

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

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.

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 non-tenure-track 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.

Candidates for tenure-track faculty positions shall be recommended to the Dean subsequent to an affirmative majority vote of the faculty.

Section 3.

Only the following shall be entitled to vote in faculty meetings and by mail ballot: faculty members in tenured or tenure-earning positions, and anyone granted voting privileges prior to adoption of these bylaws.

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 that the Dean call for the formation of a nominating committee and appoint an outside member to the committee. This shall be done normally at the beginning of the third year of an incumbent Chair's term.

2. The nominating committee shall make a formal nomination to the Dean for approval and appointment after the nomination has been approved by a two-thirds vote of the voting members of the Department in a secret ballot.

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 Curriculum Development, 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 Assignments of Responsibilities for each tenured, tenure track, and non-tenure track 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.
 - b. The Chair shall apprise annually, in writing, each tenure-track and non-tenure track faculty member who is

eligible for promotion and/or tenure of his or her progress toward promotion and/or tenure.

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.
11. The Chair, after receiving recommendations of the Faculty Evaluation Committee, shall make recommendations for salaries of faculty to the Dean.

12. 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, and 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.
13. 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 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 term. The duties of the office shall be concerned with graduate students' affairs.

Section 4. Associate Chair for Curriculum Development

The Associate Chair for Curriculum Development shall be appointed by the Chair for a one-year term. The duties of the office shall be concerned with curriculum development and implementation.

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 Senior Secretary 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 Doctoral Directive 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. one member 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. 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; and, two ex officio nonvoting members who are the Directors of Structural Biology and Neuroscience or their representatives.
- 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;
 - c. non-elective committee appointments; and,
 - d. Departmental planning and development.

B. The Faculty Evaluation Committee

1. This committee shall evaluate tenure and tenure-track faculty members of the Department for effectiveness in teaching, in research, and in service in accord with the percentage of effort stated in the Assignments of Responsibilities for each faculty member. Its procedures and criteria for evaluation shall be ratified by a three-fourths vote of the faculty. Current procedures and criteria will be compiled in a separate document and made available on the Department's web site.
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 faculty member in terms of his or her overall performance of professional responsibilities, making its written report available to the person reviewed upon his or her request.

4. The committee shall make written recommendations to the Chair regarding the salary for each faculty member.
 5. When any member of the committee is being evaluated, that member shall be absent from the committee's deliberations and voting.
 6. The committee normally shall consider grievances and counter offers to the faculty.
- C. Promotion, Tenure, and Doctoral Directive Status Committee
1. This committee shall make recommendations regarding promotion, tenure, and doctoral directive status of faculty members. Criteria for granting doctoral directive status are listed in a policy statement that has been adopted by the Science Area Committee of the College of Arts and Sciences and is titled "Guidelines for Granting Doctoral Directive Status, Science Area." Written recommendations shall be made to the Chair, who shall convey them to appropriate officers and committees outside the Department.
 2. This committee shall consist of seven tenured faculty members elected annually by the faculty. The committee shall elect its

Chair and also a representative from the committee to serve on the Science Area Promotion and Tenure Committee.

D. Curriculum Committee

1. This committee shall establish and help implement policies relating to academic affairs.
2. The committee shall consist of seven members appointed to one-year, renewable terms by the Chair.

E. 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.
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 shall cease to apply after the November 2009 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. 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. 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. All voting on proposed amendments shall be conducted by secret ballot.

Ratified November 2, 2006

Amended December 7, 2006