

Department of Nutrition, Food and Exercise Sciences
Bylaws

Mission Statement

Florida State University's leading-edge programs in the Department of Nutrition, Food and Exercise Sciences (NFES) prepare scholars and practitioners to excel in professions, which enhance physical well-being, health and human performance by providing a firm foundation in essential scientific and technical knowledge and practical skills through teaching, research, publication and service.

Vision Statement

The Department is in a unique position nationwide to provide graduate training at both MS and PhD 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.

Article I. Purpose and Implementation

Section A. These Bylaws are created to assist in the effective governance of the Department of Nutrition, Food and Exercise Sciences at the Florida State University (FSU). They are subject to the higher authority of regulations adopted by the 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 Human Sciences and the Collective Bargaining Agreement with the FSU Board of Trustees and the United Faculty of Florida.

Section B. These Bylaws must be endorsed by majority vote of the Faculty of the Department and approved by the Dean of the College of Human Sciences.

Section C. In every year ending in 5 or 0 the Departmental Faculty will elect a special committee to review and update these Bylaws. Amendments to the Bylaws will be made in accordance with Article IX.

Section D. Faculty and staff members are expected to be familiar with and follow the FSU Substantive Change Policy, as found on the University web site <http://provost.fsu.edu/sacs/>.

Article II. Voting Membership

Section A. Voting members of the Department shall include all faculty members holding the rank of Instructor, Assistant In (Specialty), Associate In (Specialty), Assistant Professor, Associate Professor, or Professor in the Department. Faculty on adjunct, visiting or courtesy (joint) appointments shall have the right to participate in all deliberations but not to vote.

Article III. Faculty Meetings

Section A. The Department will meet at least once in each semester and may meet on special call during the summer. Date and time of meetings shall be established by the Chair with appropriate notice.

Section B. Special meetings may be called by the Chair or on the written request of three voting members of the Department.

Section C. 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.

Section D. A majority of the voting members of the Department will constitute a quorum at any regular or special meeting 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.

Section E. All meetings will be conducted in accordance with *Robert's Rules of Order Newly Revised*, except as otherwise provided by these Bylaws.

Section F. Summer faculty meetings may be held for purposes of discussion. Action must be deferred until the new academic year begins.

Section G. 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.

Article IV. Department Chair

Section A. The Department Chair is appointed as an out of unit faculty line and serves at the pleasure of the Dean. The Chair shall 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.

Section B. The Chair, after consultation with the Departmental Executive Committee (DEC), will establish committees for the conduct of Departmental affairs.

Section C. 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 the 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.

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

Section E. The Chair will conduct an independent review of all candidates for promotion (including non-tenure track promotions) and tenure and forward to the Dean for review.

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

Section G. 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.

Section H. 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.

Section I. 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.

Section J. The responsibility of Chair will be reflected in the Assignment of Responsibilities.

Article V. Coordinator of Graduate Studies

Section A. The Department Chair will appoint a Coordinator of Graduate Studies for a three-year term. Re-appointment is possible.

Section B. The Coordinator 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 efforts, processing admission requests and procedures, and advising and counseling graduate students. The Coordinator of Graduate Studies will serve on the College Graduate Policy and Curriculum Committee.

Section C. The responsibility of Coordinator of Graduate Studies will be reflected in the Assignment of Responsibilities.

Article VI. Coordinator of Undergraduate Studies

Section A. The Department Chair will appoint a Coordinator of Undergraduate Studies for a three-year term. Re-appointment is possible. The Coordinator 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 Coordinator of Undergraduate Studies will serve on the College Undergraduate Policy and Curriculum Committee.

Section B. The responsibility of Coordinator of Undergraduate Studies will be reflected in the Assignment of Responsibilities.

Article VII. Coordinator of HUN 1201

Section A. The Department Chair will appoint a Coordinator of HUN 1201 for a three-year term. Re-appointment is possible.

Section B. The Coordinator of HUN 1201 will supervise the HUN 1201 Teaching Assistants, coordinate Departmental exams, update objectives, select texts and other resources.

Section C. The responsibility of Coordinator of HUN 1201 will be reflected in the Assignment of Responsibilities.

Article VIII. Departmental Executive Committee (DEC)

Section A. 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 who are elected by secret ballot. A senior member of the Committee shall serve as Chair. All members of the DEC will be full-time faculty members in the Department. Chairs of the Graduate and Undergraduate Committees will serve on the DEC as *ex officio* members.

Section B. 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
- Space allocation
- Development of Departmental programs
- Hires of faculty and other professionals

The DEC will solicit faculty input on these matters.

Section C. 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 shall be informed of all DEC meetings and may attend any meeting in a non-voting capacity. Minutes shall 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.

Section D. 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.

Article IX. Standing and Ad Hoc Committees

Section A. Standing committees of the Department are: the Promotion and Tenure Committee, the Undergraduate Policy and Curriculum Committee, and the Graduate Policy and Curriculum Committee.

The Promotion and Tenure Committee shall facilitate procedures, review, and take action on promotion and tenure binders. The Committee shall be composed of five, full-time faculty members, the majority of whom must be tenured, elected for one-year terms. The Committee shall adhere to the policies defined by the Department, the College and the University.

The Undergraduate Policy and Curriculum Committee shall 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 graduate faculty members.

Section B. All voting faculty and all students are eligible (except where otherwise specified) for committee membership. No faculty member will be required to serve on more than two standing committees identified in this document at any one time.

Section C. The Chair may establish such *ad hoc* committees as deemed necessary to assist in the operation of the Department. Guidelines in Article IX, Section B will be followed.

Section D. It will be the responsibility of the faculty members to implement and abide by the decisions of these committees.

Article X. Faculty Evaluation

The faculty annual evaluation process, which is effective beginning on January 1, 2013, requires faculty performance to be assessed using the following ratings (Appendix A):

- o Substantially Exceeds FSU's High Expectations
- o Exceeds FSU's High Expectations
- o Meets FSU's High Expectations
- o Official Concern
- o 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.

Article XI. Amendments

Proposed amendments to the Departmental Bylaws must be submitted in writing to the DEC for review 15 days prior to a 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 and 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.

APPENDIX A. Evaluation Form

Appendix A **ANNUAL EVALUATION SUMMARY FORM**

PERIOD OF REPORT (if other than annual)

FROM:

TO:

NAME

RANK AND POSITION

COLLEGE / UNIT

DEPARTMENT / UNIT

PERFORMANCE OF DUTIES

Indicate evaluation by placing an “x” in the appropriate column for each category below. In the “Overall Performance” section, rate the employee’s overall performance in fulfilling his or her responsibilities to the University. Average AOR percentage is based on the annual assignment of responsibilities (9-month assignment for 9-month faculty). The annual evaluation shall include evaluation of summer activities for 9-month faculty if there is a summer assignment.

Category	Average AOR Percentage	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	Not Observed
Teaching							
Research and Other Creative Activity							
Service							
Other							
Spoken English Competency*							
Overall Performance**							

The evaluator's narrative explanation of overall performance must be attached. The evaluator should receive input from both students and faculty in preparing this report. If for any reason such input is unavailable, the report should indicate why and what alternative methods have been used.

Has this rating been discussed with this employee? () Yes () No (attach explanation)

Signature of Evaluator _____

Date: _____

Signature of Employee _____

Date: _____

Number of pages attached to report _____

Signature of Academic Dean/Director _____

Date: _____

* If “Does Not Meet FSU’s High Expectations” is noted in Spoken English Competency, options for remediation should be communicated in writing as an addendum to this form. A copy of the form with the addendum should be forwarded through the Dean to the Vice President for Faculty Development and Advancement.

** If “Overall Performance” is rated as “Does Not Meet FSU’s High Expectations,” this report must be forwarded with appropriate recommendations for improvement (including a Performance Improvement Plan, if applicable) to the Provost and the President through the Vice President for Faculty Development and Advancement.

Signature of the President

Date

Signature of the Provost

Date