

Bylaws Checklist for Departments

Department 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 faculty department 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

Department Organization and Operation:

- _____ Provides for faculty involvement in chair/director selection
- _____ Describes who may trigger a faculty meeting and how
- _____ Provides for faculty involvement in unit reorganization

Peer Review:

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

Faculty Development Criteria:

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

Other:

- _____ Includes Substantive Change Statement

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

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Dean's Approval

Date

Chair's Approval

Date