteria for evaluation shall be ratified by a three-fourths vote of the specialized faculty. Current procedures and criteria are compiled in **Appendix** III of these bylaws.
2. The committee shall consist of five members:
   a. Two shall be appointed by the Chair of the Department.
   b. Three shall be elected by vote of the department's specialized faculty.
   c. Members may serve no more than two consecutive one-year terms.
   d. The committee shall elect its Chair.
3. The committee shall review annually each non-tenure track faculty member for effectiveness in his or her assigned duties, weighted in accordance with the percentage of effort stated in the Assignment of Responsibilities for each faculty member, making its written report available to the Chair and the person reviewed.
4. The committee shall make recommendations to the Chair concerning the termination or restriction of Graduate Teaching Status for any specialized faculty member.
5. The committee shall make written recommendations to the Chair regarding the salary for each specialized faculty member.
6. When any member of the committee is being evaluated, or in situations involving conflict of interest, such as when a member's spouse/partner or relative is being evaluated, that member shall be absent from the committee's deliberations and voting.
7. The committee normally shall consider grievances and counter offers to the faculty.

D. Promotion, Tenure, and Graduate Faculty Status Committee (P&TC)

1. In accordance with the current rules of the university and Collective Bargaining Agreement, this committee shall make recommendations regarding:
   a. Promotion of tenured faculty members.
   b. Promotion and or tenure of tenure-earning faculty members.
   c. Progress of assistant professors toward promotion and tenure in the 2nd and 4th years, including a written report for each.
   d. Promotion of specialized faculty members.
   e. Graduate Faculty Status (GFS) or Graduate Teaching Status (GTS) and Co-Directive Status of faculty members.
2. General criteria for promotion and tenure are described in two separate documents entitled: "Department of Biological Science Standards for Recommendation of Promotion and Tenure", describing the department's agreed interpretation of the university's criteria; and "Promotion and Tenure Procedures", describing important preliminaries to the preparation of binders. These documents are compiled in **Appendix IV and** V of these bylaws.
3. General criteria for nomination to, and maintenance of, GFS and GTS and/or Co-Directive Status are listed in the University's Faculty Handbook, and additional criteria specific to the Department are listed in **Appendix VI** of these bylaws.
4. General criteria for nomination of specialized faculty members for promotion shall be in accord with University policies and the Collective Bargaining Agreement. .Nomination of contract/grant-funded specialized faculty requires endorsement by the Principal lnvestigator(s) of the contract/grant(s). Recommendations shall be made to the faculty when a faculty vote is necessary, or directly to the Chair, who shall convey them to appropriate officers and committees outside the Department.
5. This committee shall consist of seven tenured faculty members elected annually by the tenured faculty. The committee shall elect its Chair and also a representative from the tenured members of the committee to serve on the Science Area Promotion and Tenure Committee. In years when specialized faculty are considered for promotion, a specialized faculty member shall act as a voting member of the Promotion, Tenure and Graduate Faculty Status Committee only in the consideration of specialized faculty promotions. The

specialized faculty member shall be at the second level or higher in their promotional track, and shall be appointed by the Department Chair for a one-year term.

E. Curriculum Committee
   1. This committee shall be chaired by the Associate Chair for Academic Programs and shall establish and help implement policies relating to academic programs and the development of a cohesive curriculum that serves the interests of students and the mission of the department
   2. The committee shall consider the effectiveness of the academic program on a year by year basis, making recommendations to the chair and executive committee when revisions become necessary, and review any proposed new academic programs for compatibility with existing programs.
   3. The committee shall consist of seven members, including the Associate Chair for Academic Programs (committee chair) and the Associate Chairs for Undergraduate Studies and Graduate Studies (ex officio voting members), appointed to one-year, renewable terms by the Chair.

F. Elections Committee
   1. This committee (1) shall be responsible for preparation and distribution of ballots for all secret votes and (2) shall serve as tellers by counting and reporting all ballot votes (3) with approval of the chair and executive committee, shall develop and maintain secure electronic secret-ballot procedures.
   2. The committee shall consist of three faculty members elected by the faculty at the end of the academic year to serve the following year.

Section 2. Other Committees

The Chair, with the advice of the Executive Committee, shall establish such additional committees as are needed to conduct the affairs of the Department. The functions and membership of each committee shall be made known to the Department as soon as practicable in the fall term of each year.

Section 3. Faculty Senate

The Department will elect its faculty senator(s) and official alternate at such times as specified by the constitution of the Faculty Senate. She/he is responsible for attending Faculty Senate meetings and keeping the department apprised of developments affecting the department or its members.

ARTICLE V. "SUNSET" PROVISION

These bylaws and all appendices shall cease to apply after the January 2017 faculty meeting unless they are approved again by a ballot vote of a majority of the voting members of the faculty.

ARTICLE VI. AMENDMENTS TO THE BYLAWS

Any three voting members of the Department may propose an amendment to these bylaws, including any appendices. A proposed amendment must be made available to the voting members at or before a Departmental meeting that occurs at least two weeks prior to the date of the meeting at which a vote on adoption is to be taken. The full text of the current bylaws, including all appendices must be available to all members of the department during the two weeks prior to the vote (and should at all times be posted on the department website and available in alternative
format on request). To be adopted, a proposed amendment must receive an affirmative vote by two-thirds of the members present and voting, assuming a quorum. In the event of an emergency, a proposed amendment may be adopted at the same meeting in which it is presented if it receives an affirmative vote by three-fourths of the members present and voting, assuming a quorum. All voting on proposed amendments shall be conducted by secret ballot.

Appendix I

Department of Biological Science
Procedures for Faculty Annual Evaluations –Approved February 14, 2014

Duties of the FEC:

Departmental procedures for the annual evaluation of faculty by the Faculty Evaluation Committee (FEC) are to be consistent with current policies and procedures of The Florida State University, College of Arts and Sciences, and the Office of Faculty Development and Advancement to comply with Article 10 of the Collective Bargaining Agreement. Departmental procedures are provided in this document to guide the work of the FEC in the annual performance evaluation that covers the two prior calendar years as stipulated in the departmental bylaws. For each of three categories (teaching, research, and service), faculty are to be assigned one of the five designated performance levels (listed below) according to their assignment of duties, rank in the department, and information provided through the departmental FEC website. The committee will also derive an overall performance rating using the same five categories, and provide the results to the departmental chairperson for the record and for consideration of annual merit-based award distribution.

General statement of intent:

The guidelines here are intended to (1) comply with university requirements, (2) provide faculty and FEC members with the guidelines to assist in the admittedly difficult task of evaluating performance. Given the diverse composition of our large department, significant discretion and responsibility is given to FEC members to score performance in a manner that is as equitable and consistent as possible. In this regard, the primary task of the FEC focuses on placing faculty into one the five categories for teaching, research, and service, and overall performance, rather than producing rank ordered lists of all faculty. Each FEC committee decides how best to accomplish this task, and is encouraged to start each faculty member in the category of 'Meets FSU's High Expectations' unless there is a compelling reason to do otherwise. The materials provided by each faculty member should then guide the placement of into different categories, and these deliberations are expected to represent to majority of effort by the committee, rather than spending time developing inconsequential rankings within these five modal categories. Consensus ratings are reported to the chairperson along with any additional comments deemed appropriate.

Specific Policies and Procedures:

1. Tenured and tenure-track faculty are to be reviewed separately from specialized faculty to allow for recognition of relatively high-performing faculty in each group.
2. Faculty is to be evaluated with respect to their assignment of responsibilities for the two-year period of review, no longer requiring submission of a full CV.
3. No evaluation process shall require a forced or a priori distribution of evaluation ratings.
4. Meritorious performance is now defined as performance that meets or exceeds the expectations for the position classification and departmental unit.
5. Merit criteria cannot mandate a pay award for all members of the department.
6. Faculty performance shall be assessed using the following five rating categories -
    - 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
7. Merit evaluations require each faculty member to submit materials for proper review. Failure to comply will result in assignment of "Does Not Meet FSU's High Expectations". Faculty members may obtain permission from the chairperson for deadline extension in the event of circumstances that impede compliance.
8. If a non-tenured faculty member receives a rating of "Does Not Meet FSU's High Expectations" for overall performance, then a Performance Improvement Plan (PIP) is to be initiated by the department chairperson. If a tenured faculty member receives this rating for overall performance on three or more of the previous six faculty evaluations (a 7-year window of time), then a Performance Improvement Plan (PIP) is to be initiated by the department chairperson. Performance Improvement Plans are defined and described in CBS Article 10.5.b.3.
9. Merit criteria and examples are to be contained in a procedures document (this document) in order to allow faculty members to be aware of what types of performance are required to earn a given evaluation rating.
10. These criteria and procedures are to be periodically reviewed by the faculty for consistency, revised as appropriate, and subjected to a reaffirmation ballot whenever changes are made. Subsequent revisions may be initiated by a majority vote of at least a quorum of the faculty members subject to evaluation or upon the initiative of the department/unit administrator.

Four Required Items from Each Faculty Member to be Submitted for the FEC to Review

Each faculty member will submit four items for evaluation through the FSU Biology Web Applications site: The FSU Dean of Faculties Faculty Vitae Database System (FEAS **https://netprod.oti.fsu.edu/cvdb/)** will be used to streamline and standardize information for the 2-year period under review. In addition, Open Response Statements are allowed in order to explain,

elaborate, and place unique performance information into context.

FOUR REQUIRED DOCUMENTS to be uploaded by faculty through departmental servers:

(1) Open Response Statements on Teaching, Research, and Service:
Using biology text box entry forms - to self-describe noteworthy achievements in teaching, research, and service. Each section will allow for entry of up to 700 words (~ 1 page each) to elaborate on performance-related matters, but will be limited to activities in the 2-year evaluation period.

The three documents below are to be generated automatically in standardized format by the FEAS CV system in early January following the 2-year period under review. Instructions for how to obtain and upload these documents for FEC review will be provided on our biology web site within the FEC upload area. Faculty members are responsible for keeping their information updated throughout the year. Use of this 4-document system will standardize the process, minimize transcription errors, and reduce the amount of busy work for individual faculty. Materials similar to those required of our departmental annual review would be submitted for the 2-year and 4-year annual tenure review as well as the 7-year review of all tenured faculty.

(2) 2 Year Curriculum Vitae, for the 2-year evaluation period

(3) Teaching Summary Report, for the 2-year evaluation period

(4) Research and Original Creative Work Summary Report, for the 2-year evaluation period

General Guidelines for Performance Rating:

Each year, the FEC will convene in advance of the evaluation process to review this document, discuss their collective obligations and procedures, and establish the timeline for producing the individual and consensus ratings for each faculty member. Ultimately, each faculty member will receive one of the following five ratings from the FEC in each of the three categories – teaching, research, and service.

The five nominal rating categories are not numerical, but are ranked from best to worst with the following general descriptions. More specific criteria and examples follow:

- **Substantially Exceeds FSU's High Expectations**
  This describes a faculty member whose accomplishments during the evaluation period far exceed performance expectations according to his or her assignment of responsibilities. These accomplishments may include the following: highly significant research or creative activity; very highly effective teaching; recognition as an authority in the field as evidenced by attaining significant professional achievements, awards, or recognitions; and excellence in service to the department, college, university, or discipline.

- **Exceeds FSU's High Expectations**
  This describes a faculty member whose accomplishments during the evaluation period exceed performance expectations according to his or her assignment of responsibilities. These accomplishments may include the following: significant research or creative activity; highly effective teaching; professional recognitions; leadership in professional associations; and highly engaged and effective service to the department, college, university, or discipline.

- **Meets FSU's High Expectations**
  This describes a faculty member whose accomplishments during the evaluation period meet performance expectations according to his or her assignment of responsibilities. These accomplishments may include the following: research or creative activity; effective teaching; active participation in professional associations; and service to the department, college, university, or discipline.

- **Official Concern**
  This describes a faculty member who has difficulty in completing assigned responsibilities during the evaluation period in a manner that is consistent with the high standards of the university.

- **Does Not Meet FSU's High Expectations**
  This describes a faculty member who fails to meet expectations during the evaluation period according to his/her assignment of responsibilities.

The faculty evaluation committee is charged with submitting the ratings of the faculty to the chairperson. The recommended procedure is a stepwise process by which each committee member will individually score each faculty member, excluding themselves, their spouse, or others deemed a conflict of interest; submit the committee's scores to a designated staff member to compile; examine the composite data for the purpose of reaching a consensus rating in the three areas and an overall rating; and produce a summary letter to be shared with the departmental chairperson and all faculty regarding the departmental overall scores.

Each faculty member will be provided with his or her individual ratings along with the departmental summary ratings. The departmental chairperson will allow the faculty member to submit a rebuttal of the evaluation, if desired, and the rebuttal will be maintained with the department's record of ratings for the relevant year and in the faculty member's official evaluation file. Faculty members dissatisfied with the Chair's evaluation may request a review by a higher level administrator, as specified in the CBA.

Criteria for Evaluation Ratings

Two-group evaluations:
Tenured and tenure-track faculty as groups have different opportunities to achieve comparable performance metrics, and in some cases more or less variable assignments of duties. For these reasons, the FEC will evaluate separately the tenured and untenured faculty, providing a more equitable cohort for comparative performance metrics.

Performance Metrics:

Recognizing the difficulty in stipulating strict metrics that can be applied fairly across all the various disciplines in biology, the following guidelines are advised. The metrics listed include many of the most common achievements that impact performance rating assignments. These examples are neither exhaustive nor exclusive.

Performance Metrics for Tenure-Track Faculty:

"Meets FSU's High Expectations"

Research – year 1-3, This describes a faculty member engaged in activities required to successfully start up a laboratory. Minimum performance expectations include, for example, submitting grants at any level (intramural, state, federal); generating data for publication or submitting manuscripts for peer-reviewed articles on research done at FSU; taking steps to achieve visibility for their research programs, or presenting research at local, state, national, or international conferences or seminars. Efforts to recruit and train scientists (undergraduate, graduate, post-doctoral, or technician) should be evident, with emphasis on graduate or post-doctoral training as the most likely human resources to generate the findings required for grants and publications.
Research – years 3-6, This describes a faculty member who has secured the resources needed to sustain their research program beyond startup. Minimum performance expectations include, for example, receiving grants or other resources required to advance their research program; successfully recruiting and training scholars (students, post-docs, etc.); presenting or disseminating findings at one or more major conferences; and producing peer-reviewed publications or other scholarly products. Scholarly effort should be of sufficient quality and quantity to indicate the

beginning of a national reputation in the candidate's intellectual discipline and a high probability of continued growth.

Teaching – This describes a faculty member who participates in the department's instructional mission, excepting negotiated time off or for lab setup or G semester, for example. SPOT scores for overall assessment of the instructor should reflect that the majority of students were satisfied or had positive perception of the courses taught. FEC members should take into consideration the type of courses (e.g., 1st year vs. senior, large vs. small, undergraduate vs. graduate).

Service – This describes a faculty member who contributes to academic service at the departmental level or higher by either serving on standing committees, supervisory committees, or meeting other special needs of the department. Note that junior faculty members are generally encouraged to limit service in lieu of effort expended to start up their research programs.

"Exceeds FSU's High Expectations"

Research – year 1-3, This describes a faculty member who performs above FSU's high expectations. Minimum performance expectations include, for example, publishing a peer-reviewed article based on work at FSU; securing an extramural grant or equivalent resource to provide 2 or more years' support; and making multiple presentations as invited talks at national or international conferences or seminars.

Research – year 4-6, This describes a faculty member who has published multiple papers in peer-reviewed journals, who holds one or more external grants, who has built a lab group and is engaged in training students or post-docs who are showing signs of professional progression.

Teaching – This describes a faculty member who is mentoring post-docs, students (including DIS) at the undergraduate and graduate levels, serving on M.S. and/or Ph.D. supervisory committees, making use of modern instructional approaches and techniques, and who is receiving high SPOT scores, teaching awards, or teaching-related grants. Development of new curricula to meet the changing needs of students is typical of performance suitable for this ranking.

Service – Performance for this rating should include multiple activities such as serving on committees at the department, college, and/or university level; providing service for journal and/or grant peer-reviews; and possibly serving on extramural committees such as grant panels, educational outreach, policy committees, or other service beyond the university.

"Substantially Exceeds FSU's High Expectations"

Research – year 1-3, This describes a faculty member who is clearly excelling in development of their research program with examples that might include obtaining external multi-year grant funding; publishing multiple peer-reviewed publications; or receiving multiple invitations to present their FSU-based work at conferences or seminars at the national or international level.

Research – year 4-6, This describes a faculty member who is clearly excelling; examples might include publishing three or more peer-reviewed articles in prestigious journals, producing very high impact publications in top tier journals, and holding multiple external grants or other resources required to train multiple scientists who are themselves publishing or presenting at major events such as conferences and meetings.

Teaching – This describes a faculty member who, for example, is earning among the highest SPOT scores for courses taught, teaching large numbers of students, and receiving teaching awards or teaching grants.

Service – This describes a faculty member whose contribution to academic service far exceeds that of their peers, and may include, for example, participating in multiple, high-visibility, and high-impact activities such as chairing committees at the department, college, and/or university level; serving as reviewer for prestigious journals, serving as panel member for granting agencies, or serving on extramural committees such as educational outreach, policy committees; or other service recognized by the wider academic community.

"Official Concern"

This describes a faculty member who has difficulty in completing assigned responsibilities during the evaluation period in a manner that is consistent with the high standards of the university.

"**Does Not Meet FSU's High Expectations"**

This describes a faculty member who fails to meet expectations during the evaluation period according to his/ her assignment of responsibilities.

Performance Metrics for Tenured Faculty:

"Meets FSU's High Expectations":

Research - This describes a faculty member who secures the resources needed to sustain their research. Minimum performance expectations include, for example, engaging in the training of scientists (undergraduate, graduate, or post-doctoral); presenting findings or other scholarly output at meetings or seminars; submitting articles for publication in peer-reviewed journals or comparable output. Faculty should be recognized in their intellectual discipline and provide evidence of steps taken to ensure continued productivity.

Teaching – This describes a faculty member who is contributing to the instructional mission of the department, excepting approved time off such as G semester or sabbatical. SPOT scores for overall assessment of the instructor should reflect that the majority of students were satisfied or had positive perception of the courses taught. FEC members should take into consideration the type of courses (e.g. 1st year vs. senior, large vs. small, undergraduate vs. graduate).

Service – This describes a faculty member who contributes to the academic service of the department, college, or university by serving on, for example, student advisory committees, elected or appointed committees, or other academic endeavors.

"Exceeds FSU's High Expectations":

Research – This describes a faculty member who is engaged in a nationally-recognized scholarly program that includes, for example, high-visibility research; acquiring grant funding; publishing multiple peer-reviewed articles in prestigious journals; presenting FSU-based research at conferences, workshops, or seminars at the national or international level, and training and mentoring future scholars.

Teaching – This describes a faculty member who has outstanding teaching accomplishments, including, for example, developing multiple new or innovative curricula; achieving higher than average SPOT scores; obtaining national or international recognition of instructional excellence; or obtaining teaching awards or teaching-related grants.

Service – This describes a faculty member who is engaged at a high level in the service of the department, college, or university, including, for example, serving on multiple student committees, reviewer or editor for journals or grants, serving on grant panels, serving as officers for professional or scientific societies, hosting workshops, or serving or chairing demanding committees such as faculty search committees, AREA representative, or representing one's discipline at in public forums.

"Substantially Exceeds FSU's High Expectations":

Research – This describes a faculty member who is achieving at the highest level with performance that may include, for example, obtaining international recognition as a leading scholar; demonstrating leadership in the field; publishing ground-breaking articles; publishing multiple peer-reviewed articles; and obtaining substantial grant support above the level of funding typical for their discipline at comparable institutions. Positive indicators also include acquiring federal grant support that brings programmatic resources for graduate or postdoctoral training programs; contributing to professional placement of their laboratory scholars in successful next-career positions, organizing symposia; obtaining international speaking engagements; or acquiring major equipment or other infrastructure to advance the university's scientific mission.

Teaching – This describes a faculty member who demonstrates the highest level of teaching excellence by metrics such as large teaching load; diversity of course instruction; high level of teaching difficulty; departmental or university teaching awards; or outstanding SPOT scores for

overall assessment of the instructor. Other examples may include editing a reference textbook; developing teaching software; obtaining a grant for classroom or laboratory instruction; or providing leadership for graduate training grants with instructional components.
Service – This describes a faculty member who is highly accomplished in academic service and has, for example, multiple memberships on committees at the department, college, and/or university level; multiple journal and/or grant review assignments year-round; chairing or serving on major federal grant panels; serving as officer for professional or scientific societies; or service for educational or other outreach. Activities such as providing invited manuscript/grant review or serving through editorial duties, instructing special courses or workshops at external institutes, serving on faculty search committees or doctoral dissertation committees, acting as AREA representative, , providing assistance on advisory boards, or offering community/school lectures, would be indicative of this rating.

"Official Concern"

This describes a faculty member who has difficulty in completing assigned responsibilities during the evaluation period in a manner that is consistent with the high standards of the university.

"**Does Not Meet FSU's High Expectations"**

This describes a faculty member who fails to meet expectations during the evaluation period according to his/ her assignment of responsibilities.

Approved February 14, 2014

Appendix II

Summer Criteria and Rotation Policy for Supplemental Summer Appointments
Biological Science

At the end of the fall semester, the Curriculum Committee will produce a list of courses that would meet student demand for the summer terms.

In the beginning of the spring semester an announcement will be made for faculty members to make requests for a supplemental summer appointment. These requests shall include a prioritized list of courses they are willing to teach. Courses not on the Curriculum Committee's list would need approval by the Curriculum Committee.

If there is an excess of faculty members seeking supplemental summer appointments in relation to the resources for summer salary a priority will be determined based on past summer teaching assignments with sequential tie-breakers being individuals who have taught in the summer (1) more recently, then (2) more consecutive times, and finally (3) more total times having the lower priority.

If multiple individuals request to teach the same course, in excess of likely student demand, the faculty member with the higher priority ranking would get first choice. The remaining faculty members would select another approved course to teach.

Priority rankings are independent of other sources of faculty support (e.g. research grant). Supplemental summer assignments shall be offered to qualified faculty members before anyone who is not a faculty member.

The chair, following these guidelines will make final decisions on Supplemental Summer Appointments.

Approved March 7, 2013

Appendix III

Specialized Faculty Peer and Merit Evaluation Criteria and Procedures
Department of Biological Science, FSU

Departmental procedures for evaluation of Specialized (previously referred to as non-tenure-track (NTT)) faculty are to be consistent with current policies and procedures of The Florida State University, College of Arts and Sciences, and the Office of Faculty Development and Advancement to comply with Article 10 of the Collective Bargaining Agreement .

Accordingly, the following specifications are required of our departmental Specialized faculty evaluation procedures:

1. Specialized faculty are to be reviewed separately from tenured and tenure-track faculty by a Specialized faculty committee set up according to the guidelines established in the departmental bylaws.

2. All merit money generated based on Specialized faculty salaries for the department will be placed in a separate pool from tenure-track faculty and distributed in its entirety to that group.

3. Specialized faculty are to be evaluated with respect to their assignment of responsibilities for the three year period of review.

4. No evaluation process shall require a forced distribution of evaluation ratings.

5. Meritorious performance is now defined as performance that meets or exceeds the expectations for the position classification and departmental unit.

6. Merit criteria cannot mandate a pay award for all members of the department.

7. Specialized Faculty performance shall be assessed using the following ratings –
    - 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

8. Merit evaluations require that all Specialized faculty members be reviewed for merit, regardless of their years in service. Any Specialized faculty member not submitting their materials by the departmental set deadline will be placed at the bottom of the rankings and not be eligible for a merit increase. You may petition the chairperson to request a

modification of your rating if you have extraordinary circumstances that resulted in your noncompliance (such as illness).

9. If a Specialized faculty member receives a rating of "Does Not Meet FSU's High Expectations" on two or more of their previous three annual evaluations, then a Performance Improvement Plan (PIP) must be initiated by the department chairperson.

10. Merit criteria are detailed enough that any reasonable faculty member can understand what performance is required to earn a specific evaluation rating. As such, merit criteria distinguish distinctive levels of defined merit as reflected differences in performance.

I. Items Required for the Annual Merit Review

Each faculty member will submit four items for the merit review evaluation through the FSU Biology Web Applications site: 1) Annual evaluation for the previous 3 years; 2) a bulleted list of annual accomplishments for the previous 3 years; 3) a pdf formatted CV generated for all years in service at FSU; 4) AOR for the current year.

Specialized faculty are encouraged to keep their CV and accomplishment list updated throughout the year. Each faculty member is responsible for the accuracy and completeness of their own data.

II. General Procedures for the Annual Merit Review

Our departmental annual merit review will evaluate Specialized faculty using a numerical scale based on the average annual evaluation to set baseline point values for each category listed below.

Substantially Exceeds FSU's High Expectations (40 points)
Exceeds FSU's High Expectations (30 points)
Meets FSU's High Expectations (20 points)
Official Concern (10 points)
Does Not Meet FSU's High Expectations (0 points)

Specialized faculty whose average annual evaluation falls below 20 points will not be eligible for a merit increase. Committee members will individually score each Specialized faculty member with regard to their bulleted list using the category descriptions in section III. Points will be assigned according to the category that best describes their bulleted list (refer to section III for point ranges). The scores from each committee member will be averaged and added to the baseline point value to determine a total score. The total score will be used to establish a ranking. The Specialized faculty evaluation committee will compile and submit the rankings of the Specialized faculty to the chairperson. E & G and C & G funded Specialized faculty will have separate ranking groups for use in allocating merit resources should they become available. The evaluation summary letter to the Specialized faculty member must specify each numerical score, the overall ranking, and then a narrative explanation as composed by the department chairperson. In the case that a Specialized faculty member fails to earn at least a rating of "Meets FSU's High Expectations", the chair of the Specialized faculty evaluation committee will draft a letter of explanation to the Specialized faculty member that will be

coordinated through the departmental chairperson. The departmental chairperson will allow the Specialized faculty member to submit a rebuttal of the merit review evaluation, if desired, and the rebuttal will be maintained with the department's record of ratings for the relevant year.

III. Criteria to Earn a Specific Evaluation Rating

It is recognized that our Specialized faculty are exceedingly diverse experts in a variety of fields. Therefore, the suggested metrics to earn one of the three merit ratings listed below represent criteria that are consistent with performance in that bracket. They serve as concrete examples of expected performance within a rating, but are certainly not exhaustive or exclusive. In order to maintain the high quality of scholarship within the Department of Biological Science, it is necessary to be flexible in a Specialized faculty member's chosen creative output but evaluate whether this output is consistent with their defined assignment of responsibilities and professional rank for the period of review.

A. Meets FSU's High Expectations (1-10 points) –

A Specialized faculty member that "Meets FSU's High Expectation" for performance demonstrates the requisite knowledge and skills in the field of specialty and completes assigned responsibilities in a manner that is both timely and consistent with the high expectations of the university.

B. Exceeds FSU's High Expectations (11-30 points) –

A faculty member that "Exceeds FSU's High Expectation" for performance would exceed expectations during the evaluation period through demonstrating noted achievement in teaching, research, and/or service, which may include the following:

- High level of research, instructional, or creative activity
- Professional recognition(s)
- Willingness to accept additional responsibility
- High level of commitment to serving students
- High level of commitment to serving the overall mission of the unit
- Involvement in professional associations or activities outside of the unit
- Initiative in solving problems
- Initiative in developing new ideas
- Engages in professional development activities and utilizes strategies learned to enhance the unit.

C. Substantially Exceeds FSU's High Expectations (31-50 points) –

A Specialized faculty member that "Substantially Exceeds FSU's High Expectation" for performance would far exceed performance expectations during the evaluation period and/or achieves an extraordinary accomplishment or recognition in teaching, research, and/or service, which may include more than one of the following:

- Highly significant research, instructional, or creative activity above normal

expectations of assigned responsibilities
- Demonstrated recognition by peers as an authority in the field of specialty
- Securing external funding
- Presentation at national or international events
- Professional awards, recognition, or achievement
- Proposes and takes on additional responsibility
- Engages in professional development activities and utilizes strategies learned to enhance the unit
- Takes on a leadership role outside the unit.

Approved January 17, 2014 by vote of specialized faculty

Appendix IV

Department of Biological Science Standards for Recommendation of Promotion and Tenure (tenured and tenure track faculty)
Florida State University

This document sets forth departmental standards used to recommend candidates for promotion and tenure. It is intended to supplement college-and university-level guidelines (http://www.fsu.edu/Books/Facultv-Handbook/Chl0/Chl0.4html), to help candidates set priorities, and to assure that faculty and administrators fully understand the process, which may vary somewhat from department to department. Promotion is awarded at the university level by the President, with tenure being awarded by the University President and the Florida State University Board or Trustees, but the (se) action(s) begin(s) within the department.

The fundamental standard for promotion and awarding of tenure is significant achievement in advancing knowledge of the biological sciences. This advancement is attained through organization and incorporation of new and established knowledge into educational curricula, through research and discovery, and through contributions to the functioning of the department, the university, and the profession at large. The traditional three areas of evaluation are therefore teaching, research, and service. The decision to recommend a candidate for promotion and/or tenure is based on the evidence presented in the candidate's binder concerning activities in these three areas. The standards below are those used by the department in making this judgment.

Departmental standards for promotion to associate professor are:

1. Teaching

   Evidence of a commitment to excellence in teaching, according to assigned duties at the undergraduate and graduate levels, as judged by any peer evaluation of teaching, the quality of courses taught, and performance on standardized and other evaluation measures. Excellence in teaching includes production of high quality syllabi and examinations. The candidate's teaching should use modern approaches to present the latest discoveries and techniques as well as debates within the field. Courses should

enable students to articulate issues and solve problems on their own. Excellence in teaching also includes mentoring post-docs, students (including DIS) at the undergraduate and graduate levels, and availability outside the classroom for further instruction and advice, as well as participation as a member of M.S. and/or Ph.D. supervisory committees at the graduate level and Honor's committees at the undergraduate level. Among mentoring activities, greatest weight is given to mentoring of M.S. and Ph.D. students.

2. Research

Evidence of a strong program of independent scholarly research. The scholarly effort should be of sufficient quality and quantity to indicate the beginning of a national reputation in the candidate's intellectual discipline and a high probability of continued growth. Papers based on research performed at FSU and published regularly in prominent, primary refereed journals and/or other scholarly products like software distributed through standard mechanisms for the field, constitute the most important evidence of scholarly excellence. Additional positive indicators include receipt of extramural grants or contracts, receipt of fellowships, invitations to write review chapters and to present seminars and/or symposia at other institutions and at national and international meetings, direction of graduate research, service on editorial boards, and other elements of research accomplishment appropriate to the candidate's area of expertise. Sub-disciplines of biology may differ in the levels of these indicators considered to reflect excellence in research. The research effort should demonstrate intellectual independence from prior mentors and current collaborators. At the time of promotion, the department will consider evidence in letters from experts outside the university in the candidate's discipline, taking into account the stature and reputation of the letter writers.

3. Service

Evidence of a level of professional service appropriate for the year by year assignment of responsibilities; such activities should include membership on committees at the department, college, and/or university level, journal and/or grant peer-reviews, and possibly extramural committees related to scholarly achievement, the administration of scientific societies, and/or educational or other appropriate outreach beyond the university.

<u>Departmental standards (or promotion to full professor</u> are similar to those for promotion to associate professor, with the following additional considerations:

1. Teaching

Evidence of originality and initiative in the development of new courses and further development of the teaching program as above, with evidence of responsiveness to changes in the field and use of the most up-to-date teaching methods. Successful mentoring of Ph.D. students is expected.

2. Research

The primary criterion is an outstanding record of published original research that demonstrates a national and an international reputation in the candidate's specialty. A high probability must be evident of continued progress in the future. Evidence of recognition of this status may come from invitations to present research seminars at other institutions, to participate in symposia at national and international scientific meetings, and to write chapters for books. Letters of recommendation from established researchers at other institutions provide important evidence of the stature of the candidate. The candidate should be directing a sustained and productive doctoral program, with commitment to the professional development of graduate students and/or postdoctoral fellows according to their individual abilities. The candidate should also have a sustained record of extramural support.

3. Service

The candidate should have served on major departmental committees and shown evidence of commitment to improvement of the administrative activities of the department. The candidate also should have served on administrative committees or in professional leadership roles at the university level or at the community, state, or national level.

Approved by faculty vote April 4, 2013

Appendix V

Promotion and Tenure Procedures for Tenure Track Faculty
Department of Biological Science

1. Each year there will be a special executive meeting of the tenured faculty to discuss the progress of untenured faculty. The purpose of this meeting is to have a free exchange of information to engage all tenured faculty in the mentoring and career development of our young faculty. The intention is for the meeting to be informational in nature. First-year faculty will be exempt.

    a. This meeting should occur early in April AFTER ad hoc faculty mentoring committees have met.
    As a consequence the schedule for ad hoc committee meetings should be completed by the end of March.

    b. At the meeting each ad hoc committee chair or designated committee member will briefly summarize the report of the committee and lead the discussion; faculty will be strongly urged to engage in the discussion.

    c. During the course of the meeting the ad hoc committee members will make notes as to the tone and key specifics of the discussion.

    d. A follow-up meeting for each untenured faculty member with his/her respective ad hoc committee may be scheduled for the purpose of conveying praise, comments, concerns etc.

2. Assistant Professors nearing the end of their 2nd or 4th years in rank will prepare binders following University guidelines. This section applies to 2nd and 4th year faculty only. The P&T committee shall meet to discuss and report to the chair on the faculty's progress toward promotion and tenure. The sequence of events will be: the ad hoc committees meet and prepare annual reports, which will be considered along with the faculty's binders by the P&T Committee, the P&T Committee will write a report that the Chair may use in preparing his/her annual evaluation, and the P&T Committee report will be inserted into the promotion/tenure binder.

    a. Reports of the ad hoc committees shall be forwarded to the Chair's office early in the Spring semester in time for the P&T Committee to review.

    b. Faculty shall prepare their binders, incorporating any guidance from their ad hoc committees, for review by the P&T Committee.

    c. The P&T Committee shall meet in mid-semester to review the binder and the ad hoc reports, and shall prepare a report in time for the Chair's annual meeting with the faculty members. Unless other considerations prevail, the format of the P&T Committee's report may be as follows:

Summary of Meeting
The P&T committee reviewed the Dr X's progress toward promotion and tenure. A majority of the committee expressed that the candidate's binder provided evidence that the candidate met (did not meet/exceeded/far exceeded) the norm for his or her discipline in the area of research (similar sentences can be used for teaching and service). Comments were made regarding the candidate's strength/weakness in the area of ___, as evidenced by ____.

3. Committee recommendations regarding promotion and tenure.

   The P&T committee shall meet to discuss the progress of candidates towards promotion and/or tenure. Discussion shall be limited to the contents of the binder according to University guidelines. The recommendation of committee members will be communicated by secret ballot and accompanied by a narrative summarizing the meeting of the Committee.

4. Chair's letter for the P&T binder

   a. The Chair's letter will be inserted in the binder AFTER the vote of the P&T committee and the tenured faculty.

   b. The Chair's letter could summarize the spirit of the prior votes, put in context the outside letters and then give his/her opinion. However, we do not wish to prescribe here the elements of the Chair's letter; these are suggestions.

   c. This procedure has symmetry with the Dean's role as his/her letter appears AFTER the Science Area and College vote.

   d. The candidate will have the opportunity to review again his/her binder AFTER the Chair's letter has been inserted. This provides an opportunity for the candidate to insert a letter to rebut criticisms raised in the Chair's letter and to comment on the P&T committee and tenured faculty vote.

5. At the beginning of each binder will be a list of the tenured faculty with a place by each name for the faculty to sign indicating that they have read the binder.

6. Procedures for requesting outside letters for promotion and tenure.

   a. Requests for outside letters will be sent out no later than 15 May to ensure timely arrival; three letters are required so we suggest that six referees be identified.

   b. The candidate will submit a list of potential outside referees as well as a list of individuals who should NOT be contacted as potential referees.

   c. The Chair, in consultation with the ad hoc committee, will choose a set of external referees independent of the candidate's list.

d. The Chair will solicit up to six letters of evaluation of the candidate; equally distributed from his/her list and the candidate's list.

7. The Colloquium chair will **e**nsure that there are a number of open colloquium slots interspersed throughout the year.

   a. Tenure candidates will be asked to present a colloquium.

   b. Back to back colloquia of candidates should be avoided as this may create an impression of head to head competition.

   c. Attendance of these colloquia should be considered an important responsibility of faculty in the Department.

Approved April 4, 2013

ByLaws Appendix VI

DEPARTMENT OF BIOLOGICAL SCIENCE
GUIDELINES FOR NOMINATION TO GRADUATE FACULTY STATUS and GUIDELINES FOR GRADUATE SUPERVISORY COMMITTEE COMPOSITION

Definition of Graduate Faculty Status (GFS): Membership in the Graduate Faculty of the Department of Biological Science authorizes faculty to teach all graduate level courses, to sit on all graduate level committees, to chair all graduate student dissertation committees, and to participate fully in all components of graduate education, research, and service. Limitation or removal of any of these authorizations from individual GFS faculty is delegated to the unit level authority where such assignments are made.

GFS Nomination Criteria: The Faculty member under consideration for nomination to Graduate Faculty Status must, subject to consideration of special circumstances, have (1) completed the doctorate or its equivalent in Biological Science or related fields, and (2) proven expertise in the teaching area. Newly hired faculty in Biological Science must have either a demonstrated track record of graduate student training, or a clear promise for success in graduate training.

GFS Limitations / Restrictions: Faculty holding GFS are expected to actively engage in graduate education through teaching, mentoring and research supervision. They should show evidence of research-based scholarship and/or creative work resulting in peer-reviewed publications or equivalent work. They must have a sustained record of commitment to graduate student training.

Graduate Supervisory Committee: The Graduate Supervisory Committee is responsible for

guiding the student's research program and adherence to graduate policies.

At least half of the members of a Graduate Supervisory committee must be tenured/tenure-track Biological Science GFS faculty. Doctoral committees cannot have more than two members who are specialized faculty. Master's committees cannot have more than one specialized faculty member.

M.S. Major professor plus two to three other members. If the committee has a single major professor, this person must be a tenured or tenure-earning member of the Department of Biological Science, or a faculty member of FSU's Coastal and Marine Laboratory, with GFS. If the committee has two co-major professors, one of them must be a tenured or tenure-earning member of the Department of Biological Science with GFS. Committee must meet all other requirements of FSU's Graduate School. The committee is established by written memorandum to the departmental Graduate Office from the major professor and initialed by each committee member. (Also see: Graduate Handbook section IX. Deadlines, Timetable).

Ph.D. Major professor plus at least four other members. If the committee has a single major professor, this person must be a tenured or tenure-earning member of the Department of Biological Science, or a faculty member of FSU's Coastal and Marine Laboratory, with GFS. If the committee has two co-major professors, one of them must be a tenured or tenure-earning member of the Department of Biological Science with GFS. Committee must meet all other requirements of FSU's Graduate School. The committee is established by written memorandum to the departmental Graduate Office from the major professor and initialed by each committee member. (Also see Graduate Handbook section IX. Deadlines, Timetable).

The departmental Graduate Office must be notified immediately of any changes in the constitution of the committee (e.g., substitution of committee members or change of major professor).

A. Tenured faculty holding GFS who either fully retire (includes Emerita/Emeritus status) or enter an early retirement plan (phased retirees) my retain GFS under the following conditions, as approved by the Faculty Senate:
    a. Fully retired (includes Emerita/Emeritus status) faculty may continue to serve as major professors for those students who have already begun their dissertation /thesis at the time of the professor's retirement. Fully retired faculty, however, may not accept additional students in this capacity. Fully retired faculty may serve as an additional member beyond the minimum number required on doctoral/master's committees of new students. Retired faculty may continue to serve as the University Representative if appointed before retirement, but may not be so appointed after retirement.

b. Phased retirees retain GFS under the same guidelines as full-time faculty. These faculty are cautioned, however, to schedule their semesters of employment to coincide with the needs and projected timelines of their doctoral and master's candidates.

B. Florida State University faculty whose appointment is in FSU's Coastal and Marine Laboratory, including specialized faculty, can serve on supervisory committees under special circumstances because of their research experience and teaching contributions, with the following restrictions:
    a. Must hold GFS or Graduate Teaching Status (GTS)/Co-Doctoral Directive Status (Co-DDS) to serve on Ph.D. supervisory committees.
    b. Must hold GFS, GTS/Co-DDS or GTS/Co Master's Directive Status (Co-MDS) to serve on M.S. supervisory committees.
    c. May be sole major professor if faculty member holds GFS, subject to the approval of the Associate Chair for Graduate Studies.
    d. May be co-major professor with a tenured/tenure track Biological Science faculty member who holds GFS, subject to the approval of the Associate Chair for Graduate Studies.
    e. Remainder of committee composition must be consistent with both departmental and University standards.

C. Specialized Florida State University faculty whose appointment is in Biological Science can serve on supervisory committees under special circumstances because of their research experience and teaching contributions, with the following restrictions:
    a. Must hold Graduate Teaching Status (GTS)/Co-DDS to serve on Ph.D. supervisory committees.
    b. Must hold GTS/Co-DDS or GTS/Co-MDS to serve on M.S. supervisory committees.
    c. May be co-major professor with a tenured/tenure track Biological Science faculty member who holds GFS, subject to the approval of the Associate Chair for Graduate Studies.
    d. Remainder of committee composition must be consistent with both departmental and University standards.

D. Tenured/tenure-track faculty who hold GFS in other departments at The Florida State University can serve as co-major professor with a tenured/tenure-track faculty member in Biological Science who holds GFS. Remainder of committee composition must be consistent with both departmental and University standards.

E. Faculty with courtesy status appointments can serve on graduate committees, consistent with departmental standards for GFS faculty and FSU Graduate School guidelines, subject to the approval of the Associate Chair for Graduate Studies.

"Sunset" Provision: **These Guidelines shall cease to apply after the January 2017 faculty meeting unless they are approved again by a ballot vote of a majority of the voting members of the faculty.**

Ratified February 2014