

Bylaws of the Department of Scientific Computing Florida State University

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the Department of Scientific Computing by a secret ballot
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1 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 establish 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 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.

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://provost.fsu.edu/sacs>.

2 Membership and Voting

2.1 Membership

Membership in the Department includes:

- Tenure-track Department faculty – faculty members holding tenured or tenure-earning appointments in the Department.
- 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 courtesy appointments in the Department; tenure-track faculty at other universities who have been awarded courtesy 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 courtesy appointments in the Department.
- Administrative and Professional personnel who receive their assignments from the Department.
- University Service Personnel System personnel who receive their assignments from the Department.

2.2 Voting

1. Only tenure-track Department faculty are eligible to vote in faculty meetings and by mail ballot.
2. 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.
3. 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.
4. Votes that must be conducted by secret ballot are specifically indicated in these Bylaws.

3 Administrative Officers

3.1 Chair

1. The Chair of the Department (hereafter referred to as the Chair) serves as the chief administrative officer of Department. As such:
 - (a) The Chair calls, prepares an agenda for, and presides at faculty meetings.
 - (b) The Chair meets regularly, at least monthly, with the Executive Committee.
 - (c) The Chair, in consultation with the Executive Committee, appoints the committee members specified in Article 5.
 - (d) The Chair appoints all administrative officers as specified in these bylaws.
 - (e) 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 incorrect factual information.
 - (f) 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.
 - (g) For untenured tenure-track faculty in the 2nd and 4th year of service, the Promotion and Tenure Committees, or subcommittees designated by those committees, conduct a thorough review of the candidates progress toward promotion and tenure. The Chair discusses this review with the faculty member and works with the candidate to develop performance improvement plans, if necessary.
 - (h) The Chair performs annual evaluations of Administrative and Professional and University Service Personnel System personnel based on each individual's Position Description for the evaluation period.
 - (i) 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 also informs that Committee of the Chair's recommendations.
 - (j) The Chair, in consultation with the affected faculty member, prepares the annual Assignment of Responsibilities for tenure-track and specialized Department faculty members.
 - (k) The Chair, in consultation with the Executive Committee, sets and posts the summer teaching rotation.
 - (l) 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.
2. The Chair serves as the principal financial officer of Department. As such:
 - (a) The Chair supervises the receipt and expenditure of all funds.
 - (b) The Chair, in consultation with the Executive Committee and the Technology Committee, prepares an annual operating budget.
3. The Chair, in consultation with the appropriate Department committees, supervises all aspects of the academic programs of Department.

3.2 Procedure for the Selection of the Chair

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:

1. Meet with the Dean to establish
 - the nature of the search, e.g., an internal search, an external search, or an internal and external search; timeline; etc.;
 - any criteria the Dean may wish the Committee to consider in its search for candidates;
 - the nature of the recommendation the Dean wishes to receive from the Committee, e.g., an ordered list or simply one name, etc.
2. Establish procedures for identifying candidates for the position of Chair.
3. Manage the process through which candidates are identified and interviewed.
4. Make a recommendation to the Dean.

3.3 Recommendation for 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:

1. A petition for removal must be signed by a majority of the tenured tenure-track Department faculty.
2. The Dean or the Dean's designee presides at a faculty meeting, called with at least two weeks notice, to consider the petition.
3. The petition is adopted on a two-thirds majority affirmative vote of the tenure-track Department faculty in a secret ballot.
4. If the petition is adopted, a recommendation for removal including a report of the vote is forwarded to the Dean by the Executive Committee.
5. After that, the Dean sets the process by which the recommendation of the Department is considered.

3.4 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 includes the administration of all aspects related to the Department's graduate degree programs, as delegated by the Chair.

3.5 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 includes the administration of all aspects related to the Department's undergraduate degree programs, as delegated by the Chair.

3.6 Liaisons and Other Officers

1. 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.
2. The Chair may appoint a Department faculty member of appropriate rank to serve as the representative of the Chair to particular officers and bodies outside Department for a one-year renewable term.
3. The Chair appoints, as needed and for a one-year renewable term, additional officers for specific administrative tasks not enumerated in the Department Bylaws.

4 Faculty Meetings

4.1 Frequency

1. The tenure-track Department faculty meets in regular session bimonthly 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.
2. Additional sessions may be called:
 - (a) by the Chair;
 - (b) at the request of the Executive Committee;
 - (c) at the written request of four tenure-track Department faculty members.

4.2 Faculty Meeting Procedures

1. The Chair or a tenure-track Department faculty member designated by the Chair presides at faculty meetings.
2. 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.
3. One half of the tenure-track Department faculty constitutes a quorum at a faculty meeting.
4. The minutes of a faculty meeting are taken by an administrative staff member designated by the Chair.
5. 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 web site.

4.3 Elections and Appointments

1. The election of Executive Committee members takes place on or before the first faculty meeting of the academic year.
2. The announcement of appointments by the Chair to Department committees and administrative positions are made before the agenda for the second faculty meeting of the academic year is distributed.

5 Committees

5.1 Standing Committees

5.1.1 Executive Committee

1. The Executive Committee is the principal faculty committee that advises the Chair in administering the Department and in proposing and implementing Department policies.
2. 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.
3. The members appointed by the Chair serve for a one-year renewable term.
4. The elected members serve two-year staggered terms with one or two members elected each year.
5. The committee elects its chair by a majority affirmative vote.
6. The committee meets regularly.
7. The committee advises the Chair on:
 - (a) determining standing committee appointments;
 - (b) determining budgetary priorities;
 - (c) determining recruiting priorities;
 - (d) determining space and non-monetary resource allocation.
8. The committee is responsible for certifying secret ballots and elections, using a process adopted by a majority affirmative vote of tenure-track Department faculty.
9. 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 Articles 9 and 10, respectively. For the evaluation of specialized faculty only, peer specialized faculty appointed by the Chair will join, as full members, the Executive Committee.
10. 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.
11. The committee may make recommendations to the Chair for consideration of specialized faculty members for promotion.
12. The committee makes recommendations to the Chair for the summer teaching rotation.

13. The chair and the committee adjudicates 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.

5.1.2 Technology Committee

1. The Technology Committee consists of three members appointed annually by the Chair from the tenure-track and specialized Department faculty.
2. The committee elects its chair by a majority affirmative vote.
3. 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.

5.1.3 Graduate Program Committee

1. 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.
2. The Associate Chair for Graduate Studies serves as the chair of the committee.
3. The committee is responsible for oversight of the Departmental graduate degree programs and courses, including the approval of new graduate courses and modifications to existing graduate courses.
4. The committee is responsible for the oversight of the admission of students into Departmental graduate degree programs and their progress in these programs.
5. The committee coordinates with the appropriate departments the scheduling of and publicity for graduate courses for which the Department has responsibility.
6. The committee considers and proposes to the tenure-track Department faculty:
 - (a) modifications to Departmental graduate degree programs;
 - (b) new Department graduate courses and graduate degree programs;
 - (c) modifications to the Department's commitments to regularly offer graduate courses in support of other departments' programs.
7. A proposal of the committee is adopted upon a majority affirmative vote of the tenure-track Department faculty.

5.1.4 Undergraduate Program Committee

1. 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.
2. The Associate Chair for Undergraduate Studies serves as the chair of the committee.

3. 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.
4. The committee is responsible for the oversight of the admission of students into Departmental undergraduate degree programs and their progress in these programs.
5. The committee coordinates with the appropriate departments the scheduling of and publicity for undergraduate courses for which the Department has responsibility.
6. The committee considers and proposes to the tenure-track Department faculty:
 - (a) modifications to Departmental undergraduate degree programs;
 - (b) new Department undergraduate courses and undergraduate degree programs;
 - (c) modifications to the Department's commitments to regularly offer undergraduate courses in support of other departments' programs.
7. A proposal of the committee is adopted upon a majority affirmative vote of the tenure-track Department faculty.

5.1.5 Academic Affairs Committee

1. The committee consists of at least two members appointed by the Chair from the tenure-track Department faculty.
2. The Chair appoints one of the committee members to serve as chair.
3. The committee is responsible for the oversight of academic affairs within the Department, including the coordination of seminars and colloquia.
4. 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.

5.1.6 Publications and Information Committee

1. The committee consists of at least two members appointed by the Chair from the membership of Department.
2. The Chair appoints one of the committee members to serve as chair.
3. 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.
4. The committee is responsible for oversight of the design and maintenance of the Department web site.

5.2 Other Committees

1. The Tenure Committee, the Promotion Committee, and the Promotion Committee for Non-Tenure-Track Department Faculty are considered in Article 8.
2. The Chair, in consultation with the Executive Committee, establishes additional committees as required to conduct the affairs of Department.
3. The purpose and membership of such committees is communicated to the Department faculty as soon as practicable.
4. Members of such committees are appointed by the Chair and serve renewable terms of no longer than one year.

5.3 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.

6 Election of Faculty Senator

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

1. 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.
2. The Faculty Senator is elected from among the tenure-track faculty of the Department, excepting for the incumbent Faculty Senator if election of the latter would result in he/she serving a third consecutive two-year term.
3. 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.
4. Faculty members are given 7 days from the date the election is announced to withdraw their names from the ballot.
5. The faculty member receiving the most votes becomes the elected Faculty Senator. In case 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 2 days after the results of the election are announced and may be repeated until a single candidate receives the most votes.
6. The loser of the last vote for electing a Faculty Senator is elected to be the Alternate Faculty Senator.

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.

7 Faculty Hiring and Status

7.1 Faculty

1. 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.
2. The search committee makes recommendations for hiring to the Chair.
3. The Chair presents her/his recommendations for hiring tenure-track and specialized faculty to the Department faculty for discussion and advice.
4. The Chair forwards her/his recommendations for hiring tenure-track and specialized faculty to the Dean of the College.

7.2 Affiliated Faculty

1. Affiliated faculty are individual who have been awarded courtesy appointments in the Department.
2. Tenure-track Department faculty may sponsor and propose the granting of a courtesy appointment, as defined by University guidelines, 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 industrial, 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.
3. 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.
4. The Chair makes recommendations to the tenure-track faculty concerning all requests for courtesy appointments in the Department. Such status is granted by a majority affirmative vote of the tenure-track Department faculty.

8 Tenure and Promotion Procedures

8.1 Tenure-Track Department Faculty

In this Article, the Departmental *procedures* for determining recommendations for tenure and promotion of tenure-track Department faculty are given. The *criteria* the Department uses in its tenure and promotion deliberations are given in Article 10. The procedures used by the Department follow all College and University rules and policies and the BOT-UFF Collective Bargaining Agreement, so they do not need to be enumerated in this document. Thus, here we confine ourselves to a description of the composition and duties of the Tenure and Promotion Committees that are central to the Department's tenure and promotion process.

In addition to their duties connected to the evaluation of the suitability of a candidate for tenure and/or promotion, the Promotion and Tenure Committees, or subcommittees designated by those committees, conduct a thorough review of untenured tenure-track faculty, in the 2nd and 4th year of service, of the candidates progress toward promotion and tenure.

8.1.1 Tenure Committee

1. The committee membership consists of all tenured Department faculty.
2. The committee elects its chair by a majority affirmative vote.
3. For each tenure case, the chair of the committee and one other member of the committee appointed by the Chair serve on a subcommittee whose duties include:
 - (a) assist the candidate in the preparation of the case;
 - (b) familiarize themselves with the details of the case;
 - (c) present the case to the committee.
4. The chair of the committee calls meetings of the committee for purposes of discussion.
5. The Chair calls for a committee vote, by secret ballot, on the merits of each tenure case.

8.1.2 Promotion Committee

1. The committee membership is restricted to tenured Department faculty.
 - (a) In cases for promotion to the rank of Associate Professor, committee membership is further restricted to tenured Professors and tenured Associate Professors.
 - (b) In cases for promotion to the rank of Professor, committee membership is further restricted to tenured Professors.
2. 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:
 - (a) assist the candidate in the preparation of the case;
 - (b) familiarize themselves with the details of the case;
 - (c) present the case to the committee.
3. The chair of the committee calls meetings of the committee for purposes of discussion.
4. The Chair calls for a committee vote, by secret ballot, on the merits of each promotion case.

8.1.3 Subsequent procedures

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

8.2 Specialized Department Faculty

The procedures used by the Department for the promotion of specialized Department faculty follow the procedures given in the BOT-UFF Collective Bargaining Agreement.

9 Annual Evaluation Procedures

1. 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 accord with the annual Assignments of Responsibilities of the faculty.
2. 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 appointed by the Chair will join, as full members, the Executive Committee.
3. Department faculty provides each year the following material to support the evaluation process:
 - (a) an Evidence of Performance statement for the evaluation period;
 - (b) a complete up-to-date curriculum vitae including teaching activity;
 - (c) other materials in support of their performance, including pointers to course material.

A template form for providing the information is provided to the faculty so that a consistent format is followed by all faculty. The template also provides the faculty with the opportunity to enter "free response" inputs.

4. 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.
5. In-depth teaching evaluations include classroom visitation and a detailed consideration of course materials in addition to the usual annual evaluation of teaching performance.
 - (a) Untenured faculty have an in-depth teaching evaluation every year.
 - (b) Tenured Associate Professors have an in-depth teaching evaluation at least once every two years.
 - (c) Tenured Professors have an in-depth teaching evaluation at least once every five years.
 - (d) Non-tenure-track Department faculty have an in-depth teaching evaluation in every year that they have teaching responsibilities.
 - (e) Any Department faculty may request an in-depth evaluation of their teaching in any year.

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.

6. Throughout the evaluation process, the Chair and the Executive Committee consider achievement relative to the Assignment of Responsibilities and using the indicators and criteria presented in Article 10.
7. The Executive Committee provides the Chair a written annual assessment of progress toward promotion and/or tenure of eligible Department faculty.
8. 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:

- Research
- Teaching
- Professional and Institutional Service.

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

9. The possible ratings in each of the above categories are as follows.
 - *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 Department in a manner consistent with rank and Assignment of Responsibilities. For Assistant and Associate Professors, this level of performance must demonstrate adequate progress toward promotion and/or tenure, as appropriate, under the criteria listed in Article 10.
 - *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 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.
10. 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.
11. 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 her/his 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's and Executive Committee's rankings are both forwarded to the Dean of the College.

9.1 Performance Improvement Plans

An untenured faculty member whose performance is rated below “Does Not Meet FSUs High Expectations” shall be placed on a Performance Improvement Plan. A tenured faculty member is rated “Does Not Meet FSUs High Expectations” in three or more of the previous six evaluations 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.

9.2 Sustained Performance Evaluations

Tenured faculty members receive a Sustained Performance Evaluation following the process, timetable, and guidelines given in the BOT-UFF Collective Bargaining Agreement.

10 Evaluation Criteria

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 criteria listed below for Associate Professors and promotion to the rank of Professor are based on the evaluation criteria listed below for Professors.

For specialized faculty, the same evaluation and promotion criteria are used as for tenure track-faculty. 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 the previous paragraph for tenure-track faculty.

As described in Article 9, Department faculty are evaluated in the areas of research, teaching, and professional and institutional service 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.

10.1 Criteria for Research

In the assessing an individual's performance in research, certain indicators are employed; a partial list is given below. To be rated excellent in research, an 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 needs to have a number of the primary 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 the most important indicators of quality of research are the quality of publications and, for tenure and promotion cases, the judgment of qualified external

reviewers. The other indicators below are devices that can be used to confirm or reinforce the information provided by the 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.

10.1.1 Indicators for performance in research for Assistant Professors

Indicators of satisfactory performance in research for Assistant Professors include but are not limited to:

- Primary indicators
 - consistent publication in journals and other refereed publications of high quality
 - evidence of external research funding and/or positive reviews of unsuccessful attempts to obtain external research funding
 - presentations at national research conferences and workshops.
- Secondary indicators
 - evidence of involvement with the research of graduate students
 - evidence of quality professional service that depends on or attests to the individual's research reputation
 - invitations to present colloquium and seminar talks at other research institutions.

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

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

- Primary indicators
 - 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 that research has had on the work of others
 - consistent publication in journals and other refereed publications of high quality
 - evidence of external research funding
 - invitations to give presentations at national and international research conferences and workshops
 - invitations to present colloquium and seminar talks at other research institutions
 - a history of involvement with the research of graduate students.
- Secondary indicators
 - consulting activities involving research

- all evidence of quality professional service that depends on or attests to the individual's research reputation
- 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.

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

Indicators of satisfactory performance in research for Professors and for promotion to the rank of Professor include but are not limited to:

- Primary indicators
 - for promotion to the rank of Professor, very strong, positive letters of recommendation from external experts familiar, over an extended period of time, with the research of the individual and the impact of that research on the work of others
 - a consistent and extended history of publication in journals and other refereed publications of high quality
 - evidence of external research funding
 - a consistent and extended history of presenting invited talks at professional meetings, colloquia, and seminars at other institutions
 - a consistent history of involvement with the research of Ph.D. students.
- Secondary indicators
 - publication of research monographs by high-quality publishers
 - consulting activities involving research
 - vigorous and effective leadership activity within a the Department's interdisciplinary research groups
 - a consistent history of numerous documented non-self citations determined, e.g., from a citation index
 - a consistent history of papers reviewed in professional review journals
 - professional honors or awards from national societies
 - 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, an extended period of service for a funding agency such as service as a program manager for the NSF or 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
 - 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.

10.2 Criteria for teaching

In the assessing 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.

10.2.1 Indicators for teaching performance

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

- satisfactory student evaluations
- satisfactory evaluations by colleagues
- evidence of good instructional materials and of good testing vehicles used in and out of the classroom
- evidence of effective participation in course and curricular development
- evidence of teaching awards received
- evidence of participation as a presenter in meetings on teaching
- positive solicited and unsolicited letters about teaching
- external funding for teaching activities.

10.3 Criteria for 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 Article 9.10.)

10.3.1 Indicators for professional service

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

- evidence of the refereeing of papers for respected journals and for external funding agencies
- other refereeing and reviewing duties such as book reviews, etc.
- positive solicited or unsolicited letters from beneficiaries of a professional service activity performed by the individual
- publishing a textbook that is adopted at other institutions
- evidence of external funding of activities other than research or teaching
- organization of special sessions at regional or national meetings of professional societies
- the editorship or associate editorship of respected journals or book series
- significant involvement in the organization of national or international meetings
- an extended period of service for a funding agency such as service as a program manager for a Federal agency
- a consistent history of service on national or international review panels
- service in national societies that advise about or advance research activities.

10.3.2 Indicators for institutional service

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

- satisfactory performance in administrative-like positions such as that of an Associate Chair
- satisfactory performance as member and/or chair of the Department, College, or University committees
- evidence of effective participation in other institutional service activities
- evidence of the results of a institutional service activity and of its quality, e.g., copies of a the Department's newsletter edited or web site developed
- positive solicited or unsolicited letters from beneficiaries of a institutional service activity performed by the individual
- evidence of quality advice given to students other than the individual's research advisees.

10.4 Evaluation Criteria for Specialized Faculty

The evaluation process for specialized faculty follow that the guidelines given in the BOT-UFF Collective Bargaining Agreement, using criteria similar to those applied for tenure-track faculty.

11 Renewal of Department Bylaws

1. Once adopted, the Department Bylaws remain in effect for five academic years including the one in which they were adopted.
2. The Department Bylaws may be renewed during the fifth academic year and every fifth year thereafter by a majority affirmative vote by secret ballot of the tenure-track Department faculty.

12 Revision of the Department Bylaws

1. A revision of the Department Bylaws may be proposed by any two tenure-track Department faculty members.
2. The revision must be made available for consideration at a faculty meeting held at least one week prior to the date of the vote.
3. The revision is adopted on a majority affirmative vote of the tenure-track Department faculty by secret ballot.