Bylaws of the
School of Library and Information Studies
The Florida State University

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These Bylaws are established to assist the School’s faculty and administrators in conducting School business efficiently and with fairness to all concerned. These may not in any way contradict or supersede the Bylaws of the College of Communication and Information, the Constitution of the University, or other higher authority.

Section A. Faculty Membership and Voting Privileges

1. Those persons who hold tenured or tenure-track appointments at the ranks of assistant professor, associate professor, and professor, who have a full academic year appointment in the School, are considered to be full voting members of the faculty.

2. Each year at the first faculty meeting the tenured and tenure-track faculty shall vote on whether they wish to grant voting privileges to members of the faculty in non-tenure tracks who fit the following criteria:
   - Have a permanent appointment
   - Hold a Ph.D.
   - Have continuing teaching responsibilities as part of their regularly assigned duties.

Section B. Jurisdiction

1. The faculty shall be the basic legislative body of the School. Subject to the Bylaws of the College of Communication and Information, Constitution of the University and the rules of the Board of Trustees, it shall determine the requirements for the several academic degrees, shall establish admissions and grading policies, and shall approve course offerings, subject to review by the College as specified below. It may act on any other academic matter of concern to the School.

2. The faculty may reflect upon and deliberate any issue of general interest to the University, College, or School and make recommendations to the appropriate officer or body.

Section C. Meetings

1. The faculty shall meet at least once in each of the academic terms, except for summer.

2. Special sessions shall be held at the call of the Director either on her/his own initiative, or at the written request of not fewer than four members of the faculty.

3. The Director of the School shall be the presiding officer. In the absence of the Director, the full faculty member designated by the Director shall preside.

4. Any faculty member or committee may request that a discussion or action item be put on the agenda of a faculty meeting. The Executive Secretary to the Director shall issue a call for these items at least two weeks prior to each faculty meeting.

5. The Executive Secretary to the Director shall distribute the agenda for each faculty meeting to all faculty at least one week prior to the meeting.

6. One-half plus one of the voting members of the faculty shall constitute a quorum.
Section D. Committee Structure and Operations

1. Three types of committees shall be employed to enhance the School’s ability to accomplish its mission: Program Committees, Special Purpose Committees, and Ad Hoc Committees. The membership of each program committee shall be appointed by the Director. Each program committee shall appoint at least one student from the appropriate program. Program Committees shall make every effort to include at least one doctoral student, in addition to any other students, in order to provide an opportunity for potential future faculty to gain experience with the inner workings of an academic unit.

Undergraduate Program Committee
- Reviews undergraduate student admission policies and services, including placement, financial support, curricula, and other issues related to undergraduate students.
- Recommends to faculty new or revised policies, regulations, and course offerings.
- Conducts the School’s undergraduate program’s effectiveness efforts as part of the ongoing institutional effectiveness efforts and the State Mandated Academic Learning Compact. This includes setting program goals and outcomes, evaluating performance and developing action plans.
- Recommends undergraduate students for appropriate awards.

Master’s and Specialist Program Committee
- Reviews Master’s and Specialist student admission policies and services, including placement, financial support, curricula, and other issues related to masters and specialists students.
- Recommends to faculty new or revised policies, regulations, and course offerings.
- Conducts the School’s Master’s and Specialist program’s effectiveness efforts as part of the ongoing institutional effectiveness efforts. This includes setting program goals and outcomes (also know as objectives), assessment criteria (indicators) evaluating performance, and developing action plans.
- Evaluates the school’s ability to meet ALA accreditation standards.
- Recommends Master’s and Specialists students for appropriate awards.

Doctoral Program Committee
- Selects doctoral students for admission.
- Reviews doctoral student admission policies and services, including placement, financial support, curricula, and other issues related to doctoral students.
- Recommends to faculty new or revised policies, regulations, and course offerings.
- Conducts the School’s doctoral program’s effectiveness efforts as part of the ongoing institutional effectiveness efforts. This includes setting program goals and outcomes, evaluating performance and developing action plans.
- Recommends doctoral students for appropriate awards.
- Annually reviews progress of current doctoral students.

Special Purpose Committees: Two standing special purpose committees address academic and institutional needs of the School and faculty. Membership of Special Purpose Committees shall be determined by faculty vote.

Promotion and Tenure Committee
- Refer to Section F for Committee’s charge
- Considers and recommends to the Director those faculty members who meet requirements for promotion and/or tenure.
- Generally, five tenured faculty members shall comprise this committee.
In accordance with the Florida State University Faculty Handbook, tenure-track faculty may hold membership on this committee as long as tenured faculty members comprise a majority.

- The Director of the School and Dean of the College are ineligible to serve on this committee.
- Faculty members being considered for promotion and/or tenure are ineligible to serve on this committee.
- Faculty members with a spouse or partner being considered for promotion and/or tenure are ineligible to serve on this committee.

- Tenured and tenure-track faculty shall elect five members to the committee, including the Chair.
  - The Director of the School shall initiate a secret ballot poll by March 1 of each academic year, requesting each tenured and tenure-track faculty member to vote for the Chair and four additional members of the Promotion & Tenure Committee for the next academic year.
  - All eligible tenured and tenure-track faculty shall be included on the ballot. Those eligible to be elected Chair shall be clearly designated.
  - The Chair of the Promotion and Tenure Committee shall be elected from among those tenured faculty who have served at least one year of the past three on the P&T Committee but have not chaired the committee more than one year in the past four years. This election shall take place concurrently with the election of the committee. It is intended that a person serve as chair of the Promotion & Tenure committee no more than two out of any given four years. It is considered desirable (but not mandatory) for a person to serve as chair two consecutive years.

Faculty Evaluation and Review Committee
- Serves in an advisory capacity to the Director in the annual review of all faculty regarding merit increases. Reviews faculty productivity along three dimensions: teaching, research and service.
- Conducts reviews of all tenure-track faculty at the end of the third year of service, and makes recommendations to the Director.
- Oversees Peer Reviews of Teaching of all faculty.
- Recommends faculty for awards and recognitions.
- The elected chair and members of the P&T committee serve as the chair and members of the Faculty Evaluation and Review Committee.
- One non-tenure faculty member, elected by vote of the non-tenure faculty serves as a member of the Faculty Evaluation and Review Committee.
- The Director of the School shall initiate a secret ballot poll by March 1 of each academic year, requesting each non-tenure track faculty member to vote for one non-tenure faculty member of the Faculty Evaluation and Review Committee.

Ad Hoc Committees: Ad Hoc committees may be formed and tasked in writing as deemed necessary by the Director in order to enhance the School’s ability to accomplish its mission.

2. The Director of the School shall revise committee operations and structure as recommended by the faculty and shall appoint members to committees except in those cases where elections are specified.

- Faculty (tenured, tenure-track, and non-tenure) shall be appointed for one year, and will normally be reappointed to the same program committee for up to three years.
- Staff shall be appointed for one year, and may be reappointed to the same program committee as long as their duties warrant.
3. The Director of the School shall present the proposed committee membership to the faculty prior to the final faculty meeting of the academic year in sufficient time for the faculty to review and make recommendations to the plan and membership at the final faculty meeting of the academic year. Recommendations made by the faculty shall be incorporated as warranted.

4. The faculty shall vote on whether to accept any revisions to the committee structure at the final faculty meeting of the academic year.

5. Committees shall identify objectives for the current academic year at the annual retreat in August prior to the start of the academic year. Objectives will be reported and posted in meeting minutes for the first faculty meeting each year.

6. Consideration shall be given to the following items when revisions and appointments are made:

   - The School's vision, mission statement, and strategic plan.
   - Available resources, including faculty and staff and their current and projected duties and responsibilities.
   - Diversity of representation on teams to facilitate a holistic view of the School.

**Section E. Representative to the Faculty Senate**

The Director will send a list of eligible senators (full-time, tenured or tenure-track) to the faculty for election by March 1 of each academic year. The faculty members will return the secret ballot in a sealed envelope to the Director. A simple majority wins.

**Section F. Promotion and Tenure**

1. The Promotion and Tenure Committee shall consider all faculty members below the rank of full professor for promotion or tenure, or both, if applicable, each year.

2. For specific procedures see Florida State University Faculty Handbook and the School’s guidelines.

**Section G. Faculty Voting**

1. Should voting privileges for non-tenure track faculty be approved, they shall have the right to vote in all of the School’s elections except promotion and tenure considerations and membership elections to the Promotion and Tenure Committee.

2. A simple majority shall determine the outcome of elections to office and questions put to the voting faculty.

3. Elections to Office and Promotion and Tenure Nominations

   - Voting shall be by secret ballot poll when electing persons to various offices or for promotion and tenure nominations. Electronic voting, such as email, may be used for this purpose. Those voting shall exercise due caution to ensure the ballot is sent only to the person designated to count the vote.
   - Another ballot shall be called in the case of a tie. This will continue until the tie is broken.
4. Voting on Questions

- In all other votes of the faculty, a majority of those present and voting shall determine the outcome except when mail, telephone conference, or electronic means are used to vote. Faculty may cast a proxy vote at any meeting at which they will be absent by notifying the Director in advance of the meeting of their intention to do so. The notification must include the name of the faculty member who will cast the vote and indicate on which questions that person is authorized to cast the proxy vote.
  - In the case of a mail vote, the Director shall distribute the ballot either through internal or U.S. mail. The ballot will identify the question to be decided and specify a deadline for the return of marked ballots. The Director will count the ballots and announce the results as soon as practical after the ballots are received. The ballots shall be maintained for inspection for ten working days.
  - In the case of a telephone conference, the Director shall be responsible for stating the question and allowing for discussion prior to the vote.
  - In the case of an electronic vote, the Director shall be responsible for communicating the question and designating an individual to whom electronic ballots are to be sent. The ballots shall be maintained for inspection for ten working days.
- When a motion to conduct a vote is passed by a majority of those present and voting, in a properly called and conducted meeting of the faculty, no mail, telephone, or electronic vote may be taken.
- If a run off is required it shall be conducted in the same manner as the initial vote.

Section H. Amendments

Any four (4) members of the faculty may propose an amendment to these Bylaws. Except in case of emergency as determined by the Director, or a majority of the full voting faculty, these amendments shall be distributed to the faculty at least one week prior to the meeting at which they will be considered. Notification shall include a brief rationale by those proposing the amendment. A majority of the faculty voting in the affirmative is required to adopt an amendment to these Bylaws.

Adopted by Faculty September 19, 2001
Revised and Proposed to the Faculty on April 28, 2004
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