

Bylaws Checklist for Centers and Institutes

Center/Institute Name: _____ Checked By FDA: _____ Date: _____

Bylaws:

- _____ Adheres to and is consistent with University policies found in FSU Constitution, BOT-UFF Collective Bargaining Agreement and the Faculty Handbook
- _____ If applicable, defines faculty center/institute membership
- _____ If applicable, defines voting rights of faculty
- _____ Describe bylaw revision process which requires a majority vote of the faculty who participate in the voting process

Curricular Matters:

- _____ If applicable, describes how faculty members exercise control over the development and review of curriculum

Organization and Operation:

- _____ Provides for faculty involvement in 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 mechanisms for faculty involvement in promotion process for specialized faculty (beyond University policy.) If specialized faculty are hired and evaluated by their home department, please specify.
- _____ If applicable, describes mechanisms for faculty involvement in the merit evaluation process for all faculty classifications (beyond University policy)
- _____ If applicable, describes mechanisms for faculty involvement in the annual evaluation process for all faculty classifications (beyond University policy)

Faculty Development Criteria:

- _____ Includes criteria for evaluating specialized faculty
- _____ Includes criteria for promotion of specialized faculty
- _____ Includes that all faculty who are not at the highest rank must receive a "progress toward promotion" letter

Other:

- _____ Includes Substantive Change Statement

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

Chair/Director Approval Date

Dean's Approval Date