

**FLORIDA STATE UNIVERSITY
THE BYLAWS OF THE SCHOOL OF INFORMATION**

Approved by the School of Information Faculty on 22 April 2020
Replaces version approved on 28 February 2018

INTRODUCTION

These Bylaws are established to assist the School of Information (hereinafter, “the School”) with conducting its business efficiently and with fairness to all concerned.

These Bylaws may not in any way contradict or supersede the Bylaws of the College of Communication and Information (hereinafter, “the College”), the Constitution of the Florida State University (hereinafter, “the University”), the FSU Faculty Handbook, the Collective Bargaining Agreement between the University and the United Faculty of Florida Chapter for FSU, or the Faculty Evaluation Guidelines developed by the University’s Office of Faculty Development and Advancement.

SECTION A) FACULTY MEMBERSHIP

1. All full-time faculty in the School (hereinafter, “the Faculty”), including tenure-line and specialized faculty, shall have faculty membership in the School of Information.
2. All full-time faculty in the School, including tenure-line and specialized faculty, shall have the right to vote on all faculty matters except where otherwise specified.
3. All tenure-line faculty in the School are eligible to serve on the FSU Faculty Senate. In years where the School is responsible for electing a senator, the Director of the School shall hold a secret ballot vote no later than the end of February to select senators and their alternates. Only tenure-line faculty are eligible to vote for faculty senators.
4. When a member of the Faculty retires, any faculty member can call for a vote of the Faculty to award the retiree the status of “Emeritus” or “Emerita” faculty member. If the majority vote is favorable, the Director of the School will forward a memo to the Dean of the College of Communication and Information, who will in turn forward a memo to the University’s Office of Faculty Development and Advancement requesting that the status of “Emeritus” or “Emerita” be granted to the retiree by the University.

SECTION B) FACULTY JURISDICTION

1. The Faculty shall serve as the basic legislative body for the School of Information.
2. The Faculty shall determine the requirements for academic degrees, establish admissions and grading policies, review the School's curriculum, approve course offerings, and act on any other academic matter of concern to the School of Information.
3. The Faculty shall have oral and/or written input into any changes to the organization of the unit, including the reorganization of the School of Information.
4. The Faculty may reflect upon and deliberate any issue of general interest to the School, College, or University, and make their recommendations known to the appropriate unit, individual, or committee.
5. The Faculty are expected to be familiar with and follow the University's Substantive Change Policy: <https://sacs.fsu.edu/substantive-change-policy/>

SECTION C) FACULTY MEETINGS

1. The Faculty shall meet at least once during each of the Fall and Spring semesters.
2. Special sessions shall be held at the call of the Director, either on their own initiative or at the written request of no fewer than four members of the Faculty.
3. The Director shall be the presiding officer at the faculty meeting. If the Director is absent, a faculty member shall be appointed by the Director to preside over the meeting.
4. Any member of the Faculty or School committee may request that a discussion or action item be put on the agenda for a faculty meeting. The Director's Representative shall issue a call for agenda items at least one week prior to each faculty meeting.
5. The Director's Representative shall distribute the agenda for each faculty meeting to the Faculty at least one week prior to the meeting.
6. Meeting minutes from the most recent faculty meeting will be distributed to the Faculty at least one week prior to the next faculty meeting.

SECTION D) FACULTY VOTING

1. A simple majority of the voting members of the Faculty shall constitute a quorum.

2. A simple majority of those voting in person, by proxy vote, by electronic vote, or by secret ballot shall determine the outcome in all votes of the Faculty. Another vote shall be called for in the event of a tie, and this process will continue until the tie is broken.
3. Faculty may cast a proxy vote at any meeting from which they will be absent by notifying the Director (or their designated representative) in advance. The notification must include the name of the faculty member who will cast the proxy vote, and indicate the questions for which that faculty member is authorized to cast the proxy vote.
4. Faculty may cast (or be asked to cast) an electronic vote. The Director of the School shall be responsible for communicating the question and designating the individual to whom electronic ballots should be sent. Those voting shall exercise due caution to ensure their ballots are sent only to the individual designated to collect the votes.
5. Faculty may request a secret ballot vote on any issue. A secret ballot is required for any elections to office, personnel decisions, and promotion and/or tenure votes.
6. Three members of the Faculty, working separately, shall count and validate votes when using secret or electronic ballots. All secret or electronic ballots shall be maintained for inspection for at least ten working days.
7. Specialized faculty may not vote on issues related to the promotion and/or tenure of tenure-line faculty.

SECTION E) SCHOOL DIRECTOR AND ASSOCIATE DIRECTORS

1. The Director is the chief academic and administrative officer of the School.
 - a. The Director must be a tenured member of the Faculty of the School.
 - b. The Director is appointed by the Dean to a term of up to three years, as designated in the College Bylaws. On the recommendation of the Faculty, a Director may be reappointed for an additional term of up to three more years.
 - c. Six months before the term of the current Director is to expire, the Dean will contact the Faculty requesting recommendations for one or more candidates to serve as the next Director of the School. These candidates will be given the opportunity to present to the Faculty their vision, goals, and plans for the School.

- d. Faculty will vote for the next Director by secret ballot. The results of the vote will be provided to the Dean, who will make the final appointment. The results of the vote will also be shared with the Faculty within five business days.
 - e. The Director is evaluated by the Dean and the Faculty (through the Evaluation Promotion and Tenure Committee) each year.
- 2. Associate Directors may be appointed to assist the Director in their duty as the chief academic and administrative officer of the School.
 - a. Associate Directors must be full-time faculty members (tenure-line or specialized) in the School.
 - b. Associate Directors are appointed by the Director, based on recommendations provided by the faculty.
 - c. Associate Directors serve terms of up to three years. These terms are renewable at the discretion of the Director, based on feedback provided by the faculty.
 - d. Associate Directors are evaluated by the Director and the Faculty (through the Evaluation Promotion and Tenure Committee) each year.
- 3. In situations where no member of the Faculty is willing to serve as Director, or no candidate for the Director position is approved by the Faculty, then the Faculty will meet with the Dean of the College to determine an appropriate succession plan.

SECTION F) COMPOSITION OF SCHOOL COMMITTEES

- 1. The School employs three types of committees to accomplish its goals: Appointed Committees, Elected Committees, and Ad Hoc Committees. These committees have ongoing responsibilities as well as responsibilities that change from year to year.
 - a. Appointed Committees are charged with formulating policy and overseeing procedures that support the academic and operational concerns of the School.
 - i. The Members of each Appointed Committee, including its Chair, shall be appointed by the Director, in consultation with the Faculty, each year, and will normally be reappointed to the same committee for up to three years.

- ii. Each Appointed Committee shall invite at least one currently enrolled student from each of the School's relevant degree programs to serve as a non-voting member of the committee as appropriate.
 - iii. The Director (or designee) will serve as an ex-officio member of each Appointed Committee.
- b. The School of Information's Elected Committee is the Evaluation Promotion and Tenure Committee.
 - i. Members of the Evaluation Promotion and Tenure Committee, including its Chair, shall be elected by a secret ballot vote no later than the end of March each academic year. Faculty members who are being considered for promotion and/or tenure (or whose spouse or partner is being considered for promotion and/or tenure), the Director of the School, and the Dean of the College are ineligible to be elected to this committee.
 - ii. Tenure-line faculty shall elect five eligible tenure-line faculty, including the Chair, to the Evaluation Promotion and Tenure Committee. Specialized faculty shall elect three eligible specialized faculty to the Evaluation Promotion and Tenure Committee. Tenure-earning faculty may be elected to the Evaluation Promotion and Tenure Committee, as long as tenured faculty members comprise a majority of the tenure-line faculty on the Evaluation Promotion and Tenure Committee.
 - iii. The Chair of the Evaluation Promotion and Tenure Committee shall be a tenured faculty member who has served on this committee at least once in the past three years. It is preferable that the Chair serve for two consecutive years and for no more than three consecutive years.
- c. Ad Hoc committees may be formed each year and tasked in writing by the Faculty or the Director in order to enhance the School's ability to accomplish its mission.
 - i. Ad Hoc committees will normally complete their work within the confines of a single academic year.
 - ii. In situations where the activity of an Ad Hoc committee needs to be ongoing, the Faculty will be asked to advise the Director regarding their preference for continuing the Ad Hoc committee, moving the charge of the

committee to an existing Appointed Committee, or establishing an additional Appointed Committee.

2. The Director shall update the School's committee structure as recommended by the Faculty, appoint members to the Appointed Committees, and ensure that elections for Elected Committees are held in a timely manner each year.
 - a. The Director shall present the proposed committee structures and membership for the coming academic year, along with the charges and responsibilities of each committee, to the Faculty prior to the Fall faculty retreat each year.
 - b. Committees shall review, modify, and identify their goals and objectives for the current academic year at the Fall faculty retreat, and report on their committees' planned objectives at the first faculty meeting of the academic year.
 - c. The Faculty shall vote on any proposed revisions to the committee structure for the academic year following the Fall faculty retreat.

SECTION G) RESPONSIBILITIES OF SCHOOL COMMITTEES

1. The Education Committee is an Appointed Committee, comprising the chairs or co-chairs of each of the School's academic programs, that oversees curriculum and accreditation activities in the School.
2. The Student Experience Committee is an Appointed Committee that oversees student scholarships and awards, student engagement, and extracurricular student activities in the School.
3. The Operations Committee is an Appointed Committee that oversees administrative, financial, and operational activities in the School.
4. The Personnel Committee is an Appointed Committee that handles the business of recruiting and selecting new faculty. The responsibilities of the Personnel Committee include:
 - a. Drafting job descriptions that are reflective of the School's research, teaching, and service needs in accordance with University policy.
 - b. Advertising the position through online media, professional associations, and conference venues as required by and in accordance with University policy.

- c. Soliciting the assistance of other faculty to carry out the duties of recruitment efforts when necessary (e.g., contacting candidates, interviewing candidates, etc.).
 - d. Informing the Faculty at key junctions of the recruitment process (e.g., job description, short list, evaluations, etc.), and making applications and evaluation materials (CVs, letters, statements) for all applicants available to the faculty throughout the process in accordance with University policy.
 - e. Recommending candidates to the Faculty, arranging campus visits, and soliciting faculty involvement during campus visits and throughout the process.
 - f. Completing and submitting all documentation to meet University requirements.
 - g. The Chair is responsible for coordinating the activities of the committee and for making sure School, College, and University policies are followed. The Chair is also responsible for ensuring that all required reporting is completed accurately and that deadlines are met.
 - h. After all candidates selected have visited campus, the committee will solicit faculty feedback regarding the appropriateness of the candidates for the positions. This feedback will be collected by secret ballot poll and a ranked-order list will be compiled. The results of the vote and rankings of candidates will be provided to the Faculty within three business days of the vote. This vote will serve to advise the Director and Dean regarding the Faculty's preferences.
5. The Evaluation Promotion and Tenure Committee is an Elected Committee that conducts departmental merit reviews, considers all tenure-line and specialized faculty members who are eligible for promotion and/or tenure, and oversees the evaluation of the Director. The responsibilities of the Evaluation Promotion and Tenure Committee include:
- a. Developing Annual Goals and conducting Departmental Merit Reviews for all Faculty each year using procedures and instruments approved by the faculty, and providing the results of these reviews to the Director and the Dean of the College.
 - b. Reviewing all tenure-line faculty who are eligible for Third Year Review, Promotion and/or Tenure, or Promotion to Full Professor as per the School's "Promotion and Tenure Criteria and Procedures for Tenure-Line Faculty." Only the tenure-line faculty members of the Evaluation Promotion and Tenure Committee conduct these reviews.

- c. Reviewing all specialized faculty who are eligible for Third Year Review, Promotion to Rank II, or Promotion to Rank III as per the School's "Promotion Criteria and Procedures for Specialized Faculty."
- d. Overseeing Peer Reviews of Teaching for all eligible faculty.
- e. Evaluating the Director (and Associate Directors) each year, using procedures and instruments approved by the faculty, and providing the results of this evaluation to the Director and the Dean of the College. This evaluation must provide the opportunity for participation of all Faculty, and ensure that the provided feedback preserves the anonymity of the participants to the full extent possible.

SECTION H) AMENDMENTS

1. Any member of the Faculty may propose amendments to these Bylaws.
2. Except in the case of an emergency, as determined by the Director or by a majority of the Faculty, proposed amendments to these Bylaws shall be distributed to the Faculty at least one week prior to the meeting at which they will be considered, and shall include a brief rationale written by those proposing the amendment(s).
3. A majority of the Faculty voting in the affirmative is required to adopt any amendment to these Bylaws.