

Bylaws
Department of Art History
Florida State University

STATEMENT

The Department of Art History is an academic unit in the College of Fine Arts. The mission of the department is to design and to implement undergraduate and graduate curricula in the history of art and to prepare B.A., M.A., and Ph.D students to compete successfully in pursuing advanced degrees and academic and professional careers in the arts. Department curricula provide a rigorous training in visual analysis, visual rhetoric, historical research, critical thinking, oral argument and expository writing. Faculty members in art history are actively engaged in teaching, research, publications, exhibitions, and participation in national and international conferences and symposia. The department is governed by faculty consensus and administered by a chairperson who is also a faculty member.

The bylaws here presented are subject to the higher authority of the regulations adopted by the Florida State University Constitution, the Florida Board of Governors, The Florida State University Board of Trustees, and the statutes adopted by the Florida Legislature. They are subject to review and revision by procedures explained in Article IX. Governance in the department shall be conducted in accordance with these bylaws, which shall be filed with the appropriate academic administrators and posted on the department's website. The bylaws include procedures for faculty members to share significantly in governance responsibility, including recruitment of new faculty and other professionals; development of high quality programs; program review; department review; department reorganization; development of criteria for tenure, promotion, and merit salary increases; selection of Chair; procedures for amending bylaws; and other matters of professional concern. 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://sacs.fsu.edu/substantive-change-policy/>.

ARTICLE I. MEMBERSHIP AND JURISDICTION

Section A. The principal legislative authority of the Department of Art History, hereafter referred to as the Department, shall rest in the voting members, hereafter referred to as the Faculty, which shall consist of all regular full-time faculty and part-time tenured faculty. All others invited to attend departmental meetings shall participate in discussions only at the pleasure of the Faculty and shall not have the right to vote. Tenure-earning faculty may make recommendations on matters of promotion, but do not have a formal vote on those matters.

Section B. The Faculty may resolve on any issue of interest to the College of Fine Arts, hereafter referred to as the College, or Florida State University, hereafter referred to as the University, and make recommendations to the appropriate officer or body.

ARTICLE II. MEETINGS

Section A. The Faculty shall meet in regular session at least three times each semester during the regular academic year and may meet on special call during the summer. Only decisions which cannot be delayed may be made during the summer term, subject to a quorum of the Faculty with summer appointments. Dates and times of meetings shall be established by the Chairperson and the time designated shall be free from conflicting departmental classes and other activities.

Section B. Special meetings of the Faculty may be called by the Chairperson or upon written request of three voting members.

Section C. The Chairperson shall normally preside over meetings of the Faculty. In the absence of the Chairperson, another member designated by the Chairperson shall preside.

Section D. The Chairperson shall prepare and distribute to Faculty an agenda prior to each meeting of the Faculty. Any member of the Faculty may place an item on the agenda by submitting it before the meeting. Items may be added to the agenda at the meeting by majority vote.

Section E. At any time the Chairperson or the Faculty, by majority vote, may recognize non-members to address the Faculty or limit debate to no more than ten minutes per speaker.

Section F. One half plus one of the Faculty will constitute a quorum at any Faculty meeting. Simple majority will carry in matters that require a vote unless otherwise stipulated herein.

ARTICLE III. DEPARTMENTAL CHAIRPERSON

Section A. The Chairperson shall be the chief administrative and academic officer of the Department. The Chairperson shall serve as the Department's financial officer, preparing an annual budget, authorizing all regular expenditures, and appointing adjunct Faculty as necessary. Working with the Directors of Graduate Studies, Undergraduate Studies, and Museum and Cultural Heritage Studies, the Chairperson shall oversee the planning and shall implement the coordination of the academic programs of the Department.

Section B. The Chairperson is responsible for preparing the annual Assignment of Responsibilities for Faculty, including teaching and service assignments; the Annual Evaluation of Faculty teaching, scholarship, and service; the Sustained Performance Evaluation of tenured Faculty; and other evaluations and reports required by the College and University.

Section C. The Faculty (tenure-earning and tenured faculty), by majority vote, may appoint an Associate Chairperson to assist in the performance of official duties of the Chairperson, provided the appointee is willing to assume these duties.

Section D. The Chairperson shall serve as liaison officer and departmental officer (or shall designate such representatives) to bodies outside the Department.

Section E. The Chairperson is appointed by, and serves at the pleasure of, the Dean of the College upon the recommendation of the Faculty. The designated term of office shall be four years, renewable indefinitely by mutual consent of the above parties. The Chairperson shall receive a two-course reduction in the academic year teaching load.

Section F. In the third year of each term, the Chairperson shall be evaluated by the Advisory Committee, which shall meet with the Dean to report its findings.

Section G. Whenever the office of Chairperson becomes vacant for such reasons as death, illness, resignation, or expiration of a regular term combined with unwillingness to serve another, the Dean shall appoint a Search Committee consisting of members of the Art History Faculty. The Search Committee shall make a formal nomination to the Faculty and, upon majority approval, shall submit the name to the Dean for consideration and action.

Section H. The faculty may recommend to the Dean that a Chairperson be removed from office should a simple majority of the tenured and tenure-earning faculty concur.

ARTICLE IV. DIRECTORS

Section A. Director of Graduate Studies. The Director of Graduate Studies chairs the Graduate Studies Committee. In consultation with the committee and other Faculty, as appropriate, and with the assistance of staff, the Director is responsible for the review and acceptance of candidates for graduate admissions, the distribution of financial aid, correspondence with graduate students, maintenance of their files, assignment of their duties, and their initial advising. The Director is responsible for setting program deadlines, revising program handbooks, organizing orientations for new graduate students and teaching assistants, and advising the graduate student association. Appointed by the Chairperson in consultation with the Advisory Committee, the Director serves a three-year renewable term and receives a one-course reduction in the academic year teaching load.

Section B. Director of Undergraduate Studies. The Director of Undergraduate Studies chairs the Undergraduate Studies Committee. The Director's primary duty is to advise undergraduate art history majors and minors and guide them through the Department's undergraduate program in a timely fashion. Working with the associate deans and academic advisors of the College, the Director assists incoming freshmen and transfer students. The Director nominates the annual recipients of the Helen J. Beard Undergraduate Scholarship for Excellence in the Major (selected by Faculty) and departmental candidates for the College Academic Leadership Award (selected by the Dean), and serves as liaison to the university Honors Program and academic advisor for the Undergraduate Art History Association. Appointed by the Chairperson in consultation with the Advisory Committee, the Director serves a three-year renewable term and receives a one-course reduction in the academic year teaching load.

Section C. Director of Museum and Cultural Heritage Studies. The Director of Museum and Cultural Heritage Studies (MCHS) and the Museum Studies Minor. The Director oversees admittance, directs student progress through the program, serves as the professor of record for graduate student internships during the academic year, coordinates the final semester internship capstone course, and with the student's internship supervisor and major area faculty evaluates the capstone project. In consultation with the Graduate Studies Committee, and with the assistance of staff, the Director is responsible for the review and acceptance of candidates for admission into the MCHS MA program, correspondence with graduate students, and their initial advising. The Director also supervises the undergraduate Museum Studies Minor and advises students in the minor. The Director is responsible for setting program deadlines and

revising relevant sections of the graduate handbook. Appointed by the Chairperson in consultation with the Advisory Committee, the Director serves a three-year renewable term and receives a course release per annum.

ARTICLE V. COMMITTEES

Section A. Promotion and Tenure Committee. The Promotion and Tenure Committee shall consist of three tenured members of the Faculty, not including the Chairperson, elected in early fall of each year by secret ballot. No member of the faculty under consideration for either promotion and/or tenure shall be included on the ballot. Each spring the Committee evaluates in writing all tenure-earning faculty and tenured faculty below the rank of tenured full professor regarding their progress toward promotion and/or tenure and nominates potential candidates to stand for promotion and/or tenure. In accordance with the regulations of the University, College, and the Department's Promotion and Tenure Guidelines, the Committee makes recommendations to the proper University committees and officers concerning members of the Department eligible for promotion and/or tenure.

Section B. Merit Committee. The Merit Committee shall consist of the same three members of the Faculty elected most recently to serve on the Promotion and Tenure Committee. The Committee evaluates and ranks faculty performances according to the terms stipulated on the Annual Evaluation Form. These rankings are then presented to the Chairperson as recommendations for Faculty discretionary merit salary raises.

Section C. Graduate Studies Committee. The Graduate Studies Committee shall consist of two tenured or tenure-earning members of Faculty appointed by the Chairperson in consultation with the Advisory Committee and the Director of the Graduate Studies, who shall serve as committee chair. The Committee is responsible for the requirements, curriculum, and procedures of the graduate program. In consultation with other members of the Faculty, as appropriate, this committee reviews and accepts applicants for graduate admissions and financial aid and sets program deadlines. It reviews all aspects of the graduate program, ensuring that its curriculum is up-to-date and responds to disciplinary trends, the strengths of the Faculty, and student needs, and that its procedures and requirements are in accordance with university regulations. It initiates changes and considers proposals from other members of the Faculty to change the graduate program, recommending all curricular and other substantive changes to the Faculty for approval.

Section D. Undergraduate Studies Committee. This committee shall consist of two tenured or tenure-earning members of Faculty appointed by the Chairperson in consultation with the Advisory Committee and of the Director of the Undergraduate Studies, who shall serve as chair. The committee is responsible for the requirements, curriculum, and procedures of the undergraduate program. It reviews all aspects of the undergraduate program, ensuring that its curriculum is up-to-date and responds to student needs and that its procedures and requirements are in accordance with university regulations. It initiates changes and considers proposals from other members of the Faculty to change the undergraduate program, recommending all curricular and other substantive changes to the Faculty for approval.

Section E. Advisory Committee. This committee shall consist of the Director of Graduate Studies, the Director of Undergraduate Studies, a third tenured or tenure-earning

member of the Faculty elected each fall, and the Chairperson, who shall serve as committee chair. The committee advises the Chairperson in developing the Department's goals and policies, setting the agenda for Faculty meetings, making committee and other service appointments, nominating faculty for elected positions, and appointing adjunct faculty. The Committee provides advice on student and personnel issues and considers student and faculty concerns. The Advisory Committee may make decisions on behalf of the Faculty when a regular Faculty meeting cannot be scheduled in a timely fashion.

Section F. Anti-Racism, Universal Accessibility, and Intersectional Equity Committee. This committee shall consist of three members of the Faculty, not including the Chairperson, elected in early fall of each year. The committee shall also include two doctoral, two master's (one MCHS/one ARH), and two undergraduate student representatives, to be selected by the students. The committee will meet regularly in order to assess the department's health in the area of diversity and inclusivity and actively pursue opportunities for improvement. The committee advises the Faculty and the Chairperson on a range of matters including the scheduling of academic programming, the development and coordination of departmental curriculum, and dynamics within the student population.

Section G. Ad Hoc Committees. In consultation with the Advisory Committee, the Chairperson may establish such ad hoc committees as are deemed necessary to assist in the operation of the Department, including search committees to organize and oversee job searches to hire new members of the Faculty.

ARTICLE VI. EVALUATIONS

Section A. Annual Evaluations. At the beginning of each calendar year members of the faculty are expected to complete and submit the department's Annual Evaluation Form along with any appropriate supplementary materials to the department for assessment. Annual evaluations for all faculty members will occur during the spring semester of each year and will be based only upon Assignment of Responsibilities. Evaluations will carefully consider the proportions, duties, and nature of the assignments and the quality of the performance in accordance with the criteria and procedures indicated by the Annual Evaluation Form. Revisions to these criteria and procedures 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 Chair. Proposed revisions that meet the preceding criteria shall be subject to a secret ballot vote requiring the support of at least a majority of the quorum of the faculty. Faculty members eligible for promotion or for tenure (except for Assistant Professors in the years in which they receive the Third-Year Review (or Second- and Fourth-year Reviews, as applicable) shall be apprised annually in writing of progress towards promotion or tenure in order to provide assistance and counseling in working toward that goal. The evaluator (Department Chair) reviews all documentation submitted by each faculty member as well as pertinent information from other sources as applicable, including peer review (Promotion and Tenure Committee), and completes the Annual Evaluation Summary Form indicating one of the five performance rating categories below. No evaluation process shall require a forced distribution of evaluation of ratings. All evaluations must contain a narrative explanation attached to the Annual Evaluation Summary Form. An evaluation may only be changed through the appeal process as

outlined in the UFF-FSU Collective Bargaining Agreement. Faculty performance shall be assessed using the following rating:

For faculty who are meeting expectations, there are three categories:

- Substantially Exceeds High Expectations – This describes a faculty member who far exceeds performance expectations during the evaluation period and achieves an extraordinary accomplishment or recognition in teaching, research, and service, which may include several of the following: highly significant research; demonstrated recognition of the individual by peers as an authority in his/her field; securing significant external funding; attaining significant national or international achievements, awards, and recognition.
- Exceeds FSU’s High Expectations – This describes an individual who exceeds expectations during the evaluation period by virtue of demonstrating noted achievements in teaching, research, and service, which may include several of the following: high level of research activity, professional recognitions, willingness to accept additional responsibilities, high level of commitment to serving students and the overall mission of the Department, involvement/leadership in professional associations, initiative in solving problems or developing new ideas.
- Meets FSU’s High Expectations – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty and completes assigned responsibilities in a manner that is both timely and consistent with the high expectations of the university.

If an individual’s overall performance rating falls below “Meets FSU’s High Expectations,” specific suggestions for improvement should be provided to the employee. There are two performance rating categories for individuals who are not meeting expectations:

- Official Concern – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty but is not completing assigned responsibilities in a manner that is consistent with the high standards of the university.
- Does Not Meet FSU’s High Expectations – This describes an individual who fails to demonstrate with consistency the knowledge, skills, or abilities required in his/her field of specialty and/or in completing assigned responsibilities.

A Performance Improvement Plan (PIP) is required when a non-tenured faculty member receives a “Does Not Meet FSU’s High Expectations” rating. Tenured faculty members may be placed on a PIP if they receive an overall performance rating of “Does Not Meet FSU’s High Expectations” on three or more of the previous six performance evaluations.

ARTICLE VII. PROMOTION, TENURE, AND MERIT PROCEDURES

Section A. Promotion and Tenure. Policies for retention, promotion, and tenure are set forth in the Florida State University Faculty Handbook, the Collective Bargaining Agreement between the Florida State University Board of Trustees and The United Faculty of Florida, and the annual memorandum from the Vice President for Faculty Development and Advancement. The Chairperson shall notify all Faculty of their eligibility for promotion and

tenure, as determined by the Promotion and Tenure Committee, and shall aid and advise Faculty concerning the preparation of supportive evidence for consideration. The Promotion and Tenure Committee organizes and oversees the Department's evaluation process in accordance with the Promotion and Tenure Guidelines adopted by the Faculty. It is the responsibility of the candidate to ensure that the promotion and/or tenure file is complete. The decision shall take into account the Third-Year Review (or Second- and Fourth-Year Reviews, if applicable) for Assistant Professors and "Progress Toward Tenure and/or Promotion" letters for all other faculty member. Faculty serving on the Promotion and Tenure Committee shall evaluate the candidate and make recommendations for promotion and tenure by secret ballot. All tenured members of the Faculty shall evaluate the candidate and make recommendations for promotion and tenure by secret ballot.

Pursuant to Article 15.3(e)(3) of the Collective Bargaining Agreement, Assistant Professors hired July 1, 2019 or later shall receive a tenure review in their third year. Assistant Professors hired before July 1, 2019 and who have not yet had a 2nd-year review may choose between a 2nd and 4th year set of reviews or a 3rd year review. Assistant Professors hired before July 1, 2019 and who have already had a 2nd year review shall have a 4th year review. These reviews are mentoring opportunities during which the department/unit's Promotion and Tenure Committee shall provide specific feedback and advice reflecting expectations for tenure and how the faculty member is progressing toward meeting those expectations. The faculty member shall meet with the department/unit's chair to discuss the report. Tenure Review Reports shall be included in the tenure binder. Assistant Professors hired with credit toward tenure shall have credited years included in the determination of the timing of the third-year review unless an alternative schedule is mutually agreed upon by the faculty member and his or her supervisor.

Section B: Merit. Merit Evaluations require that all faculty members shall be reviewed for merit. Meritorious performance is now defined in the Collective Bargaining Agreement as "performance that meets or exceeds the expectations for the position's classification and department." Merit criteria may not mandate a merit pay award for all members of the department. Merit criteria must reflect distinctive levels of merit reflecting the differences in performance. The Chairperson makes recommendations for Faculty discretionary merit raises to the Dean of the College in consultation with the Merit committee elected annually by the Faculty.

Section C. Promotion for Non-Tenure-Earning Faculty. Non-tenure-earning Faculty shall be reviewed annually by the Promotion and Tenure Committee in accordance with their annual assignments of responsibility. All such Faculty shall report on their annual activities on the department's Annual Evaluation Form. After six years of meritorious service, Faculty in this category will be reviewed for promotion.

ARTICLE VIII. HIRING

Section A. Procedure for Hiring New Faculty. Once the Dean of the College informs the department that a tenure-earning line is available, the members of the tenured and tenure-earning Faculty determine by majority vote the area of art history to be filled. The Chairperson places job announcements with the principal professional organizations for art historians and with the Employment and Recruiting Services of the Office of Human Resources of FSU. A

Faculty search committee is selected by the Chairperson consisting of tenured Faculty or both tenured and tenure-earning Faculty, but excluding the Faculty member vacating the position. That committee then evaluates the received applications with supporting materials and, after conducting interviews with promising candidates, recommends to the Faculty a selection of candidates to invite to campus. Following campus interviews with the finalists, the tenured and tenure-earning Faculty will subsequently vote by secret ballot. The Faculty member vacating the position, but does not have a formal vote. Each ballot shall include the names of the finalists and the option “none of the above.” Separate votes will be taken to determine the ranking of the final candidates. In each case a simple majority of the Faculty (one-half plus one) will be necessary to win the vote. If the vote does not result in a simple majority, a run-off ballot between the two options garnering the most votes shall be conducted and the winner selected by a simple majority.

Section B. Granting Graduate Faculty Status. Graduate Faculty Status may be conferred by a two-thirds vote of the Faculty with Graduate Faculty Status to tenured, tenure-earning, or non-tenure-earning Faculty with minimum qualification of (1) the completion of a degree or (2) proven expertise, regular publications, or equivalent professional recognition in the teaching area.

Section C. Appointments. Faculty will be offered the opportunity to teach for the department during the summer. The decision about which courses to offer will be based on programmatic needs, student demand, and budget availability. Supplemental summer appointments shall be offered equitably and as appropriate to qualified faculty members, not later than five weeks prior to the beginning of the appointment. If additional summer appointments become available, these appointments will be offered to qualified faculty members. Faculty members must specify whether they want to teach during the summer within two weeks of the chair’s request for faculty teaching preferences. Faculty members with other funding resources shall not be omitted from consideration. Supplemental summer assignments shall be offered to qualified faculty members before anyone else.

ARTICLE IX. AMENDMENTS

Any three members of the Faculty may propose an amendment to these bylaws. A proposed amendment must be made available in writing to the voting membership at least two weeks prior to the date of the Faculty meeting at which a vote of adoption is to be taken. To be adopted, a proposed amendment must receive an affirmative vote by a two-thirds majority of the members present and voting. 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 a three-fourths majority of the members present and voting.

As amended and approved by Faculty, 24 June 2020.