

**Bylaws of the School of Information  
College of Communication and Information  
The Florida State University**

These Bylaws are established to assist the School of Information (hereinafter, “the School”) faculty and administrators in conducting the School’s 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 (hereinafter, “the College” or CCI), the FSU Constitution, BOT-UFF Collective Bargaining Agreement (UFF-CBA), Faculty Handbook, or Annual Promotion and Tenure Letter.

**Section A. Faculty Membership and Voting Privileges**

1. All full-time faculty members (hereinafter, “the Faculty”) in the School, including tenured, tenure-track and specialized faculty shall have the right to vote in all of the School’s elections except where otherwise specified in the Bylaws of the School, College, or in the Constitution of the University.
2. A simple majority, one-half plus one of the voting members, of the Faculty shall constitute a quorum.
3. In all votes of the Faculty a simple majority of those voting in person as well as by proxy and electronic vote shall determine the outcome.
4. Three members of the faculty shall validate votes when using secret or electronic ballots.
  - a. Secret paper ballots and electronic ballots related to promotion and tenure shall be validated by three members of the Promotion and Tenure (P&T) committee.
  - b. Other secret paper ballots and electronic ballots shall be validated by three faculty members (one specialized, one tenure-earning, and one tenured.) and made public within three business days.
5. Voting By Secret Ballot
  - a. Voting shall be by secret ballot poll when electing persons to various offices, personnel decisions, and promotion and tenure nominations.
  - b. Any single faculty member may request a secret ballot on any issue.
  - c. 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 people designated to count the votes.
  - d. If a run off is required, it shall be conducted in the same manner as the initial vote.
  - e. Specialized faculty will not vote on issues related to promotion and tenure of tenure track faculty.
6. Voting on Questions
  - a. In the case of an electronic vote, the Director of the School (hereinafter, “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.
  - b. Faculty may cast a proxy vote at any meeting at which they will be absent by notifying the Director’s Executive Support Assistant (hereinafter, “the Executive Support Assistant”) or designated representative, 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 proxy vote and indicate on which questions that person is authorized to cast the proxy vote.

- c. Another ballot shall be called in the case of a tie. This will continue until the tie is broken.

## **Section B: Selection of School Director and Associate Directors**

### **1. Selection and evaluation of the School Director**

- a. The School Director is the chief academic and administrative officer of the iSchool. The Director must be a tenured faculty member in the iSchool.
- b. It is desirable that a Director have served least one year as an Associate Director.
- c. As designated in the CCI bylaws:
  - 1) The Director is appointed by the Dean to terms of up to three years.
  - 2) Prior to making a Director appointment the Dean will contact the School faculty requesting recommendations and a list of one or more candidates.
  - 3) Upon recommendation of the School faculty, a School Director may be reappointed for an additional term of up to three years.
- d. Approximately six months before the term of the current Director is to expire, candidates for the next Director term will be given the opportunity to present to the faculty (in a large group, small groups, and individually) their vision, goals, etc., for the iSchool.
- e. Faculty will conduct a vote by secret ballot.
  - 1) The results of the vote will be provided to the Dean, who will make the final appointment.
  - 2) The results of the vote will also be shared with the faculty within three business days.
- f. The Director is evaluated by the Dean and faculty each year.
  - 1) A procedure for conducting the evaluation by the faculty is developed and overseen by the Evaluation Committee.
  - 2) All faculty must be allowed to participate in the evaluation, and a mechanism provided by which faculty can provide anonymous feedback to the Dean

### **2. Selection and evaluation of Associate Directors**

- a. The Associate Directors assist the Director in her/his duties as the chief academic and administrative officer of the iSchool. An Associate Director must be a full-time faculty member in the iSchool and hold a terminal degree.
- b. Associate Directors are appointed by the Director, based on a recommendation provided by the faculty.
  - 1) Approximately six months before the term of a current Associate Director is to expire, candidates for the next Associate Director term will be given the opportunity to present to the faculty (in a large group, small groups, and individually) their vision, goals, etc., for the iSchool.
  - 2) Faculty will vote by secret ballot, and the results of the vote will be provided to the Director, who will make the final appointment.
  - 3) The results of the vote will also be shared with the faculty.
- c. Associate Directors serve a three-year term, renewable at the discretion of the Director with input provided by the faculty.
- d. Associate Directors are evaluated by the Director and by the faculty each year.
  - 1) The procedure for conducting the evaluation by the faculty is developed and overseen by the Evaluation Committee.

- 2) All faculty must be allowed to participate in the evaluation, and a mechanism provided by which faculty can provide anonymous feedback.
3. In situations where:
  - a. No faculty wish to serve as Director, or
  - b. No faculty wish to serve as Associate Director, or
  - c. A faculty candidate for the position of Director or Associate Director is not approved by the faculty, then
    - 1) The faculty will meet with the College Dean to determine an appropriate succession process.

### **Section C. Jurisdiction**

1. The Faculty shall be the basic legislative body of the School. Subject to the Bylaws of the College, the Constitution of the University and the rules of the Board of Trustees, it shall determine the requirements for 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. All faculty will have verbal and written input into any changes in unit reorganization.
3. 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 D. Meetings**

1. The Faculty shall meet at least once in Fall and Spring semesters.
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 shall be the presiding officer. In the absence of the Director, a voting 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 Support Assistant shall issue a call for these items at least two weeks prior to each faculty meeting.
5. The Executive Support Assistant shall distribute the agenda for each faculty meeting to the Faculty at least one week prior to the meeting
6. Meeting minutes will be distributed and publicly posted no later than two (2) weeks after a meeting.

### **Section E. 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. Committees will meet at least once in the Fall semester and at least once in the Spring semester

- a. Program Committees: Faculty and Staff membership of each Program Committee shall be appointed by the Director. Each Program Committee shall appoint at least one student currently enrolled in the 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 administrative responsibilities of an academic unit.
  - 1) Undergraduate Program Committee
    - a) Reviews Undergraduate student admission policies and services, including placement, financial support, curricula, and other issues related to Undergraduate students.
    - b) Recommends to faculty new or revised policies, regulations, and course offerings.
    - c) Conducts the School's Undergraduate program's effectiveness efforts as part of the ongoing Institutional Effectiveness program. This includes setting program goals and outcomes (also known as objectives), assessment criteria (indicators) evaluating performance and developing action plans.
    - d) Recommends Undergraduate students for appropriate awards.
  - 2) Masters of Science/Masters of Arts in Library and Information Studies (MS/MA LIS) and Specialist Program Committee
    - a) Reviews MS/MA LIS and Specialist student admission policies and services, including placement, financial support, curricula, and other issues related to MS/MA LIS and Specialist students.
    - b) Recommends to the Faculty new or revised policies, regulations, and course offerings.
    - c) Conducts the School's MS/MA LIS and Specialist program's effectiveness efforts as part of the ongoing Institutional Effectiveness program. This includes setting program goals and outcomes (also known as objectives), assessment criteria (indicators) evaluating performance, and developing action plans.
    - d) Evaluates the School's ability to meet American Library Association (ALA) accreditation standards.
    - e) Recommends MS/MA LIS and Specialist students for appropriate awards.
  - 3) Masters of Science in Information Technology (MSIT) Program Committee
    - a) Reviews MSIT student admission policies and services, including placement, financial support, curricula, and other issues related to MSIT students.
    - b) Recommends to the Faculty new or revised policies, regulations, and course offerings.
    - c) Conducts the School's MSIT program's effectiveness efforts as part of the ongoing Institutional Effectiveness program. This includes setting program goals and outcomes (also known as objectives), assessment criteria (indicators) evaluating performance, and developing action plans.
    - d) Recommends MSIT students for appropriate awards.
  - 4) Doctoral Program Committee
    - a) Selects Doctoral students for admission.
    - b) Reviews Doctoral student admission policies and services, including placement, financial support, curricula, and other issues related to Doctoral students.
    - c) Recommends to the Faculty new or revised policies, regulations, and course offerings.
    - d) Conducts the School's Doctoral program's effectiveness efforts as part of the ongoing Institutional Effectiveness program. This includes setting program goals and outcomes (also known as objectives), assessment criteria (indicators) evaluating performance and developing action plans.
    - e) Recommends Doctoral students for appropriate awards.

- f) Annually reviews progress of current Doctoral students.
- b. Special Purpose Committees: Two standing Special Purpose Committees address the academic and institutional needs of the School and the Faculty. Faculty membership of Special Purpose Committees shall be determined by faculty vote.

1) Promotion and Tenure (P&T) Committee

- a) The P&T Committee considers all faculty members eligible for promotion or tenure, or both, if applicable, each year. Considers and recommends to the Director those faculty members, including tenured, tenure-earning and specialized faculty who meet requirements for promotion and/or tenure. For specific procedures see the Florida State University Faculty Handbook, UFF-CBA, and the School's guidelines.
- b) Conducts reviews of all tenure-earning faculty at the end of the second and fourth years of service, and makes recommendations to the Director. Only the tenured and tenure-earning members of the committee conduct these reviews.
- c) Conducts reviews of all Level 1 specialized faculty at the end of the second and fourth years of service, and makes recommendations to the Director. Only the specialized faculty members of the committee conduct these reviews.
- d) Develops annual goals to be presented to and voted on by the Faculty at the April Faculty meeting each year.
- e) Oversees Peer Reviews of Teaching of all faculty.
- f) Tenured and tenure-earning faculty shall elect five tenure track faculty members to the committee, including the Chair. Specialized faculty shall elect three specialized faculty members to the committee. The Director shall initiate a secret ballot poll by April 1 of each academic year.
  - i. In accordance with the Florida State University Faculty Handbook, tenure-earning faculty may hold membership on this committee, as long as tenured faculty members comprise a majority.
  - ii. The Director of the School and the Dean of the College are ineligible to serve on this committee.
  - iii. Faculty members being considered for promotion and/or tenure are ineligible to serve on this committee.
  - iv. Faculty members with a spouse or partner being considered for promotion and/or tenure are ineligible to serve on this committee.
- g) All eligible faculty shall be included on the appropriate ballot. Those eligible to be elected Chair shall be clearly designated. This election shall take place concurrently with the election of the committee.
- h) The Chair of the P&T Committee shall be elected from
  - i. 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.
  - ii. It is intended that a person serve as Chair of the P&T committee no more than two out of any given four years.
  - iii. It is considered desirable (but not mandatory) for a person to serve as Chair two consecutive years.

2) Evaluation Committee

- a) The Evaluation Committee is charged with:
  - i. developing and implementing procedures for merit review of the faculty,
  - ii. recommending faculty for awards and recognitions,

- iii. developing criteria and procedures for evaluation of The Director and Associate Directors, and
  - iv. providing a liaison to the P&T Committee in helping develop annual School goals.
  - v. Describing specific mechanisms for faculty involvement in the sustained performance evaluation process (beyond University policy).
- b) The committee will develop procedures for merit review of the Faculty each year. Meritorious performance is defined as “Performance that meets or exceeds the expectations for the position classification and department/unit,” per the BOT-UFF collective bargaining agreement.
- i. Research, service, teaching, and other categories of assignment will each be evaluated separately, and their relative contributions to the overall assessment will be evaluated in accord with the faculty member's Assignment Of Responsibilities (AOR).
  - ii. At the beginning of each academic year, criteria and procedures, which are detailed enough that any reasonable faculty member can understand what performance is required to earn each performance evaluation rating must be provided to the Faculty.
  - iii. The Merit Review Committee will review performance evaluation criteria and procedures at the end of the academic year and provide recommendations, which will be reviewed and approved by the faculty at the annual retreat each academic year.
- c) Committee members shall be elected by secret ballot no later than April 1 of each year, but after the election of the P&T Committee.
- i. The Chair serves as a liaison to the P&T Committee in helping develop annual goals to be presented to and voted on by the Faculty each year.
  - ii. It is intended that a person serve as Chair of the Merit Review 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.
  - iii. Tenured and tenure-track faculty shall elect the Chair and two additional members from among the tenured and tenure-track faculty.
  - iv. Specialized faculty shall elect two members from among the specialized faculty.
- c. Ad Hoc Committees: Ad Hoc committees may be formed and tasked in writing by the Faculty in order to enhance the School's ability to accomplish its mission.

2. The Director 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.
- a. Faculty (tenure-track and specialized) shall be appointed to a committee for one year, and will normally be reappointed to the same committee for up to three years.
  - b. Usually, the committee rather than the Director shall appoint student members.
  - c. The Director shall present the proposed committee membership for the coming academic year to the Faculty prior to the final faculty meeting of the previous academic year. This provides sufficient time for the Faculty to review and make recommendations to the plan and membership at the final faculty meeting of the previous academic year. Recommendations made by the Faculty shall be incorporated as warranted.
  - d. The Faculty shall vote on whether to accept any revisions to the committee structure for the coming academic year at the final faculty meeting of the previous academic year.
  - e. Committees shall identify objectives for the current academic year at the annual School retreat. Objectives will be reported and posted in meeting minutes for the first faculty meeting each year.

- f. Consideration shall be given to the following items when revisions and appointments are made: The School's vision statement, mission statement, and strategic plan; available resources, including the 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 F. Representative to the Faculty Senate**

The Director shall make available to the Faculty a list of full-time, tenured or tenure-earning faculty who are eligible as senators. A secret ballot poll will be completed by March 1 of each academic year. Only tenure-track faculty will vote to select Faculty Senators. Results will be announced and posted publicly within 3 business days

## **Section G. Faculty Recruitment**

1. The Director shall appoint a Personnel Committee to handle the business of recruiting faculty vacancies when they are announced.
  - a. Whenever possible, the chair should be a tenured faculty member or senior specialized faculty member.
  - b. The Director or an Associate Director will serve as the ex-officio member of the committee.
  - c. Whenever possible, the committee should be representative of faculty from all ranks. Suggested committee composition:
    - i. 3-tenured/tenure-earning faculty
    - ii. 1-specialized faculty
    - iii. 1-student member (non-voting)
    - iv. 1-School staff (non voting) to assist with administrative tasks
  - d. The chair is responsible for coordinating the activities of the committee and for making sure that School and University policies are followed.
2. Committee Responsibilities.
  - a. The committee is responsible for drafting a job description that is reflective of the needs of the School in regards to research, teaching, service, and/or administrative activities and in accordance with University human resource policy.
  - b. The committee is responsible for having the position advertised through online media and networks, professional associations, and conference venues as required and in accordance with University policy.
  - c. The committee is responsible for soliciting the assistance of other faculty to carry out the duties of the recruitment effort when necessary (i.e. contacting candidates, interviewing candidates, etc.).
  - d. The committee should inform the faculty at key junctions of the recruitment process (i.e. job description, evaluations, short list, etc.)
  - e. The committee will recommend candidates to the faculty and then arrange campus visits.
  - f. The committee will solicit faculty involvement during candidate visits.
3. Application materials (CVs, letters, statements) for all applicants and evaluation materials (committee notes, etc.) should be made available to the faculty during the process and in accordance with University policy.
4. After all candidates have visited campus, the committee will solicit faculty feedback regarding the appropriateness of the candidate for the position. This feedback will take place in the form of a secret vote that determines approval or disapproval of the candidate and ranks all

candidates in order of preference.

5. The results of the anonymous vote will be reported to the faculty within 3 business days of the vote.
6. The vote will serve to advise the Director and Dean in regards to the faculty's preference.

#### **Section H. FSU Substantive Change Policy**

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 <http://provost.fsu.edu/sacs> .

#### **Section I. 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.