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

Approved by secret ballot on September 18, 2009 by a majority of faculty members of the Department of Biological Science.

Amended by secret ballot on April 22, 2011 by a majority of faculty members of the Department of Biological Science.

Amended by secret ballot on September 16, 2011 by a majority of faculty members of the Department of Biological Science.

Amended by secret ballot on April 11, 2012 by a majority of faculty members of the Department of Biological Science.

Amended by secret ballot on November 1, 2012 by a 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.

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 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.
   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 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.

c. 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.

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

12. The Chair shall make recommendations for non-tenure-track faculty salaries to the Dean after receiving at least two recommendations—for a minimum of three recommendations including the Chair’s—for each non-tenure-track faculty member. One recommendation will be from the non-tenure-track faculty member’s supervisor, and one will be from another tenured faculty member; an additional recommendation will be obtained from another tenured faculty member if the
Chair is also the non-tenure-track faculty member’s supervisor.

For each contract/grant-funded non-tenure-track faculty member, the Chair shall include recommendations of the Principal Investigator(s) of the contract/grant(s).

13. 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.

14. 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 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. \textit{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;
   c. non-elective committee appointments; and,
   d. Departmental planning and development.

B. The Faculty Evaluation Committee

1. This committee shall evaluate tenured 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 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 faculty member.

6. When any member of the committee 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. Promotion, Tenure, and Graduate Faculty Status Committee

1. This committee shall make recommendations regarding:
   a. Promotion of tenured faculty members.
   b. Promotion and/or tenure of tenure-earning faculty members.
   c. Promotion of non-tenure-track faculty members.
   d. Graduate Faculty Status (GFS) or Graduate Teaching Status (GTS) and Co-Directive Status of faculty members.

General criteria for nomination to, and maintenance of, GFS and GTS/Co-Directive Status are listed in the University’s Faculty Handbook, and additional criteria specific to the Department are listed in a separate policy statement entitled “Department of Biological Science Guidelines for Nomination to Graduate Faculty Status and Guidelines for Graduate Supervisory Committee Composition.” General criteria for nomination of non-tenure-track faculty members for promotion shall be in accord with University and College policies, and nomination of contract/grant-funded non-tenure-track faculty
requires endorsement by the Principal Investigator(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.

2. 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 non-tenure-track faculty are considered for promotion, a non-tenure-track faculty member shall act as a voting member of the Promotion, Tenure and Graduate Faculty Status Committee only in the consideration of non-tenure-track faculty promotions. The non-tenure-track 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.

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 2015 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.