**Bylaws for the [*fill in name of institute/center and indicate the department/college, if applicable*] at Florida State University**

**Table of Contents** (optional – delete this page if not using)

**Record of Substantive Revisions and Amendments to these Bylaws** (optional)

**Sunset/Renewal Provision** (optional)

\*\*Delete this page if neither of the above sections is used\*\*

These are the bylaws for the [*fill in name of institute/center and indicate the department/college, if applicable*] at Florida State University. These bylaws were last approved on [*fill in date*] by a majority of the applicable voting members of the [*fill in name of institute/center*] and on [*fill in date*] by the [*fill in name of overseeing college/VP office*] and the Office of Faculty Development and Advancement.

**Preamble** (optional)

**I. Bylaws**

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

 **B. Bylaws Revision.** *Describe bylaw revision process which requires a majority vote of the faculty who participate in the voting process*

 **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 [*fill in name of institute or center*] shall consist of those persons holding [*fill in level – full-time, part-time, etc.*] appointments at the rank of [*fill in position titles –* *Teaching Faculty, Assistant in, Associate in, Research Associate, Assistant Professor, Associate Professor, Professor, etc.*]. *Add any other information necessary to define the faculty membership in the unit.*

 **B. Center/Institute Membership.** In addition to the faculty defined in II.A above, the following are members of the [*fill in name of institute or center*]: [*fill in positions – postdocs, staff, etc.*].

 **C.** **Faculty Voting Rights.** *Define the voting rights of faculty defined in II.A above, including an indication of those listed in II.A that have no voting rights.*

 **D.** **Non-faculty Voting Rights.** *Define the voting rights, if any, of those defined in II.B above.*

**III. Organization and Governance**

 **A. Faculty Meetings.** *Describe who may call for a faculty meeting and how. Describe any minimum number of meetings or other requirements determined by the faculty (e.g., annual report on budget).*

 **B. Director Selection.** *Describe procedure that provides for faculty involvement in the selection of the institute/center director*

 **C. Leadership and Committees.** *List and describe the leadership positions in the institute/center (e.g., Director, Associate Director, etc.), their duties, how the person is selected for the position, and term of service. List committees and describe their purpose, membership, how membership is determined, and term of service of members.*

 **D. Faculty Recruitment.** *Describe the process for recruiting and selecting new faculty and how current faculty are involved*

 **E. Unit Reorganization.** *Describe the procedure that provides for faculty involvement in unit reorganization*

**IV. Curriculum (if applicable)**

*Describe how faculty members exercise control over the development and review of curriculum (can, in addition or instead, refer to another section of the bylaws such as a committee listed in III.C above)*

**V. Annual Evaluation of Faculty on Performance and Merit (if applicable)**

 **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

*If applicable, describe institute/center-specific mechanism(s) for faculty involvement in the annual evaluation process for all faculty classifications (beyond university policy). If specialized faculty are hired and evaluated by their home department/college, please indicate that here and specify how input of the institute/center director is provided to the home department/college. For tenure-track faculty affiliated with the institute/center, indicate that the official annual evaluation rating occurs in the tenure home department/college and specify how the input of the institute/center director on the annual evaluation is provided to the home department/college.*

*If applicable, describe institute/center-specific mechanism(s) for faculty involvement in the merit evaluation process for all faculty classifications (beyond university policy).*

 **B. Criteria for Evaluation of Specialized Faculty.** *If applicable, describe institute/center-specific criteria for evaluation of specialized faculty in the position-relevant areas of:*

 **1) Teaching.**

**2) Scholarship/Research.**

 **3) Service.**

 **4) Other** [*Add categories as needed*]

*If specialized faculty are hired and evaluated by their home department, please indicate that here.*

*(Note: can, in addition or instead, refer to another section of the bylaws such as an appendix)*

**VI. Promotion of Faculty**

 **A. Progress Toward Promotion Letter.** Each year, every faculty member who is not yet at the highest rank for their position will receive a letter that outlines progress toward promotion and/or tenure. *If specialized faculty are hired and evaluated by their home department, please indicate that here.* [*Add details of institute/center’s contribution to the progress toward promotion letter, if applicable*]

 **B. Peer Involvement in Evaluation of Promotion of Faculty.** *If applicable, describe institute/center-specific mechanism(s) for faculty involvement in the evaluation process for promotion of specialized faculty (beyond university policy).**If specialized faculty are hired and evaluated by their home department, please indicate that here.*

 **C. Criteria for Promotion of Specialized Faculty.** *If applicable, describe institute/center-specific criteria for promotion of specialized faculty (beyond university policy). If specialized faculty are hired and evaluated by their home department, please indicate that here.*

*(Note: can, in addition or instead, refer to another section of the bylaws such as an appendix)*

**Appendix** (optional – add as many as necessary or delete if this section is not used)