

**Bylaws for the Department of Nutrition and Integrative Physiology
College of Health and Human Sciences**

These are the bylaws for the Department of Nutrition and Integrative Physiology (NIP) in the College of Health and Human Sciences at Florida State University. These bylaws were last approved on 8-25-2016 by a majority of the applicable voting members of the department and on 8-25-2016 by the College and the Office of Faculty Development and Advancement.

Preamble

Florida State University's programs in the Department of Nutrition and Integrative Physiology prepare scholars and practitioners to excel in professions, which enhance physical well-being, health and human performance. We accomplish this by providing a firm foundation in essential scientific and technical knowledge and practical skills through teaching, research, publication and service.

The Department is in a unique position nationwide to provide graduate training at both M.S. and Ph.D. levels with research opportunities in human nutrition, food science, sports science and exercise physiology. The combination of these respective areas of concentration within a single department facilitates integrative studies involving the quality and safety of food, the functional properties of food, food intake, and physical activity in the promotion and/or maintenance of human health and the optimization of physical performance.

These Bylaws are created to assist in the effective governance of the Department of Nutrition and Integrative Physiology at Florida State University (FSU). They are subject to the higher authority of regulations adopted by Florida State University, the Faculty Senate, the FSU Board of Trustees, and statutes adopted by the Florida Legislature. They must be in accord with the Bylaws of the College of Health and Human Sciences and the Collective Bargaining Agreement with the FSU Board of Trustees and the United Faculty of Florida (BOT-UFF).

I. Bylaws

A. Adherence with Other Governing Documents. At all times, department policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement, 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. These Bylaws must be endorsed by majority vote of the Faculty of the Department and approved by the Dean of the College of Health and Human Sciences. In every year ending in 0 or 5 the Departmental Faculty shall elect a special committee to review and update these Bylaws.

Proposed amendments to the Departmental Bylaws must be submitted in writing to the Department Executive Committee for review 15 days prior to the faculty vote. The Committee must circulate the proposed amendments to the faculty one week before the

scheduled faculty vote. A two-thirds majority of the eligible voting faculty of the Department will be required to adopt an amendment.

In order to conform to appropriate conventions, edits non-substantive modifications may be made in the terminology of the Bylaws without submission to a vote of the Department Faculty, provided no substantive changes are affected.

C. Sunset Provision. These bylaws shall cease to apply in the December of every year ending in 0 or 5 unless they are approved again at a general meeting of the Department by a simple majority of Department Faculty who are eligible to vote.

D. 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 Department of Nutrition and Integrative Physiology shall consist of those persons holding the rank of Specialized Teaching Faculty I, II, and III, Assistant Professor, Associate Professor, or Professor in the Department.

B. Department Membership. In addition to the faculty defined in II.A above, the following are members of the Department of Nutrition and Integrative Physiology: Postdoctoral Fellows, Research Faculty, Department Staff.

C. Faculty Voting Rights. Voting members of the Department shall include all faculty members holding the rank of Specialized Teaching Faculty I, II, and III, Assistant Professor, Associate Professor, or Professor in the Department. Faculty on adjunct, affiliate, visiting or courtesy (joint) appointments shall have the right to participate in all deliberations but not to vote.

D. Non-faculty Voting Rights. Non-faculty department members (e.g., Postdoctoral Fellows, Research Faculty, Department Staff) shall have the right to participate in all deliberations but not to vote.

III. Department Organization and Governance

A. Faculty Meetings. The Department will meet at least once in each semester and may meet on special call during the summer. Date and time of meetings will be established by the Chair with appropriate notice. Special meetings may be called by the Chair or on the written request of three voting members of the Department. The Chair of the Department will be the presiding officer and prepare and distribute the agenda at least three days in advance of the meetings. In the absence of the Chair, he/she will assign another senior faculty member of the Department to preside.

A majority of the voting members of the Department will constitute a quorum at any regular or special meetings of the faculty. Any faculty member who cannot be reasonably expected to attend will be provided the opportunity to vote by proxy on any item of business scheduled for the regular or special meeting. This proxy authorization must be in writing, dated, signed by the absent member, and limited to a specified meeting. Proxies will not be included in the calculation of members present for a quorum.

All meetings will be conducted in accordance with *Robert's Rules of Order Newly Revised*, except as otherwise provided by these Bylaws. Summer faculty meetings may be held for purposes of discussion. Action must be deferred until the new academic year begins. Minutes will be taken and kept on file in the Department office and will be distributed to all members of the faculty in the Department within ten business days.

Prior to any action of relevance to the Department (e.g., recommendation for a new hire) the Chair will hold a faculty meeting or meetings to discuss the proposed action(s) to give opportunities for full discussions with the faculty. Voting may take place during these meetings or may be deferred to a pre-set time in order to provide faculty with more time to consider the actions in question. Votes will be submitted in hard copy and will remain on file in the Department office. Results will be announced immediately following the tallying of votes and may be disseminated electronically. Any faculty member who is unable to attend the scheduled meeting(s) must submit his/her vote in writing to the Chair.

B. Department Chair Selection. The Department Chair is appointed by the Dean and departmental faculty are advisory to the Dean regarding any appointment or re-appointment. The Department Chair is appointed as an out of unit faculty line and serves at the pleasure of the Dean.

C. Department Leadership and Committees. The Chair will be the chief administrative officer of the Department responsible for: providing overall leadership and vision; effectively managing and stewarding the programs and resources; evaluating Departmental priorities and goals for teaching, research, and service; developing synergy within the disciplinary areas; fostering cross-disciplinary and interdepartmental collaborations; and promoting effective working relationships among faculty and staff.

The Chair, after consultation with the Department Executive Committee (DEC), will establish committees for the conduct of Departmental affairs. The Chair will consult with the appropriate committees on such matters as curriculum, appointments, course offerings and scheduling, recruitment of faculty and other professionals, promotion and tenure recommendations, merit recommendations, assignment of teaching and research assistants, preparing Departmental budget and general questions concerning allocation of Departmental resources. The Chair, with advice from the appropriate committees of the Department, will coordinate all segments of the academic program, such as degree requirements, curricular offerings, catalog announcements, and

scheduling of classes. The Chair will assign faculty responsibilities, conduct annual evaluations, facilitate and coordinate curriculum planning and student recruiting and counseling; manage intradepartmental communication, record keeping, Departmental correspondence, and office staff; allocate resources; delegate committee responsibilities and interface with committees; and build the Departmental image.

The Chair will be, ex officio, a non-voting member of all Departmental committees.

The Chair will conduct an independent review of all candidates for promotion and tenure and forward to the Dean for review.

The Chair will make decisions on merit salary increases, considering Departmental recommendations, and forward to the Dean for final approval.

The Chair will provide administrative review and approval of Departmental policies and procedures, including promotion and tenure and evaluation/merit criteria and forward to the Dean for review and approval.

The Chair and/or his/her designee will serve as liaison officer and Departmental representative to officers and bodies outside the Department where not otherwise specified by the College, University, or Board of Trustees.

An evaluation of the Chair's performance will be conducted by the Dean for each calendar year. The evaluation will include input from the eligible voting faculty members in the Department through a formal survey. The survey will be distributed and collected by the Dean, who will subsequently meet with the Department faculty to discuss the results. Only the summarized results and comments will be provided to the Chair.

Whenever the office of Chair becomes vacant, or will soon become vacant, the faculty will request the Dean to appoint a Search Committee that represents the faculty of the Department. During this time if the Chair position becomes vacant the Dean will appoint an interim Chair.

Director of Graduate Studies

The Department Chair will appoint a Director of Graduate Studies for a three-year term. Re-appointment is possible. The Director of Graduate Studies will serve as Chair of the Graduate Policy and Curriculum Committee, be responsible for implementing the policies of the Department with respect to the graduate program, recruitment effort, processing admission requests and procedures, and advising and counseling graduate students. The Director of Graduate Studies will serve on the College Graduate Policy and Curriculum Committee. This responsibility of the Director of Graduate Studies will be reflected in the Assignment of Responsibilities.

Director of Undergraduate Studies

The Department Chair will appoint a Director of Undergraduate Studies for a three-year term. Re-appointment is possible. The Director of Undergraduate Studies will be responsible for implementing the policies of the Department with respect to the undergraduate program, coordinate undergraduate course mapping procedures and advising, and make recommendations to the Chair regarding the undergraduate course offerings. The Director of Undergraduate Studies will serve on the College Undergraduate Policy and Curriculum Committee. The responsibility of the Director of Undergraduate Studies will be reflected in the Assignment of Responsibilities.

Coordinator of Science of Nutrition (HUN 1201)

The Department Chair will appoint a Coordinator of Science of Nutrition (HUN 1201) for a three-year term. Re-appointment is possible. The Coordinator of Science of Nutrition (HUN 1201) will supervise the HUN 1201 Teaching Assistants, coordinate Departmental exams, update objectives, select texts and other resources.

Departmental Executive Committee (DEC)

Composition. The DEC will include the Department Chair serving as an *ex officio* non-voting member of the Committee and three representatives of the faculty are elected by secret ballot. Term of office will be three years, with one member rotating off each year. The third-year member of the Committee will serve as Chair. All members of the DEC will be full-time faculty members in the Department. Directors of the Graduate and Undergraduate Studies Committees will serve on the DEC as *ex officio* members.

Responsibilities. The DEC will act as a liaison between faculty and the Chair in order to maintain a balance between needs and demands. The Chair will seek the advice of the DEC on the following matters:

- Annual budget and allocation of financial resources
- Development of Departmental programs
- Hires of faculty and other professionals
- Grievance Committee for faculty
- Faculty merit evaluations

The DEC will solicit faculty input on these matters.

Meetings. Meetings of the DEC may be called at any time by the Chair or by any member of the Committee. All members of the Department will be informed of all DEC meetings and may attend any meeting in a non-voting capacity. Minutes will be recorded for all meetings and disseminated to faculty in a timely manner. A simple majority of those voting members present carries a motion at any scheduled meeting of the DEC, provided all voting members are present.

Election. Any faculty member holding the rank of Assistant Professor or above in the Department will be eligible for election to the Committee provided that he/she will have been a member of the Department for at least one academic year when assuming office. Nominations will be taken in a Department faculty meeting in the spring semester and election will be by secret ballot of those nominated. Elected members will serve three-year staggered terms and take office beginning with the new academic year. Re-election is possible for one additional term.

Standing and Ad Hoc Committees

All voting faculty and students where specified are eligible for committee memberships. No faculty member will be required to serve on more than three standing committees identified in this document at any one time. The Department Chair may establish such ad hoc committees as deemed necessary to assist in the operation of the Department. It will be the responsibility of the faculty members to implement and abide by the decisions of these committees.

Standing committees of the Department are the Promotion and Tenure Committee, the Specialized Faculty Promotion Committee, the Undergraduate Policy and Curriculum Committee, the Graduate Policy and Curriculum Committee, the Department Scholarship Committee, and Master's Admission Committee. The Ad Hoc Committees are Space Committee and the Grievance Committee.

The Promotion and Tenure Committee will facilitate procedures, review and act on promotion and tenure binders. The Committee will be composed of all full-time tenured faculty in the Department of higher rank than the faculty going up for promotion and/or tenure. Specifically, assistant professors will be evaluated for promotion and tenure by associate and full professors; and associate professors will be evaluated for promotion by full professors. The Chair will be elected by the members of this Committee. The Committee will adhere to the policies defined by the Department the College, and the University.

The Specialized Faculty Promotion Committee will be composed of all specialized faculty members of higher rank than the specialized faculty being promoted and the tenured faculty. Specifically, Teaching Faculty I will be evaluated for promotion to Teaching Faculty II by Teaching Faculty II and III, associate professors, and full professors. Teaching Faculty II will be evaluated for promotion to Teaching Faculty III by Teaching Faculty III, associate professors, and full professors. The Chair will be elected by the members of this Committee. This Committee is charged with the responsibility of reviewing the records of all prospective candidates for promotion and recommending action on the nomination of each candidate. The Committee will adhere to the policies defined by the Department (Appendix B), the College and the University.

The Undergraduate Policy and Curriculum Committee will be responsible for making recommendations to the faculty on policy, curricula, programs, and implementing

procedures for undergraduate study. The Committee will be composed of at least four, full-time faculty members.

The Graduate Policy and Curriculum Committee will be responsible for making recommendations to the faculty on policy and curricula and implementing procedures for graduate study. The Committee will be composed of at least three full-time faculty members.

The Department Scholarship Committee meets in early spring to evaluate applicants for the different scholarship awards, which are dependent on the money that has accrued in the endowed fellowships. The Committee will be composed of a total of five faculty members representing each of the Departmental programs. The Chair will be selected by the Committee. The membership on the Committee is for a two-year period.

The Space Committee will be composed of a total of five faculty members representing each of the Departmental programs. Faculty will serve on this Committee for a three-year period. The Chair will be selected by the Committee.

The Grievance Committee will handle grievances that may come up between graduate and undergraduate students and faculty. The Committee will be composed of three faculty members and a graduate or undergraduate student that will be picked up the Department Chair. The Chair of the Committee will be the Director of Graduate Studies for Graduate students and the Director of Undergraduate Studies for undergraduate students.

Master's Admissions Committee will be composed of at least three faculty members with one member each from Sport Sciences, Exercise Physiology, and Nutrition Sciences/Dietetics/Sports Nutrition. The faculty will serve a three-year rotating term with the Chair of the committee serving in the third year.

D. Faculty Senators. The Department will nominate faculty senators and official alternates at such times as specified by the constitution of the faculty senate. The College faculty will then vote on the nominated faculty. The faculty with the highest number of votes will serve as the Faculty Senator. The faculty Senator is responsible for attending faculty senate meetings and keeping the Department apprised of developments affecting the Department or its members.

E. Faculty Recruitment. Prior to any action of relevance to the Department (e.g., recommendation for a new hire) the Chair will hold a faculty meeting or meetings to discuss the proposed action(s) to give opportunities for full discussions with the faculty. Voting may take place during these meetings or may be deferred to a pre-set time in order to provide faculty with more time to consider the actions in question. Votes will be submitted in hard copy and will remain on file in the Department office. Results will be announced immediately following the tallying of votes and may be disseminated electronically. Any faculty member who is unable to attend the scheduled meeting(s) must submit his/her vote in writing to the Chair.

Faculty members are recruited and selected via search committee that consists of at least two faculty members from the home program, one faculty member from a different program in the department, and one graduate student from the home program.

F. Unit Reorganization. Department meetings will be held to inform faculty of possible college and departmental reorganization and allow faculty feedback.

IV. Curriculum

The Undergraduate Policy and Curriculum Committee will be responsible for making recommendations to the faculty on policy, curricula, programs, and implementing procedures for undergraduate study. The Committee will be composed of at least four, full-time faculty members.

The Graduate Policy and Curriculum Committee will be responsible for making recommendations to the faculty on policy and curricula and implementing procedures for graduate study. The Committee will be composed of at least three full-time faculty members.

V. Annual Evaluation of Faculty on Performance and Merit

A. Peer Involvement in Annual Performance and Merit Evaluation. Each faculty member's performance will be evaluated relative to his or her assigned duties. Each faculty member's performance will be rated annually using the following university rating scale:

- Substantially Exceeds FSU's High Expectations
- Exceeds FSU's High Expectations
- Meets FSU's High Expectations
- Official Concern
- Does Not Meet FSU's High Expectations

No evaluation process will require a forced distribution of evaluation ratings. Criteria and procedures must be detailed enough that any reasonable faculty member can understand what performance is required to earn each performance evaluation rating. "Substantially Exceeds FSU's High Expectations" is defined as "Performance that meets or exceeds the expectations for the position classification and Department." Merit Evaluations require that all faculty members shall be reviewed for merit. Merit criteria may not mandate a merit pay award for all members of the Department. Merit criteria must reflect distinctive levels of merit reflecting the differences in performance.

For the annual and merit evaluations an announcement will be made for faculty to put together a packet containing the faculty's AOR, Summary of Activity (SOA), CV, and Student Perception of Course and Instruction (SPCI) evaluations. A narrative describing the faculty's evaluation materials may also be included. All annual and merit evaluations will be turned in to the Chair of the Department.

B. Criteria for Evaluation of Tenure-track Faculty. For each faculty member there is a faculty evaluation file containing: assignments of responsibilities, summary of activities, annual faculty evaluations, and annual letters pertaining to progress toward promotion and/or tenure. There may also be additional materials, such as student and/or peer evaluations of teaching and unsolicited, signed letters pertaining to teaching, research, or service.

Non-tenured, tenure track faculty members must be evaluated by the College and Departmental P & T Committee at their second and fourth year of service to the Department. An evaluation report will be submitted to the Department Chair and The P & T Committee. The Department P & T Committee will review faculty's vita, teaching evaluations, and statements regarding research, teaching, and service.

C. Criteria for Evaluation of Specialized Faculty. For each faculty member there is a faculty evaluation file containing: assignments of responsibilities, summary of activities, annual faculty evaluations, and annual letters pertaining to progress toward promotion and/or tenure. There may also be additional materials, such as student and/or peer evaluations of teaching and unsolicited, signed letters pertaining to teaching, research, or service.

VI. Promotion and Tenure

A. Progress Toward Promotion Letter. Each year, every faculty member who is not yet at the highest rank for their position will receive a letter that outlines progress toward promotion and/or tenure.

B. Third Year Review for Tenure-track Faculty. Tenure-track faculty in their third year of service will receive an evaluation of their progress in meeting the department's expectations for promotion and tenure.

C. Peer Involvement in Evaluation of Promotion and Tenure of Faculty. The *Promotion and Tenure Committee* will facilitate procedures, review and take action on promotion and tenure binders. The Committee will be composed of all full-time tenured faculty in the Department of higher rank than the faculty going up for promotion and/or tenure. Specifically, assistant professors will be evaluated for promotion and tenure by associate and full professors; and associate professors will be evaluated for promotion by full professors. The Chair will be elected by the members of this Committee. The Committee will adhere to the policies defined by the Department, the College, and the University.

The *Specialized Faculty Promotion Committee* will be composed of all specialized faculty members of higher rank than the specialized faculty being promoted and the tenured faculty. Specifically, Teaching Faculty I will be evaluated for promotion to Teaching Faculty II by Teaching Faculty II and III, associate professors, and full professors. Teaching Faculty II will be evaluated for promotion to Teaching Faculty III by

Teaching Faculty III, associate professors, and full professors. The Chair will be elected by the members of this Committee. This Committee is charged with the responsibility of reviewing the records of all prospective candidates for promotion and recommending action on the nomination of each candidate. The Committee will adhere to the policies defined by the Department, the College and the University.

D. Criteria for Promotion and Tenure of Tenure-track Faculty.

Departmental Criteria for Promotion to Associate Professor with Tenure

Research

Evidence of a strong program of independent scholarly research is needed for the promotion and tenure to the Associate level. The scholarly effort should be of sufficient quality and quantity to indicate the beginning of a national reputation in the candidate's discipline and a high probability of continued growth. Research productivity will be assessed based on the following criteria.

- Research that is consistent with the University Guidelines for Promotion and Tenure (10.4.2 University Criteria for Promotion and Tenure).
- Research that is consistent with the Assignment of Responsibilities.
- Research that is consistent with the expectations of discipline-specific external letters.
- Evidence of high quality of research publications in one's field to match the comparable peer programs nationwide.
- Evidence of submitting and resubmitting grant proposals especially to federal funding sources.
- Other strong indicators include:
 - receipt of extramural grants or contracts
 - receipt of fellowships
 - invitations to write a review article or a chapter in a book and to present seminars and/or symposia at other institutions and at national and international meetings
 - direction of graduate research
 - other elements of research accomplishments appropriate to the candidate's area of expertise

The research effort should demonstrate intellectual independence from prior mentors and current collaborators. At the time of promotion, the department will consider evidence in letters from experts outside the university in the candidate's discipline, considering the stature and reputation of the letter writers.

Teaching

Evidence of a commitment to excellence in teaching is needed for the promotion and tenure to the Associate level. Teaching excellence will be assessed based on the following criteria.

- Teaching that is consistent with the University Guidelines for Promotion and Tenure (10.4.2 University Criteria for Promotion and Tenure).
- Teaching that is consistent with the Assignment of Responsibilities at both the undergraduate and graduate levels.
- Performance on standardized and other evaluation measures (peer evaluation of teaching).
- Development of high-quality syllabi and examinations.
- Evidence of mentoring students at the undergraduate and graduate levels.
- Participation as a chair or member of M.S. and/or Ph.D. supervisory committees.
- Evidence of recognition or honor awards in teaching.

Service

Evidence of some professional service as a member of committees at the department, the college, or the university level and/or extramural committees related to scholarly achievement or the administration of scientific societies.

Departmental Criteria for Promotion to Full Professor

Research

An outstanding record of research productivity is needed for the promotion from Associate to Full professor. Research productivity will be assessed based on the following criteria.

- Research that is consistent with the University Guidelines for Promotion and Tenure (10.4.2 University Criteria for Promotion and Tenure).
- Research that is consistent with the Assignment of Responsibilities.
- Research that is consistent with the expectations of discipline-specific external letters.

- Published original research that demonstrates a national and an international reputation in the candidate's specialty. A high probability must be evident of continued progress in the future.
- Evidence of extramural support and a sustained record of grant writing.
- Evidence of directing a sustained and productive doctoral program, with commitment to the professional development of graduate students and/or postdoctoral fellows according to their individual abilities.

Positive indicators beyond the peer reviewed research articles in high quality journals in the field include: 1) invitations to present research seminars at other institutions, 2) invitation to participate/conduct/organize symposia at national and international scientific meetings, 3) invitation to deliver plenary lectures at international meetings, 4) invitations to write scholarly works such as book chapters, encyclopedic articles, critical review articles, position papers, and guest editorials.

Other strong indicators of research achievements in the candidate's field may include appointments on national and international committees of professional organization(s), appointments/elections to national offices professional organizations, national/international awards in recognition of candidate's research contributions to the field, consistent federal competitive research grant support, service on federal committees, service to peer research review panels for federal competitive grant programs, service to federal panels, and other evidence as appropriate.

Teaching

Evidence of originality and initiative in the development of new courses and further development of the teaching program as mentioned above for the promotion and/or tenure for the Associate professor, with evidence of responsiveness to changes in the field and use of the most up-to-date teaching methods is needed for the promotion from Associate to Full professor. Teaching excellence will be assessed based on the following criteria.

- Teaching that is consistent with the University Guidelines for Promotion and Tenure (10.4.2 University Criteria for Promotion and Tenure).
- Teaching that is consistent with the Assignment of Responsibilities at both the undergraduate and graduate levels.
- Performance on standardized and other evaluation measures (peer evaluation of teaching).
- Continued use of high quality syllabi and examinations.
- Evidence of recognition or honor awards in teaching.

Service

The candidate should have served on major departmental committees and shown evidence of commitment to improvement of the administrative activities of the department. The candidate also should have served on administrative committees or in professional leadership roles at the university level or at the community, state, or national level.

Faculty with Credit Earned from Prior Appointments at other Institutions

When some credit toward tenure earned at another institution has been agreed on in writing at the time of hiring, faculty hired without tenure will be evaluated for tenure on the basis of the joint record of work at FSU and at the prior institution.

E. Criteria for Promotion of Specialized Faculty.

All NIP specialized faculty promotions will follow the promotion procedures as listed in the University Specialized Faculty Promotion Guidelines (<http://fda.fsu.edu/Faculty-Development/Specialized-Faculty-Promotions>).

A. Minimum Degree, Time in Rank, and Performance Requirements for Promotion

1. Teaching Faculty I to Teaching Faculty II
 - i. Master's degree and three (3) years at the Teaching Faculty I rank, or
 - ii. A sustained record of effective teaching in the areas of assigned duties is expected
2. Teaching Faculty II to Teaching Faculty III
 - i. Ph.D. (or terminal degree) OR ten (10) years at the Teaching Faculty I and/or Teaching Faculty II ranks.
 - ii. A sustained record of effective teaching in the areas of assigned duties is expected. Evidence of mentorship and course development/improvement is expected.

B. All Teaching Faculty promotion decisions shall consider:

1. Annual evaluations.
2. Annual assignments of responsibility (AORs).
3. Fulfillment of the department written promotion criteria in relation to the assignment in the supervisor's letter.
4. Evidence of sustained effectiveness relative to opportunity and according to assignment.
5. Evidence of well-planned and delivered courses.
6. Summaries of data from Student Perceptions of Teaching (SPOT) or Student Perception of Courses and Instructors (SPCI).

7. Two letters from faculty members who have conducted peer evaluations of the candidate's teaching.
8. Proven ability to teach multiple courses within a discipline/major
9. Other teaching-related activities, such as instructional innovation, involvement in curriculum development, authorship of educational materials, and participation in professional organizations related to the area of instruction.

C. Teaching (95% effort)

Candidates for promotion should demonstrate their accomplishments as teachers and their continual efforts to improve their teaching. Effective college teaching is based on competence in subject areas taught, pedagogical practices, a commitment to student learning, and skill in promoting a productive learning environment. Candidates should contribute to improving educational outcomes of students in the department and the profession. It is incumbent upon the candidate to provide evidence of distinction.

Teaching excellence will be based on the following criteria:

1. Teaching that is consistent with the University Guidelines (10.4.2 University Criteria for Promotion and Tenure).
2. Teaching that is consistent with the Assignment of Responsibilities.
3. Well-planned and well-delivered courses as evidenced by continued use of high-quality syllabi, evaluations, and teaching materials.
4. Satisfactory peer evaluations
5. Course development and improvement.
6. Evidence of mentoring students.

All evidence will be considered within the context of the Assignment of Responsibilities. Evaluation of teaching effectiveness is not necessarily limited to these measures. Supportive evidence of student achievements and performance shall be considered.

In addition to those materials listed on the University's Specialized Faculty Promotion Binder Checklist for Teaching, candidates **may** provide the following as partial evidence of the above:

1. A statement of teaching philosophy
2. Course syllabi
3. A list of students mentored
4. Other evidence of effective teaching and student success

D. Service/Administrative (5% effort)

1. Evidence of service to the department, college, or university
2. Evidence of service to the community
3. Evidence of service to the profession

In addition to those materials listed on the University's Specialized Faculty Promotion Binder Checklist for Teaching, candidates **may** provide the following as partial evidence of the above:

1. A list of committees and leadership positions in department, college, or university committees
2. Membership and/or leadership in professional organizations
3. Other evidence of service

APPENDIX A

Summer Teaching Appointments

All faculty can request the option to teach in the summer. Approval of summer teaching will be based on funding provided to the College. The following outlines the criteria for consideration in making summer teaching assignments.

1. The Chair will solicit emails of interest in summer teaching from faculty by the 4th week of the preceding spring semester.
2. Faculty interested in teaching during the respective summer will send replies to the chair via email within 2 weeks of receipt of the solicitation. Faculty should note which classes are likely to be offered in the summer and are interested in teaching.
3. Faculty should be given priority over graduate students and postdoctoral fellows.
4. Faculty carrying full-time teaching loads during regular terms (fall and spring) should be given priority over faculty who teach less than full time during regular terms.
5. History of teaching courses offered and other considerations such as course coordination of multiple session courses should also be taken into consideration.
6. If criteria 1 through 5 are met and there is more than one faculty member interested in teaching the same course, then the assignment decision should be guided by principles of equity using a rotating schedule and budget allocations.

Note: A minimum of ten students is required to be enrolled in a graduate course or that the course will be canceled.

APPENDIX B

Procedures for Departmental and/or College Teaching Assistantship (TA) Funding

Funding for graduate teaching assistantships is provided to the department to cover the instruction of various courses. Therefore, the overriding priority for offering TA funding to prospective students is that the student's teaching experience and/or expertise is in an area where departmental instruction by graduate students is needed. Secondary priorities for awarding graduate teaching assistantships to prospective students are based upon the following criteria associated with the faculty advisor of the prospective graduate student:

1. Satisfactory performance on student teaching evaluations (SPIC) for all course instruction. Teaching evaluations must be completed for every assigned lecture course;
2. Successful mentorship of doctoral and master's students and timely completion of degree following the submitted program of study;
3. Timely yearly submission of graduate students' annual academic review to the Associate Graduate Dean's office, committee members, and students;
4. Documented results of an active research program involving graduate students in the form of research publications and presentations at national and regional scientific meetings; and
5. Assistant Professors will be given priority for new TA's.

Faculty advisors seeking TA funding to support a prospective graduate student will be reviewed annually to determine how well they are meeting these criteria. Student TA funding will be for a maximum of four years. Requests for additional support time will be evaluated on a case by case basis. If the above criteria are not maintained, consideration for additional TA funding from the Department and/or College may be suspended for that faculty member.

APPENDIX C

Graduate Faculty Status (GFS)

Definition of Graduate Faculty Status (GFS)

Membership in the Graduate faculty authorizes faculty to teach all graduate level courses, to sit on all graduate level committees, to chair all graduate student thesis or dissertation committees, and to participate fully in all components of graduate education, research, and service. Limitation or removal of any of these authorizations from individual GFS faculty is delegated to the unit level authority where such assignments are made.

Nomination Criteria

1. Completion of a doctoral degree from a recognized university or its equivalent; **and**
2. Proven expertise in the teaching and research areas:

Requirements for Directing Master's and Doctoral Students

Faculty holding GFS are expected to actively engage in graduate education through teaching, mentoring and research supervision. They should show evidence of research-based scholarship and/or creative work resulting in peer-reviewed publications or equivalent work.

GFS faculty directing master's theses must have served or be currently serving on at least one active dissertation supervisory committee or thesis committee, and meet the publication criteria listed below.

GFS faculty directing doctoral dissertations must have had experience with advising master's thesis or similar experience before directing doctoral students. GFS faculty directing doctoral dissertations must also meet the publication criteria listed below.

Publication criteria: Attainment of recognized professional stature in the discipline by virtue of substantial scholarly or creative work as evidenced by one of the following within the past three years:

- Authored three (3) scholarly publications that were accepted or published in refereed journals, or
- Authored two (2) scholarly publications that were accepted or published in refereed journals and one (1) equivalent creative work such as patent.

Definition of Graduate Teaching Status (GTS)

Membership in the Graduate Teaching Status authorizes members of the faculty who hold non-tenure-earning appointments to teach all graduate-level courses. Those holding GTS may also be separately appointed to sit on graduate student committees and to co-direct Master's and doctoral theses. GTS may be awarded for multiple academic degree programs with the approval of the appropriate department, college, and the Dean of the Graduate School. Names of new GTS appointees will be sent to the Dean of The Graduate School for confirmation with the advice and consent of the Graduate Policy Committee.

Under special circumstances qualified persons who are not regular members of the FSU faculty may be accorded Graduate Teaching Status on a temporary basis with the approval of the Academic Dean and the Dean of the Graduate School. Temporary graduate teaching status is course-specific and expires after one year. Renewals may be requested by the department. Persons holding appointment as adjunct faculty or Post- Doctoral Research Associates (9189) are not eligible for Graduate Teaching Status. Exceptions to this policy may be made by requesting Courtesy General Faculty status as well as GTS for such persons through the Dean of The Graduate School and the Dean of the Faculties.

Nomination Criteria for GTS

1. Completion of the doctorate or its equivalent and/or
2. Proven expertise in the teaching area.