

## **Bylaws Checklist for Colleges without Departments**

College Name: \_\_\_\_\_ Checked By FDA: \_\_\_\_\_ Date: \_\_\_\_\_

### **Bylaws:**

- \_\_\_\_\_ Adheres to and is consistent with University policies found in FSU Constitution, BOT-UFF Collective Bargaining Agreement, Faculty Handbook, and annual Promotion and Tenure letter.
- \_\_\_\_\_ Defines college faculty membership
- \_\_\_\_\_ Defines voting rights of faculty
- \_\_\_\_\_ Describes bylaw revision process which requires a majority vote of the faculty who participate in the voting process

### **Curricular Matters:**

- \_\_\_\_\_ Describes how faculty members exercise control over the development and review of curriculum
- \_\_\_\_\_ Describes process for approving candidates for the degree

### **Department Organization and Operation:**

- \_\_\_\_\_ Provides for faculty involvement in director/other administrator selection
- \_\_\_\_\_ Describes who may trigger a college faculty meeting and how
- \_\_\_\_\_ Provides for faculty involvement in college reorganization

### **Peer Review:**

- \_\_\_\_\_ Describes faculty involvement in recruitment and selection of new faculty
- \_\_\_\_\_ Describes college-specific mechanisms for faculty involvement in Promotion and Tenure process for tenured faculty (beyond University policy)
- \_\_\_\_\_ Describes college-specific mechanisms for faculty involvement for Promotion process for specialized faculty (beyond University policy)
- \_\_\_\_\_ Describes college-specific mechanisms for faculty involvement in the merit evaluation process for all faculty classifications (beyond University policy)
- \_\_\_\_\_ Describes college-specific mechanisms for faculty involvement in the sustained performance evaluation process for tenured faculty only (beyond University policy)
- \_\_\_\_\_ Describes college-specific mechanisms for faculty involvement in the annual evaluation process for all faculty classifications (beyond University policy)

### **Faculty Development Criteria:**

- \_\_\_\_\_ Includes college-specific criteria for evaluating tenure-track or tenured faculty
- \_\_\_\_\_ Includes college-specific criteria for evaluating specialized faculty
- \_\_\_\_\_ Includes college-specific criteria for promotion and tenure
- \_\_\_\_\_ Includes college-specific criteria for promotion of specialized faculty
- \_\_\_\_\_ Includes that all faculty must receive a "progress toward promotion" letter.

### **Other:**

- \_\_\_\_\_ Includes Substantive Change Statement
- \_\_\_\_\_ Describes process for election of representatives to the Faculty Senate

*(Note that bylaws may refer to outside documents to satisfy these criteria.)*

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Dean's Approval

Date