Bylaws of the Department of Scientific Computing in the College of Arts and Sciences
Florida State University

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Record of Substantive Revisions and Amendments to these Bylaws

Approved on August 26, 2009 by a majority of faculty members of the Department of Scientific Computing by a secret ballot

Revisions approved on March 18, 2013 by a majority of faculty members of the Department of Scientific Computing by a secret ballot

Revisions approved on December 18, 2018 by a majority of faculty members of the Department of Scientific Computing by a secret ballot

Revisions approved on January 13, 2020 by a majority of faculty members of the Department of Scientific Computing by a secret ballot

These are the current bylaws for the Department of *Scientific Computing* in the College of Arts and Sciences at Florida State University. These bylaws were last approved on January 13, 2020, by a majority of the applicable voting members of the department and on July 20, 2022 by the College and the Office of Faculty Development and Advancement.

Preamble

The Department of Scientific Computing (hereafter referred to as the Department) is dedicated to offering innovative educational programs in scientific computing and its applications, and to fostering high-quality research in scientific computing. The Department faculty established these bylaws to define the internal structure of the Department, the method of faculty governance, and the mechanisms through which the Department carries out its responsibilities. The Department bylaws adhere to and are consistent with the Florida State University (hereafter referred to as FSU or the University) policies found in the FSU Constitution, BOT-UFF Collective Bargaining Agreement, Faculty Handbook and Annual Promotion and Tenure Letter.

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 (if applicable to the college), 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.

A revision of the Department Bylaws may be proposed at any time by any two tenure-track Department faculty members.

- A revision of the Department Bylaws may be proposed at any time by any two tenure-track Department faculty members.

- The revision must be made available for consideration at a faculty meeting held at least one week prior to the date of the vote.

- The revision is adopted on a majority affirmative vote of the tenure-track Department faculty by secret ballot.

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 of the Department of Scientific Computing shall consist of those persons holding full-time tenured or tenured-earning appointments at the rank of Teaching Faculty, Assistant Professor, Associate Professor, Professor, along with Specialized Teaching and Research Faculty.

B. Department Membership. In addition to the faculty defined in II.A, the following are members of the Department of Scientific Computing:

- Emeritus faculty – retired faculty members who have been granted the title Emeritus.

- Specialized faculty – faculty members receiving their assignments from the Department but whose appointments do not earn credit toward tenure.

- Affiliated faculty – faculty members holding tenured or tenure-earning appointments in other departments in the University who have been awarded appointments in the Department; tenure-track faculty at other universities who have been awarded appointments in the Department; personnel from another institution, e.g., laboratory or industrial, whose qualifications would ordinarily qualify them for tenure-track status in the University, who have been awarded appointments in the Department.

- Administrative and Professional (A&P) – personnel who receive their assignments from the Department.

- University Service Personnel System (USPS) – personnel who receive their assignments from the Department.

C. Faculty Voting Rights.

a) Only tenure-track and tenure-earning Department faculty are eligible to vote in faculty meetings and by mail ballot.

b) For votes requiring a particular majority of a specific class of voters, the majority is computed relative to the number of members in the class minus those not voting due to leaves of absence, serious illness, or other reasons certified by the Chair of the Department and consistent with university rules and policies.

c) Votes that must be conducted by secret ballot are specifically indicated in these Bylaws.

D. Non-faculty Voting Rights.

Specialized Department faculty may vote in meetings of committees on which they serve. They also vote, as members of the Executive Committee appointed by the Chair for the sole purpose

of evaluating other specialized faculty, whenever specialized faculty are being evaluated or considered for promotion.

III. Department Organization and Governance

A. Faculty Meetings.

1) Frequency

a) The tenure-track Department faculty meets in regular session at least once a month during the academic year at times proposed by the Chair at the first faculty meeting of the academic year and approved by a majority affirmative vote

b) Additional sessions may be called:

- by the Chair,
- at the request of the Executive Committee,
- at the written request of four tenure-track Department faculty members.

2) Faculty Meeting Procedures

a) The Chair or a tenure-track Department faculty member designated by the Chair presides at faculty meetings.

b) The agenda of a faculty meeting is prepared by the Chair and distributed to the tenure-track Department faculty at least one week in advance of the meeting.

c) At least one half of the tenure-track Department faculty constitutes a quorum at a faculty meeting.

d) The minutes of a faculty meeting are taken by an administrative staff member designated by the Chair.

e) The minutes are distributed to the tenure-track Department faculty within one week following the meeting. A copy of the approved minutes is maintained by the Chair's office and is made available on the Department's website.

3) Elections and Appointments

a) The election of Executive Committee members takes place on or before the first faculty meeting of the academic year.

b) The announcement of appointments by the Chair to the Department committees and administrative positions are made before the agenda for the second faculty meeting of the academic year is distributed.

B. Department Chair Selection.

The Department Chair Search Committee is constituted as follows:

- Four tenure-track faculty members of the Department elected by the faculty of the Department by secret ballot, with at least two of the four holding the rank of Professor.

- A faculty member from outside the Department appointed by the dean.

The duties of the Department Chair Search Committee are as follows:

a) Meet with the Dean to establish:

- o The nature of the search, e.g., and internal search, and external search, or an internal and external search; timeline; etc.

- o Any criteria the Dean may wish the Committee to consider in its search for candidates.

- o The nature of the recommendation the Dean wishes to receive from the Committee; e.g., and ordered list or simply one name, etc.

b) Establish procedures for identifying candidates for the position of Chair.

c) Manage the process through which candidates are identified and interviewed.

d) Make a recommendation to the Dean.

Recommendation for the Removal of the Chair

The tenure-track Department faculty may recommend to the Dean that the Chair be removed from office. Such a recommendation must result from the following procedure:

a) A petition for removal must be signed by a majority of the tenured-track Department faculty.

b) The Dean or the Deans designee presides at a faculty meeting, called with at least a two-week notice, to consider the petition.

c) The petition is adopted on a two-thirds majority affirmative vote of the tenure-track Department in a secret ballot.

d) If the petition is adopted, a recommendation for removal including a report of the vote is forwarded to the Dean by the Executive Committee.

e) After that, the Dean sets the process by which the recommendation of the Department is considered.

C. Department Leadership and Committees

1) Leadership Positions

Chair

a) The Chair of the Department (hereafter referred to as the Chair) serves as the Chief Administrative officer of the Department. As such:

- o The Chair calls, prepares and agenda for, and presides over faculty meetings.
- o The Chair meets at least once a month with the Executive Committee.
- o The Chair, in consultation with the Executive Committee, appoints the committee members specified in Section III-C.
- o The Chair appoints all administrative officers as specified in these bylaws.
- o The Chair performs annual calendar year evaluations of tenure-track and specialized Department faculty based on each individual's Assignment of Responsibilities for the evaluation period. The Chair maintains an evaluation file and obtains information from the individual, peer evaluation information, and assessments made by the Executive Committee. Individuals have the right to examine their evaluation file and correct any information therein.
- o The Chair annually provides tenure-track and specialized faculty not at the highest rank a written evaluation of their progress toward promotion, and for untenured tenure-track faculty, a written evaluation of their progress toward the award of tenure.
- o For untenured tenure-track faculty in the third year of service, the Promotion and Tenure Committees, or subcommittees designated by those committees, conduct a thorough review of the candidate's progress toward promotion and tenure. The Chair discussed this review with the faculty member and works with the candidate to develop performance improvement plans, if necessary.
- o The Chair performs annual evaluations of the Administrative and Professional (A&P) and University Service Personnel System (USPS) personnel based on each individual's Position Description of the evaluation period.
- o The Chair makes recommendations for salaries of Department personnel to the Dean of the College (hereafter referred to as the Dean). The Chair forwards to the Dean any recommendations for raises made by the Faculty Executive Committee that are at variance with the Chair's recommendations and informs the Committee of the Chair's recommendations.
- o The Chair, in consultation with the affected faculty member, prepares the Annual Assignment of Responsibilities for tenure-track and specialized Department faculty members.
- o The Chair, in consultation with the Executive Committee, sets and posts the summer teaching rotation.
- o The Chair, in consultation with the Executive Committee and the tenure-track faculty, manages all aspects related to the hiring of new tenure-track, specialized, and affiliated faculty.

b) The Chair serves as the principal financial officer of the Department. As such:

   o The Chair supervises the receipt and expenditure of all funds.

   o The Chair, in consultation with the Executive Committee and the Technology Committee, prepares an annual operating budget.

c) The Chair, in consultation with the appropriate Department committees, supervises all aspects of the academic programs of the Department.

Associate Chair for Graduate Studies

The Chair appoints a member of the tenure-track Department faculty to a one-year renewable term as Associate Chair for Graduate Studies. The duties of the office include the administration of all aspects related to the Department's graduate degree programs, as delegated by the Chair.

Associate Chair for Undergraduate Studies

The Chair appoints a member of the tenure-track or specialized Department faculty to a one-year renewable term as Associate Chair for Undergraduate Studies. The duties of the office include the administration of all aspects related to the Department's undergraduate degree programs, as delegated by the Chair.

Liaisons and Other Officers

a) The Chair serves as the representative of the Department to all officers and bodies outside the Department. The Chair may designate a tenure-track or specialized Department faculty member to substitute for her/him on specifically designated occasions.

b) The Chair may appoint a departmental faculty member of appropriate rank to serve as the representative of the Chair to particular officers and bodies outside the Department for a one-year renewable term.

c) The Chair appoints, as needed and for a yon-year renewable term, additional officers for specific administrative tasks not enumerated in the Department Bylaws.

2) Standing Committees

The following section lists the standing committees in the department.

Executive Committee

a) The Executive Committee is the principal faculty committee that advises the Chair in administering the Department and in proposing and implementing Department policies.

b) The committee consists of five tenured Department faculty members; two members are appointed by the Chair and three members are elected by the tenure-track Department faculty.

c) The members appointed by the Chair serve for a one-year renewable term.

d) The elected members serve two-year staggered with one or two members elected each year.

e) The committee elects its Chair by a majority affirmative vote.

f) The committee meets regularly.

g) The committee advises the Chair on:
   - Determining standing committee appointments.
   - Determining budgetary priorities.
   - Determining recruiting priorities.
   - Determining space and non-monetary resource allocation.

h) The committee is responsible for certifying secret ballots and elections, using a process adopted by a majority affirmative vote of tenure-track Department faculty.

i) The committee performs annual calendar year peer evaluations of the teaching, research, and service of the tenure-track and specialized Department faculty using the procedures and criteria described in Sections V.B. and V.C., respectively. The Chair can add, at his discretion, an additional member to the Executive Committee to help in the evaluations.

j) The committee may make recommendations to the Chair for the nomination of Department faculty members for College and University awards and for nominations of Department faculty members for named and endowed chairs.

k) The committee may make recommendations to the Chair for consideration of specialized faculty members for promotion.

l) The committee makes recommendations to the Chair for the summer teaching rotation.

m) The Chair and the committee adjudicate disputes within the Department not otherwise covered by university policy, including the interpretation of the Department Bylaws. Members of the committee recuse themselves from considering disputes in which they are involved.

Graduate Program Committee

a) The committee consists of the Associate Chair for Graduate Studies as an ex officio member and at least two additional members appointed annually by the Chair from the tenure-track Department faculty.

b) The Associate Chair for Graduate Studies serves as the Chair of the committee.

c) The committee is responsible for the oversight of the Departmental Graduate Degree programs and courses, including the approval of new graduate courses and modifications to existing graduate courses.

d) The committee is responsible for the oversight of the admission of students into Departmental graduate degree programs and their progress in these programs.

e) The committee coordinates with the appropriate departments the scheduling of and publicity for graduate courses for which the Department has responsibility.

f) The committee considers and proposes to the tenure-track Department faculty:

- o modifications to Departmental graduate degree programs.
- o new Department graduate courses, graduate degree programs, and majors.
- o modifications to the Department's commitments to regularly offer graduate courses in support of other departments' programs.

g) A proposal of the committee is adopted upon a majority affirmative vote of the tenure-track Department faculty.

Undergraduate Program Committee

a) The committee consists of the Associate Chair for Undergraduate Studies as an ex officio member and at least two additional members appointed annually by the Chair from the tenure-track and specialized Department faculty.

b) The Associate Chair for Undergraduate Studies serves as the chair of the committee.

c) The committee is responsible for oversight of the Departmental undergraduate degree programs and courses, including the approval of new undergraduate courses and modifications to existing undergraduate courses.

d) The committee is responsible for the oversight of the admission of students into Departmental undergraduate degree programs and their progress in these programs.

e) The committee coordinates with the appropriate departments the scheduling of and publicity for undergraduate courses for which the Department has responsibility.

f) The committee considers and proposes to the tenure-track Department faculty:

- o modifications to Departmental undergraduate degree.
- o new Department undergraduate courses and undergraduate degree programs.
- o modifications to the Department's commitments to regularly offer undergraduate courses in support of other departments' programs.

g) A proposal of the committee is adopted upon a majority affirmative vote of the tenure-track Department faculty.

Research Committee

a) The Research Committee consists of three members appointed annually by the Chair from the tenure-track and specialized Department faculty.

b) The committee elects its chair by a majority affirmative vote.

c) The committee develops and recommends to the Chair policies regarding local computer and network usage and the allocation of monetary and personnel resources in support of the Department's computer and network infrastructure.

d) The committee is responsible for the coordination of seminars and colloquia.

e) The committee develops and proposes to the tenure-track Department faculty policies on faculty development. Such a proposal of the committee is adopted upon a majority affirmative vote of the tenure-track Department faculty.

f) The committee is responsible for developing and overseeing the archiving and appropriate dissemination of Department information including, but not limited to, technical reports, publication information, Department meeting minutes, Department bylaws and procedures, the Department newsletter, Department degree program requirements, and Department course offerings.

g) The committee can coopt the help and expertise of faculty and staff as needed to accomplish their tasks.

h) The committee is responsible for oversight of the design and maintenance of the Department website.

Tenure and Promotion Committee

a) The Committee elects its chair by a majority affirmative vote.

b) The committee membership consists of all tenured Department faculty.
   o In cases for promotion to the rank of Associate Professor, committee membership is further restricted to tenured Professors and Tenured Associate Professors.
   o In cases for promotion to the rank of professor, committee membership is further restricted to tenured Professors.
   o In cases for promotion of a Specialized faculty, the committee membership will include a specialized faculty of equal or higher rank from either the Department of Scientific Computing, or another Science Department if not available.

c) For each promotion case, the Chair of the committee and one other member of the committee appointed by the Chair serve on a subcommittee whose duties include:
   o assist the candidate in the preparation of the case.
   o familiarize themselves with the details of the case.
   o present the case to the committee.

d) For each tenure case, the Executive Committee conducts a thorough review of untenured tenure-track faculty in the third year of service and presents the case to the Tenure Committee.

e) The Chair of the committee calls meetings of the committee for the purpose of discussion.

f) The Chair calls for a committee vote, by secret ballot, on the merits of each tenure and promotion case.

Subsequent Procedures

Subsequent to a vote of the Tenure and/or Promotion Committees, tenure and/or promotion procedures follow rules and policies established by the College, University, and the BOT-UFF Collective Bargaining Agreement.

Other Committees

a) The Tenure Committee, the Promotion Committee, and the Promotion Committee for Non-Tenure-Track Department Faculty are considered in Section III-C-2.

b) The Chair, in consultation with the Executive Committee, establishes additional committees as required to conduct the affairs of the Department.

c) The purpose and membership of such committees is communicated to the Department faculty.

d) Members of such committees are appointed by the Chair and serve renewable terms of no longer than one year.

Committee Procedures

Department committees set their own procedures by a majority affirmative vote of the committee members unless otherwise required by, in order of precedence, University rules, College rules, Department Bylaws, or Department procedures approved by a majority affirmative vote of the tenure-track Department faculty.

D. Faculty Senators.

Every two years, or as needed due to resignations or other circumstances, the Department elects a Faculty Senator according to the following procedure:

a) Upon the Department receiving a request for selecting a Faculty Senator, the Department elects a Faculty Senator to serve a two-year term on the Faculty Senate.

b) The Faculty Senator is elected from among the tenure-track faculty of the Department.

c) At least 10 days before the vote is scheduled to take place, the Chair announces an election by the tenure-track faculty for a Faculty Senator.

d) Faculty members are given seven days from the date the election is announced to withdraw their names from the ballot.

e) The faculty member receiving the most votes becomes the elected Faculty Senator. In the case where two or more candidates receive the most votes, a second vote takes place with only those candidates appearing on the ballot. This second vote takes place no sooner than two days after the results of the election are announced and may be repeated until a single candidate receives the most votes. The faculty member receiving the most votes becomes the elected Faculty Senator. Should two or more candidates receive the most votes, as second vote takes place with only the tied candidates. The Chair does not vote and breaks any tie.

f) The faculty in second place in the last vote for electing a Faculty Senator is elected to be the Alternate Faculty Senator. If there are multiple second places, the Chair makes the decision among the contenders.

The duties of the Faculty Senator are to attend Faculty Senate meetings and to report to the faculty of the Department about what transpires at those meetings. The duties of the Alternate Faculty Senator are to take over the duties of the Faculty Senator in the event the Senator is unavailable or otherwise indisposed.

E. Faculty Recruitment.

1) Faculty

a) The Chair appoints a committee consisting of at least three tenure-track Department faculty members to manage the search for each tenure-track and specialized faculty position. The Chair selects one of these committee members to serve as the Chair of the search committee. The Chair may appoint additional members to the committee from outside the Department or from among specialized Department faculty.

b) The search committee makes recommendations for hiring to the Chair.

c) The Chair presents his/her recommendations for hiring tenure-track and specialized faculty to the Department faculty for discussion and advice.

d) The Chair forwards their recommendations for hiring tenure-track and specialized faculty to the Dean of the College.

2) Affiliated Faculty

a) Affiliated faculty are individuals who have been awarded courtesy appointments in the Department.

b) Tenure-track Department faculty may sponsor and propose the granting of a courtesy appointment, as defined by the FSU guidelines (https://hr.fsu.edu/?page=edm/edm_courtesy_appointments), to any tenure-track faculty member from another department in the University, to any tenure-track faculty member from another university, or to any personnel from another institution, e.g., laboratory or industry, whose qualifications would ordinarily qualify them for tenure-track status in the University. The sponsor supplies the tenure-track Department faculty with a curriculum-vitae for the candidate as well as a written statement about the candidate's suitability for such an appointment and the contributions the candidate having such an appointment would make to the Department.

c) Courtesy appointments are fixed term appointments whose duration is not to exceed five years. Courtesy appointments are renewable, with the renewal process being the same as that for the initial appointment.

d) The chair makes recommendations to the tenure-track faculty concerning al requests for courtesy appointments in the Department. Such status is granted by a majority affirmative vote of the tenure-track Department faculty.

F. Unit Reorganization.

The current major program areas are Computational Science; Fire Dynamics; Geophysical Fluid Dynamics, and Data Science.

These major program areas are defined by specialized interests on the part of the faculty and students, and also reflect traditional professional training requirements.

Reorganization of the department resulting in changes to the major program areas must be approved by a two-thirds majority in a secret ballot vote of faculty in tenured or tenure-earning positions.

IV. Curriculum

The curriculum is evaluated by the graduate and undergraduate committees in consultations with the course instructors as necessary. The responsibilities of both committees are found in Section III-C-2.

V. Annual Evaluation of Faculty on Performance and Merit

A.   Peer Involvement in Annual Performance and Merit Evaluation. Each faculty member's performance will be evaluated relative to his or her assigned duties. Each faculty member's performance will 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) Annual Evaluation Procedures

a)   The Chair is responsible for completing the Annual Evaluation Summary Form and the written annual evaluation narrative for all Department faculty and the written annual assessment of progress toward promotion and/or tenure of eligible Department faculty. Evaluations are in accordance with the annual Assignments of Responsibilities of the faculty.

b)   The Executive committee is responsible for conducting peer evaluations in support of annual evaluations and the annual assessment of progress toward promotion and/or tenure of eligible Department faculty members. For the evaluation of specialized faculty only, peer specialized faculty of equal or greater rank, appointed by the Chair will join, as full members, the Executive Committee. Should such a specialized faculty not be

available, a specialized faculty of equal or higher rank from another Science department will be asked to serve.

c) All Department faculty provide each year the following material to support the evaluation process:

- o   an Evidence of Performance statement for the evaluation period;

- o   a complete up-to-date curriculum-vitae including teaching activity, if applicable;

- o   other materials in support of their performance, including pointers to course material.

d) A template form for providing the information is provided to the faculty so that a consistent format is followed. The template also provides the faculty with the opportunity to enter "free response" inputs. Failure to submit an Evidence of Performance Report after notice of such failure may result in an overall rating of "Does not Meet".

e) The Chair and the Executive Committee may, at their discretion, solicit written opinions from tenured Department Professors not on the Executive Committee concerning the performance and progress toward promotion and/or tenure of Assistant and Associate Professors and Specialized Department faculty.

f) In-depth teaching evaluations include classroom visitation and a detailed consideration of course materials in addition to the usual annual evaluation of teaching performance.

- o   Untenured faculty have a yearly in-depth teaching evaluation

- o   Tenured Associate Professors have an in-depth teaching evaluation at least once every two years.

- o   Non-tenure-track Department faculty have an in-depth teaching evaluation in every year that they have teaching responsibilities.

- o   Any Department faculty may request an in-depth evaluation of their teaching in any year.

g) In-class visitation may be part of the teaching evaluation process. Appropriate notice and a copy of the evaluation, in compliance with current University policy, will be given for any classroom visitations.

h) Throughout the evaluation process, the Chair and the Executive Committee consider achievement related to the Assignment of Responsibilities and using the indicators and criteria presented in Section V.B.

i) The Executive Committee provides the Chair a written annual assessment of progress toward promotion and/or tenure of eligible Department faculty.

j) The Executive Committee provides the Chair a written annual peer evaluation of each tenure-track and specialized Department faculty member that includes separate ratings of achievement in:

- o   Research

- o   Teaching (if applicable)

  o Professional and Institutional Service (if applicable)

For the evaluation of specialized faculty only, peer specialized faculty appointed by the Chair will join, as full members, the Executive Committee.

The possible ratings in each of the above categories for tenure-track and specialized faculty are listed below. It is understood that the descriptions are adjusted for specialized research and teaching faculty to reflect only the areas in which the faculty member has assigned responsibilities.

- *Substantially Exceeds FSU's High Expectations:* this rating recognizes unusually valuable and high-quality achievement. It is used to identify candidates for early promotion and tenure or other significant recognition such as nomination for College and University awards or for named and endowed professorships. The Executive Committee supports this ranking by citing specific details and achievements in the record of the faculty member.

- *Exceeds FSU's High Expectations:* This rating recognizes a faculty member achieving a level of performance that exceeds expectations and deserves special mention.

- *Meets FSU's High Expectations:* This rating recognizes a faculty member achieving a level of performance that advances the mission of the Department in a manner consistent with rank and Assignment of Responsibilities. For Assistant and Associate Professors, and Specialized faculty, this level of performance must demonstrate adequate progress toward promotion and/or tenure, as appropriate, under the criteria listed in Sections V-B and V-C.

- *Official Concern:* This rating identifies a faculty member that the Executive Committee deems is not achieving a level of performance that meets the expectations of the Department in a manner consistent with rank and Assignment of Responsibilities. The Executive Committee supports this ranking by citing specific details about the deficiencies in the record of the faculty member. The Executive Committee provides to the chair written recommendations on steps that could be taken to improve performance.

- *Does Not Meet FSU's High Expectations:* This rating identifies a faculty member that the Executive Committee deems has serious deficiencies in performance and or/persistent need for improvement, relative to rank and Assignment of Responsibilities. The Executive Committee supports the award of this ranking by citing specific details about the deficiencies in the record of the faculty member along with evidence of their persistence. The Executive Committee provides to the Chair written recommendations for action.

k) An untenured faculty member whose performance is rated "Does Not Meet FSU's High Expectations" shall be placed on a Performance Improvement Plan. A tenured faculty member rated "Does Not Meet FSU's High Expectations" in any evaluation may be placed on a Performance Improvement Plan. The Performance Improvement Plans will be constructed following the guidelines given in the BOT-UFF Collective Bargaining Agreement.

l) The overall rating of the Executive Committee for an individual faculty member is determined from the separate ratings in research, teaching, and service weighted by the

percentages for these categories listed in the individual's Assignment of Responsibilities for the evaluation period.

m) Each member of the Executive Committee provides the Chair, for use in determining merit pay recommendations, a ranked list of all faculty in the Department other than themselves. The rankings are based on the evaluations of performance made according to the Assignment of Responsibilities in effect during the evaluation period and should conform with all University and College guidelines. The Chair or his/her designee compiles the distribution of rankings of each faculty member and use this as the Executive Committee's recommendation for merit pay increases. The Chair and Executive Committee's rankings are both forwarded to the Dan of the College. The Chair presents the Executive Committee with the formula used to establish the merit raises.

B. Criteria for Evaluation of Tenure-track Faculty.

This Article sets forth the criteria used by the Department for the Annual evaluation of its tenure-track faculty. It is designed to be supplementary to and consistent with all relevant University and College documents. The criteria are applied in the context of the specific role of the Department Tenure-track faculty member as defined by their Assignments of Responsibilities. The evaluation criteria are described in relation to the annual calendar year evaluation process for faculty. However, the same criteria, as well as some additional ones, are used for the tenure and promotion process in that recommendations for tenure and promotion for tenure-track faculty to the rank of Associate Professor are based on the evaluation listed below for Professors.

As described in Section V-B, Department faculty are evaluated in the areas of research, teaching and professional and institutional services with an overall evaluation determined by using the individual's Assignments of Responsibilities to weigh each of the three separate evaluations. Here, criteria are given for how the Department determines the quality of its faculty member's performance in each area.

1) Teaching

In the assessing of an individual's performance in teaching, certain indicators are employed; a partial list is given below. To be rated excellent in teaching, an individual should excel in several of the indicators.

Indicators of satisfactory teaching performance include but are not limited to:

a) Satisfactory student evaluations.

b) Satisfactory evaluations by colleagues.

c) Evidence of good instructional materials and of good testing vehicles used in and out of the classroom.

d) Evidence of effective participation in course and curricular development.

e) Evidence of teaching awards received.

f) Evidence of participation as a presenter in meetings on teaching.

g) Positive solicited and unsolicited letters about teaching.

h) External funding for teaching activities.

2) Scholarship/Research.

In the assessing an individual's performance in research, certain indicators are employed; a partial list is given below. To be rated exceeds FSU's high expectations or above in research, and individual should excel in several of the indicators. The Department divides indicators into primary ones and secondary ones. It is understood that some indicators are not applicable to some individuals and that individuals need not have every indicator in order for their research to be judged satisfactory or better. However, it is also understood that an individual must have a number of the indicators for such a positive assessment to be made. The secondary indicators can be used as supplementary evidence of satisfactory or better performance in research.

Within each of the categories of primary and secondary indicators of excellence in research, the following lists are not ordered. However, it is understood that most important indicators of quality of research are the quality of publications and, for tenure and promotion cases, the judgement of qualified expert reviewers external to the University (primary indicator) and internal to the University (secondary indicator). The other indicators below are devices that can be used to confirm or reinforce the information provided by leading indicators.

The Department recognizes that there is often a substantial lag between the acceptance of a paper and its publication. Thus, the Department considers an accepted paper to be the almost equivalent of a published paper and use the same criteria, e.g., quality of journal, to judge the worth of both published and accepted papers. Submitted papers, however, carry little weight within the Department's evaluation process unless there is independent evidence, e.g., direct reviews of the paper by peers, of its quality.

Indicators for performance in research for Assistant Professors

Indicators of Meets FSU's high expectations or above in research for assistant Professors and Specialized Research Faculty I include but are not limited to:

Primary indicators

a) Consistent publication in journals and other refereed publications of high quality.

b) Evidence of external research funding and/or positive reviews of unsuccessful attempts to obtain external research funding.

c) Presentations at national research conferences and workshops.

Secondary indicators

a) Evidence of involvement with the research of graduate students.

b) Evidence of quality professional service that depends on or attests to the individual's research reputation.

c) Invitations to present colloquium and seminar talks at other research institutions.

Indicators for performance in research for Assistant Professors, for tenure and promotion to the rank of Associate Professor

Indicators of satisfactory performance in research for Associate Professors, for tenure and promotion to the rank of Associate Professor, for Specialized Research Faculty II, and for promotion to Specialized Research Faculty II, include but are not limited to:

Primary Indicators

d) For tenure and promotion to the rank of Associate Professor, very strong, positive letters of recommendation from external experts familiar with the research of the individual and the impact that the research has had on the work of others.

e) Consistent publication in journals and other refereed publications of high quality.

f) Evidence of external research funding.

g) Invitations to give presentations at national and international research conferences and workshops.

h) A history of involvement with the research of graduate students.

Secondary Indicators

a) For tenure and promotion to the rank of Associate Professor, very strong, positive letters of recommendation from local experts familiar with the research of the individual.

b) Consulting activities involving research.

c) All evidence of quality professional service that depends on or attests to the individual's research reputation.

Indicators for performance in research for Professors, for promotion to the rank of Professor

Indicators of satisfactory performance in research for Professors and for promotion to the rank of Professor, for specialized Research Faculty III, and promotion   to Specialized Faculty III, include but are not limited to:

Primary Indicators

d) For promotion to the rank of Professor, very strong, positive letters of recommendation from external experts familiar, over an extended time period, with the research of the individual and the impact of that research on the work of others.

e) A consistent and extended history of publication in journals and other refereed publications of high quality.

f) Evidence of external research funding.

g) A consistent and extended history of presenting invited talks at professional meetings, colloquia, and seminars at other institutions.

h) A consistent history of involvement with the research of PhD students.

Secondary Indicators

a) For tenure and promotion to the rank of Professor, very strong, positive letters of recommendation from local experts familiar with the research of the individual.

b) Publication of research monographs by high-quality publishers.

c) Consulting activities involving research.

d) Vigorous and effective leadership activity within the Department's interdisciplinary research groups.

e) A consistent history of papers reviewed in professional review journals

f) Professional honors or awards from national societies.

g) All evidence of quality professional service that depends on or attests to the individual's research reputation including, but not limited to the editorship or associate editorship of respected journals or book series, significant involvement in the organization of national meetings or international meetings, and extended period of service for a funding agency such as a program manager for the NSF or other Federal agency, a consistent history of service on national review panels, and service in national societies that advise about or advance research activities.

3) Service.

In the assessing an individual's performance in professional and institutional service, certain indicators are employed; a partial list is given below. To be rated excellent in service, an individual should excel in several of the indicators. The higher the rank, the larger number of indicators are needed to qualify for a particular evaluation level (see Section V-B-3.) These criteria do not apply to Specialized Faculty except as stated in Section V-C-3.

Indicators for professional service

Indicators of satisfactory professional service include but are not limited to:

a) Evidence of the refereeing of papers for respected journals and for external funding agencies.

b) Other refereeing and reviewing duties such as book reviews, etc.

c) Positive solicited or unsolicited letters from beneficiaries of a professional service activity performed by the individual.

d) Publishing a textbook that is adopted at other institutions.

e) Evidence of external funding of activities other than research or teaching

f) Organization of special sessions at regional or national meetings of professional societies.

g) The editorship or associate editorship of respected journals or book series.

h) Significant involvement in the organization of national or international meetings.

i) An extended period of service for a funding agency such as service as a program manager for a federal agency.

j) A consistent history of service on national or international review panels.

k) Service in national societies that advise about or advance research activities.

Indicators for institutional service

Indicators for satisfactory institutional service include but are not limited to:

a) Satisfactory performance in administrative-like positions such as that of an Associate Chair.

b) Satisfactory performance as member and/or Chair of the Department, College, or University committees.

c) Evidence of effective participation in other institutional service activities.

d) Evidence of the results of an institutional service activity and of its quality, e.g., copies of the Department's newsletter edited, or website developed.

e) Positive solicited or unsolicited letters from beneficiaries of an institutional service activity performed by the individual.

f) Evidence of quality advice given to students other than the individual's research advisees.

C. Criteria for Evaluation of Specialized Faculty

The evaluation and promotion criteria for Specialized Research I, II, III, and Specialized Teaching Faculty are found in Sections V-B-1 through V-B-3. The criteria are applied in the context of the specific role of the Specialized Department faculty member as defined by their Assignments of Responsibilities. The criteria are also used as a basis for promotion recommendations in much the same way as described in Section V.B. for tenure-track faculty.

Specialized Teaching Faculty are evaluated according to the teaching criteria listed for Tenure-Track Faculty in Section V-B-1. Department faculty are evaluated in the areas of research, teaching, and professional and institutional services with an overall evaluation determined on the basis of the individual's Assignments of Responsibilities to weigh each of the three separate evaluations. Here, criteria are given for how the Department determines the quality of its faculty member's performance in each area.

1) Teaching.

Assessment of teaching for specialized faculty of all ranks follow that of faculty as listed in Section V-B-1.

2) Scholarship/Research.

Assessment of research for specialized faculty of all ranks follow that of tenure-track faculty. Specialized Research Faculty I, II, III are evaluated according to the criteria listed for an Assistant Professor, Associated Professor, and Professor, respectively. These criteria are found in Section V-B-2.

3) Service.

Any service duties listed in the AOR will be evaluated against their service-related accomplishments listed in their Evidence of Performance sheet.

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 progress toward promotion 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.

C. Peer Involvement in Evaluation of Promotion and Tenure of Faculty.

This section covers faculty involvement in the evaluation process for promotion and tenure of tenure-track faculty beyond university policy.

Every year, the executive committee evaluates all faculty, and writes a letter for each addressed to the Chair. The responsibilities of the Executive Committee are listed under Section III-C-1.

The criteria the Department uses in its tenure and promotion deliberations are given in Section V. The procedures used by the Department follow all College and University rules and policies and the BOT-UFF Collective Bargaining Agreement. The composition and duties of the Tenure and Promotion Committees central to the Department's tenure and promotion process are listed under Section III-C-2.

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

The criteria for Promotion and Tenure of Tenure-track faculty are based on the criteria for evaluation of the faculty, found in Section V-B.

E. Criteria for Promotion of Specialized Faculty.

The criteria for Promotion of Specialized Faculty are identical to the criteria for evaluation of the Specialized faculty, covered in Section V-C.