

These are the bylaws for the College of Communication and Information at Florida State University. These bylaws were last approved on October 22, 2012, by a majority of the applicable voting members of the college and on June 13, 2022, by the Office of Faculty Development and Advancement.

I. Bylaws

A. Adherence with Other Governing Documents. At all times, college policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement (if applicable to this college), 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. Any six voting members of the College Assembly, with at least two from each School, may recommend an amendment to these bylaws. Except in case of emergency as determined by the Dean or by a majority of the total membership of the Faculty Assembly, these shall be circulated to the entire faculty with the call for the next regular faculty meeting. Proposed amendments shall be circulated at least two weeks prior to the meeting and shall include a brief rationale prepared by those supporting the proposals.

A majority of the faculty voting shall be sufficient to adopt an amendment, assuming both advance notice and the presence of a quorum. An amendment adopted under emergency procedures identified above shall require a two-thirds vote of the members voting.

These bylaws shall be reviewed two years after adoption and every five years thereafter by an ad hoc committee appointed by the Dean.

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 College of Communication and Information shall consist of those persons holding full-time faculty appointments in the College and/or the School of Communication, School of Communication Science & Disorders, or School of Information, at the rank of Professor, Associate Professor, Assistant Professor, Teaching Faculty I/II/III, Research Faculty I/II/III, Instructional Specialist I/II/III, Assistant University Librarian, Associate University Librarian, University Librarian, Assistant Curator, Associate Curator, Curator, Assistant/Associate-In, Research Associate, Scholar Scientist, or University Service Professor.

B. College Membership. In addition to the faculty defined in II.A above, the following are members of the College of Communication and Information: Adjunct,

part-time, visiting, and joint-appointment faculty whose tenure-lines are in another college. One graduate student from each School, chosen by procedures determined by that School, shall be a member of the Assembly.

C. Faculty Voting Rights. Members of the Faculty enumerated in II.A have the right to vote and speak, with the following exceptions:

The Faculty of each school will be responsible for reviewing and/or approving the hiring of any assistants/associates-in, research associates, scholar scientists and librarians who are proposed for full voting rights within the College and for recommending those individuals to the College tenured and tenure-track faculty for the granting of those rights.

College Faculty Assembly voting rights can be granted at the time of hire or at a later date as appropriate. College Faculty Assembly voting rights must be reaffirmed at least once every seven years (simultaneously with each School's review of graduate faculty status if possible). College Faculty Assembly voting rights are confirmed or revoked by a majority vote of the tenured and tenure-track faculty.

D. Non-faculty Voting Rights. Adjunct, part-time, visiting, and joint-appointment faculty whose tenure-lines are in another college shall have the right to participate in all Assembly deliberations but not the right to vote unless otherwise determined by the Dean's Advisory Committee. Final authority for determining the voting status of these faculty members shall rest with the Dean of the College.

One graduate student from each School, chosen by procedures determined by that School, shall be a member of the Assembly with the right to speak and vote.

III. College Organization and Governance

A. Jurisdiction.

1. The basic legislative body of the College of Communication and Information shall consist of the voting faculty in the college, defined as full-time faculty as enumerated in II.A and II.C. Subject to state law, the regulations of the Florida Board of Governors, and the Constitution of FSU, this legislative body shall have full authority to develop policy and decide matters of curriculum, program offerings, admissions, grading, and any other academic matters of concern to the college.
2. The voting faculty in the College may resolve on any issue of general interest to the University or College and make recommendations to the appropriate officer or body.

B. College Faculty Meetings.

1. The Faculty Assembly shall meet on call of the Dean of the College at least once during the academic year.

2. Special meetings may be held on the call of the Dean or on written petition of ten percent of the voting faculty, or on the request of any standing committee of the College.
3. An agenda shall be provided at least one week before a faculty assembly meeting.
4. The Dean of the College shall preside. In his/her absence, the Dean shall designate a senior faculty member to preside.
5. A simple majority of the voting members of the Faculty Assembly, identified in Section A, shall constitute a quorum.
6. All meetings shall be conducted in accordance with Sturgis' Standard Code of Parliamentary Procedure, 4th edition (2000), except as otherwise provided in these bylaws.
7. When voting on motions, a majority of those faculty voting shall determine the outcome, including when electronic means are used to vote. Faculty may cast a proxy vote at any meeting at which they will be absent by notifying the Dean 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 motions that person is authorized to cast the proxy vote.
8. Minutes shall be kept by a secretary appointed by the Dean of the College. Minutes shall be distributed to all members of the Assembly and posted in places accessible to students in the College within fifteen working days following each meeting of the Assembly.

C. College Leadership.

The College of Communication and Information is led by the Dean of the College.

The Dean of the College may appoint Assistant Dean(s), Associate Dean(s), and/or Senior Associate Dean(s) as the Dean determines to be necessary.

There are four academic units in the college, the School of Communication, School of Communication Science and Disorders, the School of Library and Information Studies, and the Interdisciplinary Program.

The Director of each school is appointed by the Dean to a term of three years. Each School shall establish rules and procedures for recommending the appointment of a Director to the Dean.

The Director of the Interdisciplinary Program is appointed by the Dean to a term of three years. The Dean will confer with the School Directors when selecting the Director of the Interdisciplinary Program.

School Directors will be appointed by the Dean to terms of up to three years. Prior to making a Director appointment the Dean will contact the school faculty requesting recommendations and a list of one or more candidates. Each school shall establish rules and procedures for recommending to the Dean one or more candidates for their School Director position. Upon recommendation of the school faculty, a School Director may be reappointed for an additional term of up to three years.

D. College Committees.

Three special purpose committees shall address academic and institutional needs of the College, University, and faculty.

1. Dean's Advisory Committee. This committee consists of two faculty members selected by each school, the Directors of the Schools, a Director of a research institute/center in the College who will be appointed by the Dean, and additional faculty members appointed at the Dean's discretion. The Associate and Assistant Deans shall serve as ex-officio members of the committee. This committee shall have primary responsibility to advise the Dean regarding planning, management, budget matters and strategic opportunities. This committee will also advise the Dean regarding the development of college-wide vision, mission and strategic plans.

Faculty representatives from each of the schools should be appointed for two-year, staggered terms to the extent possible.

The Dean shall schedule at least one committee meeting in each of the three semesters. The Dean should assure that remote participation is possible.

2. Promotion and Tenure Committee. College Promotion and Tenure (P&T) Committee Representatives shall be elected by secret ballot by the tenure-line faculty in their respective Schools. This committee will consist of two tenured faculty members elected by each School. Representatives to the College Committee will be elected after the Schools have elected their own Promotion and Tenure Committees. The chair of this committee will be chosen from and by this committee. The College Promotion and Tenure committee shall elect the allocated number of tenured members to serve on the University Promotion and Tenure Committee. The representative(s) shall be obligated to represent to the best of their abilities the will of the committee majority.

Since the duties of the Promotion and Tenure Committee begin in the spring semester of each academic year and continue through the fall of the succeeding academic year, election of its members will occur in February.

Members of this committee will serve for two-year, staggered terms to the extent possible.

No faculty member shall serve on this committee in the year in which he/she is to be considered for either promotion or tenure.

The Director of each School presents recommendations to the College P&T Committee. Decisions of the School P&T Committees are recommendations to the respective School Director and to the College committee.

The College Promotion and Tenure Committee shall have the responsibility of voting to recommend or not to recommend candidates to the Dean of the College and to the University Promotion and Tenure Committee. The committee shall follow procedures set by the Constitution of the Florida State University, Florida State University Faculty Handbook and P&T directives provided by the Dean of Faculties.

3. Academic Affairs Committee. Academic Affairs Committee Representatives shall be elected by secret ballot by the voting faculty in their respective Schools. This committee will be elected such that there are two faculty from each School. An additional faculty member shall be appointed by the Dean of the College to serve as chair of the committee. Each of the schools may, by procedures satisfactory to each unit, designate a graduate student to meet as a member of the committee, with voice but no vote.

Elections for the Academic Affairs Committee will be conducted by the end of April. Beginning in August, members of this committee will serve for one calendar year.

This committee shall approve new course proposals and curriculum changes, conduct a periodic review of curricula of the College, monitor grading practices and consider other subjects referred to it by the Dean of the College or any School within the College.

If the Dean chooses to veto or alter the final recommendations of the College Academic Affairs Committee, the Dean shall provide to the Committee the evidence and rationale used in making such changes.

4. Ad hoc Committees. The Dean of the College and/or the Standing Committees may create ad hoc committees as needed for special College business. These ad hoc teams shall be identified and tasked in writing.

E. Faculty Senators. Each School shall elect its Faculty Senate Representative(s) according to a procedure set forth in its bylaws.

Where possible, the number of seats to be filled shall be divided evenly among the Schools. Any remaining senate seats that cannot be divided evenly among the schools should be distributed among the schools on a rotating basis in a manner that minimizes any accumulated disparities in the representation from the schools.

Every effort should be made to stagger terms so that the full complement of Senators is not elected at the same time. Since the Faculty Senate begins its year with the April meeting, the Dean shall begin the election process for Senators in early February. Senators will serve for two years.

F. Unit Reorganization. The faculty of the College will have input into any reorganization of the College.

IV. Degree Approval

The Academic Affairs staff in the College of Communication and Information Dean's office are responsible for undergraduate student graduation clearances. Staff from the School of Communication, School of Communication Science & Disorders, and School of Information are responsible for graduate student clearances.

Each semester, each office receives a list of students in the College of Communication and Information who have applied for graduation. The staff uses this list to verify which students are in the process of completing all graduation requirements in that term and notifies the Registrar's Office of each student's eligibility to remain on the graduation roster. At the end of the semester, the staff once again reviews each student's record to confirm whether the student has satisfied all graduation requirements.

Appendix A: Voting Procedures

The Dean shall appoint a staff member to conduct elections.

Voting shall be by secret ballot poll when electing persons to various committees and the Faculty Senate. Electronic voting, such as e-mail, may be used for this purpose. Those voting shall exercise due caution to ensure the ballot is sent only to the staff member assigned by the Dean. Ballots shall be maintained for inspection for ten working days.

A plurality vote shall be required for elections of committee members and representatives on the Faculty Senate. The Dean of the College shall withhold his/her ballot to break any ties.