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## **DEPARTMENT OF FAMILY AND CHILD SCIENCES BYLAWS**

The department is organized into three areas of specialization: Family Relations, Child Development, and Marriage and Family Therapy. Administrative concerns of a university department are and should be secondary to professional matters such as instructional and programmatic excellence, active scholarly endeavors, and public service. Nevertheless, formal administrative organization is important to a smooth-running and effective department. In keeping with these management needs, the Department of Family and Child Sciences adheres to the scheme of organization and operating procedures as defined by these bylaws.

### **Article I Departmental Organization and Membership**

- Section A. The Family and Child Sciences faculty is defined as follows:
1. *tenure track faculty*: consisting of those employees having tenure in the Department of Family and Child Sciences or those who are earning time creditable toward tenure in the Department of Family and Child Sciences
  2. *non-tenure track faculty*: consisting of those full-time employees in the ranks of Assistant in, Associate in, Research Associate, Assistant Scholar/Scientist, Associate Scholar/Scientist, Scholar/Scientist, and other specialized faculty (e.g., directors, coordinators, continuous teaching faculty) with appointment in the department.
- Section B. Voting Membership
1. Voting membership of the department is defined as all members of the departmental faculty (including tenured, tenure track and non-tenure track) who have an annual Assignment of Responsibilities and Annual Evaluation.
    - a) Tenured and tenure-track faculty are able to vote on issues brought to the general faculty for consideration.
    - b) Non-tenure track faculty are able to vote on issues within their scope of responsibilities to the department as indicated by their current Assignment of Responsibility. For example, specialized faculty whose primary assignment of responsibility is undergraduate teaching is expected to deliberate and vote on issues surrounding the undergraduate curriculum, promotion and evaluation of non-tenure track faculty, and other general departmental policies and procedures. This same person can deliberate in, but not vote on, matters pertaining to graduate students, the graduate curriculum, and issues surrounding promotion, evaluation and tenure.
  2. Personnel on temporary or limited-term (less than 3 years) adjunct,

visiting, or courtesy (joint) appointments have the right to participate in all deliberations, but not to vote.

3. Students who are majors in the Department of Family and Child Sciences may be represented on all standing committees. The student representatives shall not have voting rights.

**Article II**      **Department Faculty Responsibilities**

Section A.      Departmental faculty responsibilities include: all personnel matters including the recruitment and hiring of new faculty, matters relating to promotion, tenure, faculty evaluation, chair evaluation, recommendations to the department Chair for allocation of resources (e.g., travel, duplication etc.), final consideration of course scheduling, curricular matters, and recruitment, selection, and recommendations for assistantships of graduate students.

Section B.      Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the University website <http://provost.fsu.edu/sacs>

**Article III**      **Purpose and Implementation**

Section A.      These Bylaws are intended to assist in the effective governance of the Department of Family and Child Sciences at the Florida State University. They are subject to the higher authority of regulations adopted by the Florida State University, FSU Board of Trustees, the Faculty Senate, the Florida Board of Governors, 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.

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

Section C.      Any Departmental committee may initiate amendments or revisions at any time in an academic year. Amendments must be approved at a general meeting of the Department by a majority of Department Faculty who are eligible to vote.

Proposed amendments or revisions must be circulated to all voting faculty at least two weeks in advance of the meeting during which the change will be voted.

Section D.      Every year ending in 5 or 0 the Executive Committee shall review and update the departmental Bylaws.

Section E.      All meetings of committees and the general faculty are conducted in accordance with Robert's Rules of Order. Minutes are recorded at all meetings of committees and the general faculty and distributed to all members of the faculty.

**Article IV.**      **Departmental Chairperson**

Section A.      The Chairperson is the chief administrative officer of the Department. The Chairperson is responsible to the faculty of the Department and represents the Department to the Dean and the University and the Dean to the Department. The Chairperson also represents the Dean and the University to the Department.

Section B.      The Chairperson is responsive to the appropriate committees on such matters as curriculum, appointments, course offerings and scheduling, promotion and tenure recommendations, salary adjustments, assignment of teaching and research

assistants, and general questions concerning allocation of Departmental resources (see Article II A). The Chairperson, in conjunction with the appropriate committees of the Department, coordinates all segments of the academic program, such as degree requirements, curricular offerings, catalog announcements, scheduling of classes, and the assignments of faculty. The Chairperson facilitates and coordinates student advising, intra-departmental communication, curriculum planning, record keeping, recruiting, departmental letter writing, functioning of office staff, departmental image-building, interfacing of departmental committee work, budget allocation, and delegating committee responsibilities.

- Section C. The Chairperson, in conjunction with the Departmental Executive Committee, may establish Ad Hoc committees as needed for the conduct of Departmental affairs.
- Section D. The Chairperson on invitation may be an ex-officio, non-voting member of all Departmental committees.
- Section E. The Chairperson reports to the Department Executive Committee and the Department the actions he/she performs in administering Departmental affairs.
- Section F. The Chairperson, serving as principal financial officer of the Department, supervises receipts and expenditures of all moneys; and prepares an annual budget for discussion with the Faculty; keeps faculty informed about the financial status of the Department and seeks input on major fiscal decisions.
- Section G. The Chairperson and/or his/her designee serves as liaison officer and Departmental representative to officers and bodies outside the Department where not otherwise specified by College, University, Board of Trustees, or Board of Governors procedures.
- Section H. The Chairperson shall conduct an independent review of all candidates for promotion (including non-tenure track promotions) and tenure and forward to the Dean for review.
- Section I. The Chairperson shall make decisions on merit salary increases, considering departmental recommendations, and forward to the Dean for final approval.
- Section J. The Chairperson shall 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 K. The Chairperson serves at the pleasure of the Dean.
- Section L. An evaluation of the Chairperson's performance is conducted by the Dean each academic year, provided to the Faculty, and used by the Dean to inform the Chair's Annual Evaluation.
- Section M. Whenever the office of Chairperson becomes vacant, or will soon become vacant, the faculty will request that the Dean appoint a Search Committee broadly representative of the Department faculty. The responsibility of serving on this search committee is reflected in the faculty members' Assignments of Responsibilities.



***Article V. Departmental Executive Committee***

- Section A. The purpose of the Departmental Executive Committee is to represent the interests of faculty to the Chairperson and consists of the Chairs of the Undergraduate Curriculum and Policy Committee, the Graduate Curriculum and Policy Committee, and the Promotion, Tenure, and Evaluation Committee. The committee selects its Chair.
- Section B. The Departmental Executive Committee develops an agenda informed by the needs of the faculty and informed by the needs and concerns of the Department Chair. It is responsible for developing policies and procedures for the department and for ensuring that they are presented to the departmental faculty for approval and adoption. The committee makes recommendations to the Chairperson regarding the areas of specialization and fields to be emphasized, the establishment of priorities regarding the allocation of resources for developing these areas and fields, preparation of the annual departmental budget, the establishment of guidelines for Departmental summer employment, and facilitating the acquisition of external funds to increase Departmental resources.
- Section D. Meetings of the Departmental Executive Committee may be requested at any time by the Chairperson or by any member of the committee.
- Section E. All members of the Department, both students and faculty, are informed by posted notice of all Departmental Executive Committee meetings and may attend any meeting in a non-voting capacity.
- Section F. A simple majority of those voting members present carries a motion at any scheduled meeting of the Departmental Executive Committee.

***Article VI. Standing Committees***

- Section A. Standing committees of the Department are: the Promotion, Tenure and Evaluation Committee, the Undergraduate Policy and Curriculum Committee, and the Graduate Policy and Curriculum Committee.
- Section B. All voting faculty are eligible for committee membership. No faculty member is required to serve on more than two standing committees identified in this document at any one time.
- Section C. The Chairperson, in consultation with the Executive Committee, may establish such Ad Hoc Committees as deemed necessary to assist in the operation of the Department of Family and Child Science. The Executive Committee is comprised of the chairs of each standing committee.

***Article VII. Promotion, Tenure and Evaluation Committee***

- Section A. The Promotion, Tenure and Evaluation Committee shall implement policies and procedures concerning promotion, tenure and evaluation of all faculty in the Department of Family and Child Sciences. The Committee shall be composed of three, full-time, tenured faculty members elected for three-year alternating terms by majority vote of the Department Faculty. Individuals are reviewed by Committee members of rank senior to them. Responsibilities of the committee

include annual evaluation based upon each individual's Assignment of Responsibilities, second- and fourth-year review, promotion and tenure review, and post-tenure review.

**Article VIII. Undergraduate and Graduate Policy and Curriculum Committees**

Section A. The Undergraduate and Graduate Policy and Curriculum Committees are responsible for oversight of all aspects of undergraduate and graduate programs in the department respectively, including curricula, admissions, policies, approval of new course proposals, and modifications to existing courses, proposing degree program requirements, proposing new degree and certificate programs, and program review. All academic programs are reviewed annually by the appropriate committee.

Each Committee consists of at least three, full-time tenured, tenure-track or non-tenure track faculty members; a student representative may be included. Committee members serve 3-year alternating terms by faculty consensus.

Section B. Each committee selects its chairperson. The chairperson must be a tenured or tenure track faculty member.

Section C. The Graduate Policy and Curriculum Committee also oversees the graduate student recruitment process and evaluates applications for graduate admissions.

Section D. The Graduate Policy and Curriculum Committee administers an annual review of graduate students progress toward their degree.

Section E. The Graduate Policy and Curriculum Committee recommends to the faculty for majority vote requirements for candidacy for each graduate degree program

**Article IX. Faculty Meetings**

Section A. The Department of Family and Child Sciences meets at least once during each semester and may meet on special call during the summer. The date and time of meetings is established by the Departmental Chairperson with appropriate notice to the faculty.

Section B. During the summer, if one-fourth or fewer of the faculty are available to meet, the Departmental Chairperson may, in consultation with the Executive Committee, make emergency decisions about matters that would normally be brought before the faculty for approval.

Section C. Special meetings may be called by the Departmental Chairperson or on the written request from three voting members of the Department.

Section D. The Departmental Chairperson normally presides at meetings of the Department. In the absence of the Chairperson, the Chair of the Executive Committee presides.

Section E. The Departmental Chairperson prepares an agenda for each meeting of the Department which is distributed to the entire department community at least one week prior to the meeting. Faculty are invited to submit agenda items. Items may be added to the agenda at the meeting.

Section F. At least 50 percent plus 1 of the voting members of the Department of Family and Child Sciences constitutes a quorum at any regular or special meeting of the faculty. Any faculty member who cannot be reasonably expected to attend is provided an alternative means of voting on any item of business scheduled for the regular or special meeting.

Section G. Minutes are taken and distributed to the entire department community, posted in places accessible to students, and filed in the Department office within 10 working days following a meeting.

**Article X. Faculty Recruitment and Hiring**

Section A. Faculty recruitment and hiring are informed by the faculty as well as Administrative assessments of unmet needs. Such assessments include expertise and under-represented voices. This policy applies with regard to traditional and Opportunity hires.

Section B. Faculty searches will be informed by the guidelines and procedures of the *Florida State University Search and Screening Guide*, as well as other University resources for minority recruitment.

**Article XI. Election of Faculty Senate Representative**

The Department adheres to the guidelines outlined in Section J, Representatives to the Faculty Senate, College of Human Sciences Bylaws dated March 1, 2013.