

Bylaws for the Department of Art History

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Record of Substantive Revisions and Amendments to these Bylaws

Approved by FSU's Office of Faculty Development & Advancement 05/02/2022

Substantively Revised and Adopted by the Department 02/09/2022

Substantively Revised and Adopted by the Department 01/11/2021

These are the bylaws for the Department of Art History in the College of Fine Arts at Florida State University. These bylaws were last approved on 02/09/2022 by a majority of the applicable voting members of the Department and on 05/02/2022 by the College and the Office of Faculty Development and Advancement.

Preamble

The Department of Art History, hereafter referred to as the Department, is an academic unit in the College of Fine Arts, hereafter referred to as the College. 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 member of the Faculty.

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 detailed under Article I. 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 Chairperson; procedures for amending bylaws; and other matters of professional concern.

I. Bylaws

A. Adherence with Other Governing Documents. At all times, Department policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement, the Faculty Handbook, and the Annual Memorandum on the Promotion and Tenure Process issued by the Office of Faculty Development and Advancement.

B. Bylaws Revision. 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.

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

II. Membership and Voting Rights

A. Faculty Membership. The Faculty and principal legislative authority of the Department, hereafter referred to as the Faculty, shall consist of those persons holding full-time appointments at the rank of Assistant Professor, Associate Professor, or Professor, and those persons holding part-time appointments at the rank of Associate Professor or Professor.

B. Department Membership. In addition to the Faculty as defined under II.A above, the following are members of the Department: those persons holding full-time appointments as Instructional Specialists within the Department, and those persons holding full or part-time appointments as Adjunct Instructors for the Department.

C. Faculty Voting Rights. The Faculty, as defined under Section II.A above, may resolve on any issue of interest to the College or University and make recommendations to the appropriate officer or body. Tenure-earning faculty may make recommendations on matters of promotion, but do not have a formal vote on those matters.

D. Non-faculty Voting Rights. All others persons invited to attend departmental meetings shall participate in discussions only at the pleasure of the Faculty and shall not have the right to vote.

III. Department Organization and Governance

A. Faculty Meetings. 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.

- 1) 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.
- 2) Special meetings of the Faculty may be called by the Chairperson or upon written request of three voting members of the Faculty.
- 3) The Chairperson shall normally preside over meetings of the Faculty. In the absence of the Chairperson, another member designated by the Chairperson shall preside.

- 4) 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.
- 5) 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.
- 6) One half plus one of the Faculty shall constitute a quorum at any Faculty meeting. Simple majority shall carry in matters that require a vote unless otherwise stipulated herein.

B. Department Chair Selection. The Chairperson is appointed by, and serves at the pleasure of, the Dean of the College of Fine Arts upon the recommendation of the Faculty. The designated term of office shall be four years, renewable indefinitely by mutual consent of the above parties.

C. Department Leadership and Committees. The standards and practices for leadership positions and committees in the Department are as follows:

- 1) **Chairperson.** The Chairperson shall be the chief administrative and academic officer of the Department.
 - a) The Chairperson shall serve as the Department's financial officer, preparing an annual budget, authorizing all regular expenditures, and appointing adjunct Faculty as necessary.
 - b) 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.
 - c) 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.
 - d) The Chairperson shall serve as liaison officer and departmental officer (or shall designate such representatives) to bodies outside the Department.
 - e) The Chairperson shall receive a two-course reduction in the academic year teaching load.
 - 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.
 - 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.

- 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.

2) Associate Chairperson. Any member of the Faculty may serve as Associate Chairperson to perform delegated duties as determined by the Department Chairperson.

- a) The Faculty may, by majority vote, recommend an Associate Chairperson to assist in the performance of official duties of the Department Chairperson, provided the appointee is willing to assume these duties. Any such recommendation will be advisory to the appointment process.
- b) Authority to appoint or retain an Associate Chairperson resides with the Department Chairperson in consultation with the Dean, and all such appointments require the approval of the Dean.
- c) The Department Chairperson shall be responsible for developing and administering the evaluation process for any Associate Chairperson.

3) Assistant Chairperson. Any member of the Faculty or any full-time member of the Department may serve as Assistant Chairperson to perform delegated duties as determined by the Department Chairperson.

- a) The Faculty may, by majority vote, recommend an Assistant Chairperson to assist in the performance of official duties of the Department Chairperson, provided the appointee is willing to assume these duties. Any such recommendation will be advisory to the appointment process.
- b) Authority to appoint or retain an Assistant Chairperson resides with the Department Chairperson in consultation with the Dean, and all such appointments require the approval of the Dean.
- c) The Department Chairperson shall be responsible for developing and administering the evaluation process for any Assistant Chairperson.

4) Director of Graduate Studies. The Director of Graduate Studies chairs the Graduate Studies Committee.

- a) 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.

- b) 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.
- c) 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.

5) Director of Undergraduate Studies. The Director of Undergraduate Studies chairs the Undergraduate Studies Committee.

- a) 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.
- b) Working with the associate deans and academic advisors of the College, the Director assists incoming freshmen and transfer students.
- c) 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.
- d) 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.

6) Director of Museum and Cultural Heritage Studies. The Director of Museum and Cultural Heritage Studies (MCHS) and the Museum Studies Minor.

- a) 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.
- b) 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.
- c) The Director supervises the undergraduate Museum Studies Minor and advises students in the minor.
- d) The Director is responsible for setting program deadlines and revising relevant sections of the graduate handbook.
- e) 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.

7) 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 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 or tenure and nominates potential candidates to stand for promotion 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 or tenure.

- 8) 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.
- 9) 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.
- 10) 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.

11) 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.

12) Anti-Racism and 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 shall 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.

13) 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.

D. Faculty Senators. The Department shall participate in the election of Faculty Senate candidates through the procedures established by the College of Fine Arts. Faculty Members elected to serve as Faculty Senators are responsible for attending meetings of the Faculty Senate and informing the Department of developments affecting the Department, its Faculty, and its Members.

E. Faculty Recruitment. The process for recruiting faculty is as follows:

- 1) 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.
- 2) 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.

- 3) 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.
- 4) Following campus interviews with the finalists, the tenured and tenure-earning Faculty shall subsequently vote by secret ballot. The Faculty member vacating the position may make recommendations concerning hiring, 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 shall be taken to determine the ranking of the final candidates. In each case, a simple majority of the Faculty (one-half plus one) is 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.

F. Unit Reorganization. If there should be any discussion of unit reorganization affecting the Department, all members of the Faculty shall have the right to participate in that discussion. The Department Chairperson shall inform the Faculty in writing as soon as practicable if the Department Chairperson learns that considerations of any unit reorganization with potential impacts on the Department have commenced at the College or University level. The Department Chairperson shall notify all members of the Department at least one week prior to any scheduled Faculty meeting at which discussions of unit reorganization may occur.

IV. Curriculum

A. Undergraduate Curriculum. The Department Chairperson and the Director of Undergraduate Studies, in consultation with members of the Faculty serving on the Undergraduate Studies Committee, are responsible for developing the Department's undergraduate curriculum and reviewing that curriculum on a continuous basis to determine its effectiveness at meeting the Department's mission related to preparing undergraduate students to compete successfully in pursuing advanced degrees and academic and professional careers in the arts. Department curricula at the undergraduate level shall provide students with rigorous training in visual analysis, visual rhetoric, historical research, critical thinking, oral argument and expository writing.

B. Graduate Curriculum. The Department Chairperson and the Director of Graduate Studies, in consultation with members of the Faculty serving on the Graduate Studies Committee, are responsible for developing the Department's undergraduate curriculum and reviewing that curriculum on a continuous basis to determine its effectiveness at meeting the Department's mission as it relates to preparing graduate

students to compete successfully in pursuing academic and professional careers in the arts. Department curricula at the graduate level shall provide students with rigorous training in visual analysis, visual rhetoric, historical research, critical thinking, oral argument, and expository writing.

A. 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.

B. Appointments. Faculty may 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 may be offered to qualified faculty members. Faculty members must specify whether they want to teach during the summer within two weeks of the Chairperson'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.

V. Annual Evaluation of Faculty on Performance and Merit

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

Substantially Exceeds FSU's High Expectations
Exceeds FSU's High Expectations
Meets FSU's High Expectations
Official Concern
Does Not Meet FSU's High Expectations

- 1) 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.
- 2) Annual evaluations for all faculty members shall occur during the spring semester of each year and shall be based only upon the Faculty member's Assignment of Responsibilities.
- 3) 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.

- 4) 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.
- 5) 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.
- 6) 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.
- 7) 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.
- 8) 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:
- 9) 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.

- 10) If an individual's overall performance rating falls below "Meets FSU's High Expectations," specific suggestions for improvement should be provided to the employee.
- 11) 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.
- 12) 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.
- 13) 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.
- 14) 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.

B. Criteria for Evaluation of Tenure-track Faculty. As detailed under Section A above and consistent with the policies and procedures described in the University's Faculty Handbook, during the spring semester each year, each Tenure-track Faculty member in the Department shall be evaluated on their performance during the preceding calendar year in accordance with their Assignment of Responsibilities. The purpose of this evaluation is to acknowledge performance, communicate performance effectiveness, aid in improving performance in assigned duties, and, if necessary, develop a performance plan to assist in correcting deficiencies in faculty performance. The evaluation process assesses the quality of the Faculty member's performance in the functions of teaching, research or creative activity, service, and any other duties that may be assigned. The Faculty member's history of annual evaluations will be

considered in recommendations and final decisions on tenure, promotions, salary increases, and reappointment or non-reappointment.

- 1) Teaching.** Evaluation of teaching effectiveness shall include consideration of the Faculty member's effectiveness in engaging students and stimulating student learning by means or methods such as lectures, discussion, written assignments, demonstrations, experiential learning exercises and activities, and direct consultation with students. The evaluation shall include consideration of effectiveness in imparting knowledge and skills, effectiveness in stimulating students' critical thinking and/or creative abilities, the development or revision of curricula and course structures, and adherence to accepted standards of professional behavior in meeting responsibilities to students. Other considerations may include the number of students taught, format, preparation time, whether the course is required or elective, availability of assistance and other University instructional duties, such as advising, counseling, supervision of interns, as well as relevant material submitted by the faculty member such as class notes, syllabi, student exams and assignments, and peer evaluations of teaching. The approved written objectives for each course may also be considered in evaluating teaching.
- 2) Scholarship/Research.** Evaluation of scholarship and research shall include consideration of the Faculty member's effectiveness in contributing to the discovery and of new knowledge, development of new educational techniques, and other forms of research-based productivity or creative activity. Evidence of research effectiveness includes but is not limited to: published books; chapters in books; articles in refereed and un-refereed professional journals; papers presented at meetings of professional societies or associations; book reviews; exhibition reviews; research and creative activity that has not yet resulted in publication; and success in obtaining external support for research-related activities. The evaluation shall include consideration of the faculty member's productivity, including the quality and quantity of the faculty member's research and other creative projects, research activities during the period under evaluation, and recognition by the academic or professional community.
- 3) Service.** Evaluation of service shall include consideration of the Faculty member's effectiveness in activities related to and furthering the mission of the University, including service on departmental, college, and university committees, councils, and senates; service in professional organizations; participation in professional meetings, symposia, conferences, workshops; service on local, state, and national governmental boards, agencies and commissions; and service to public schools. Evaluation of service shall include assessment of its

contribution to: the orderly and effective functioning of the faculty member's academic unit and the University community; the local, state, regional and national communities, and scholarly and professional associations; other assigned university duties, such as academic administration; and other responsibilities that may be appropriate to the assignment. Evaluations for Department Chairpersons, Associate Chairpersons, and Assistant Chairpersons shall consider responsibilities such as departmental planning and goal setting; assignment of work responsibilities and resources; fiscal responsibilities; recruitment and hiring; mentoring, and evaluation of faculty; handling of personnel issues involving faculty and staff; academic program responsibilities; implementation of University policies; and communication both within the Department and with administrators regarding the Department.

C. Criteria for Evaluation of Specialized Faculty. As detailed under Section A above and consistent with the policies and procedures described in the University's Faculty Handbook, during the spring semester each year, each Specialized Faculty member in the Department shall be evaluated on their performance during the preceding calendar year in accordance with their Assignment of Responsibilities. The purpose of this evaluation is to acknowledge performance, communicate performance effectiveness, aid in improving performance in assigned duties, and, if necessary, develop a performance plan to assist in correcting deficiencies in faculty performance. The evaluation process assesses the quality of the Faculty member's performance in the functions of teaching, research or creative activity, service, and any other duties that may be assigned. The Faculty member's history of annual evaluations will be considered in recommendations and final decisions on tenure, promotions, salary increases, and reappointment or non-reappointment.

1) Teaching. Evaluation of teaching effectiveness shall include consideration of the Faculty member's effectiveness in engaging students and stimulating student learning by means or methods such as lectures, discussion, written assignments, demonstrations, experiential learning exercises and activities, and direct consultation with students. The evaluation shall include consideration of effectiveness in imparting knowledge and skills, effectiveness in stimulating students' critical thinking and/or creative abilities, the development or revision of curricula and course structures, and adherence to accepted standards of professional behavior in meeting responsibilities to students. Other considerations may include the number of students taught, format, preparation time, whether the course is required or elective, availability of assistance and other University instructional duties, such as advising, counseling, supervision of interns, as well as relevant material submitted by the faculty member such as class notes, syllabi, student exams and assignments, and peer evaluations of teaching. The

approved written objectives for each course may also be considered in evaluating teaching.

2) Scholarship/Research. Evaluation of scholarship and research shall include consideration of the Faculty member's effectiveness in contributing to the discovery and of new knowledge, development of new educational techniques, and other forms of research-based productivity or creative activity. Evidence of research effectiveness includes but is not limited to: published books; chapters in books; articles in refereed and un-refereed professional journals; papers presented at meetings of professional societies or associations; book reviews; exhibition reviews; research and creative activity that has not yet resulted in publication; and success in obtaining external support for research-related activities. The evaluation shall include consideration of the faculty member's productivity, including the quality and quantity of the faculty member's research and other creative projects, research activities during the period under evaluation, and recognition by the academic or professional community.

3) Service. Evaluation of service shall include consideration of the Faculty member's effectiveness in activities related to and furthering the mission of the University, including service on departmental, college, and university committees, councils, and senates; service in professional organizations; participation in professional meetings, symposia, conferences, workshops; service on local, state, and national governmental boards, agencies and commissions; and service to public schools. Evaluation of service shall include assessment of its contribution to: the orderly and effective functioning of the faculty member's academic unit and the University community; the local, state, regional and national communities, and scholarly and professional associations; other assigned university duties, such as academic administration; and other responsibilities that may be appropriate to the assignment.

VI. Promotion and Tenure

A. Progress Toward Promotion Letter. Each year, every Faculty member who is not yet at the highest rank for their position will receive a letter that outlines progress toward promotion and/or tenure.

B. Third Year Review for Tenure-track Faculty. Tenure-track faculty in their third year of service will receive an evaluation of their progress in meeting the Department's expectations for promotion and tenure.

- 1) 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.
- 2) 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.
- 3) Assistant Professors hired before July 1, 2019 and who have already had a 2nd year review shall have a 4th year review.
- 4) These reviews are mentoring opportunities during which the Department'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.
- 5) The faculty member shall meet with the department/unit's chair to discuss the report.
- 6) Tenure Review Reports shall be included in the tenure binder.
- 7) 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.

C. Peer Involvement in Evaluation of Promotion and Tenure of Faculty. The process for peer involvement in the evaluation of promotion and tenure of Faculty is as follows:

- 1) 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.
- 2) 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.
- 3) It is the responsibility of the candidate to ensure that the promotion and/or tenure file is complete.
- 4) 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.
- 5) Faculty serving on the Promotion and Tenure Committee shall evaluate the candidate and make recommendations for promotion and tenure by secret

ballot.

- 6) All tenured members of the Faculty shall evaluate the candidate and make recommendations for promotion and tenure by secret ballot.

D. Criteria for Promotion and Tenure of Tenure-track Faculty. 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.

E. Criteria for Promotion of Specialized 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.

F. Emeritus Status. Any retiring faculty member may request that the Faculty consider recommending them to the Dean for emeritus or emerita status, in recognition of meritorious contributions to the University and to the Department in research, teaching, and service. The request will be discussed and voted on by the tenured Faculty, which will send its recommendation (but not the particulars of the vote that determined it) to the Dean. A simple majority determines the Department's recommendation.