

**BYLAWS OF THE DEPARTMENT OF  
RETAIL, MERCHANDISING AND PRODUCT DEVELOPMENT  
College of Human Sciences  
The Florida State University**

**Approved by the Faculty, December 14, 2015**

## **SECTION 1: Preamble**

The faculty of Florida State University Department of Retail, Merchandising and Product Development (RMPD) has drafted and adopted these Bylaws in order to define a set of principles, organizational structures and procedures that will enable the effective and efficient operation and governance of the Department in furtherance of its mission. The Bylaws will assist faculty and the Chair in conducting business with fairness to all concerned. They may not, in any way, contradict or supersede the constitution of the University.

Each faculty member is responsible for making significant contributions to the Department's continual pursuit of academic excellence and professional matters such as instructional and programmatic excellence, active scholarly endeavors, and public service. These contributions will be achieved in an atmosphere of collegiality and constructive cooperation. Departmental faculty responsibilities include but are not limited to: curricular matters; recommendation to the Chair for allocation of resources (travel, foundation dollars); recruitment and hiring of new faculty; and matters relating to promotion, tenure, faculty merit, faculty evaluation, and Chair evaluation.

These Bylaws must be approved by simple majority vote of the Faculty of the Department in a secret ballot voting process, and by the Dean of the College of Human Sciences and the Vice President for Faculty Development and Advancement. The Department adheres to the scheme of organization and operating procedures as defined by these Bylaws.

All meetings of the general faculty and committees are conducted in accordance with *Robert's Rules of Order Newly Revised*.

## **SECTION 2: Curriculum and Academic Matters**

### **A. Mission Statement**

The mission of the Retail, Merchandising and Product Development Department is to provide instructional and research opportunities for undergraduate and graduate students in retail, merchandising, and product development through executive management positions in industry. Graduates work to improve the quality of individuals, families, communities and businesses through fashionable and functional apparel and textile products.

### **B. Appointment to Graduate Faculty Status (GFS)**

1. Membership in the Graduate Faculty authorizes faculty to teach all graduate-level courses, to sit on all graduate-level committees, to chair all thesis and 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.
2. Subject to consideration of special circumstances, minimum qualifications are: (a.) completion of the doctorate or its equivalent and (b.) proven expertise in the teaching area.
3. 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, which should be updated in curriculum vitae.
4. Qualifications for Graduate Faculty Status

A faculty member must have: Earned a doctoral degree or its equivalent from a recognized university or have proven expertise in the teaching area; and approval of the Chair and Dean.

5. Qualifications for Co-Master's Directive Status

A faculty member must have:

- a. Been granted Graduate Faculty Status;
- b. Served successfully on at least one master's committee; and
- c. Approval of the Chair and Dean.

6. Qualifications for Co-Doctoral Directive Status

A faculty member must have:

- a. Earned a doctoral degree from a recognized university;
- b. A proven ability to conduct scholarly research and to produce refereed publications and/or creative juried works;
- c. Served successfully as a committee member on at least one doctoral committee; and
- d. Approval of the Chair and Dean.

**C. Summer Rotation Policies for Summer Supplemental Assignments**

1. Summer teaching assignments will be based on:

- a. The summer teaching budget allocated to the Department;
- b. Courses needed to facilitate our program and accommodate student course need;
- c. Faculty availability; and
- d. Qualified faculty members within the Department willing to teach before being offered to anyone who is not a faculty member within the Department

2. Before making summer teaching assignments, the Chair will consult (via e-mail or personal appointment) with each faculty member about his or her desire to teach and their expectations regarding other summer appointments.

3. Priority for summer teaching assignments will be given:

- a. First to faculty who are qualified to teach needed courses. Qualified faculty are those who have completed at least 18 hours of graduate coursework in the discipline or have appropriate work experience in the discipline.
- b. To faculty that have not taught in the summer in recent years, but were otherwise qualified and eligible to teach.

**D. Development of New Academic Programs**

1. Graduate Curriculum Committee

- a. Committee is chaired by the Graduate Program Coordinator
- b. The Graduate Curriculum Committee is responsible for curriculum development and review. Needs for new or revised courses are discussed during department faculty meetings and require approval of a majority of the faculty. The faculty member that is assigned to teach the course develops the course syllabus and completes the curricular request forms required by Florida State University. The course syllabus and completed forms are circulated to the Graduate Curriculum Committee for evaluation. The committee will follow the quality academic standards of courses approved by the Department and committee approval is based upon input from the faculty. After approval by the Chair, the course is submitted to the College Graduate Policy and Curriculum Committee.

2. Undergraduate Curriculum Committee

- a. Committee is chaired by the Undergraduate Program Coordinator

- b. The Undergraduate Policy and Curriculum Committee is responsible for curriculum development and review. Needs for new or revised courses are discussed during Department faculty meetings and require approval of a majority of the faculty. The faculty member that is assigned to teach the course develops the course syllabus and completes the curricular request forms required by Florida State University. The course syllabus and completed forms are circulated to the Undergraduate Curriculum Committee for evaluation. The committee will follow the quality academic standards of courses approved by the Department; committee approval is based upon input from the faculty. After approval by the Chair, the course is submitted to the college Curriculum Committee.
3. 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 <http://policies.fsu.edu/content/download/220624/1886364/file/SOBS-MFP13070815040.pdf>.

### **E. Academic Program Review.**

Annually, the undergraduate and graduate curriculum committees will review each course syllabus for compliance with departmental standards of quality. The committees will work with the Chair to insure compliance with academic standards as established by the faculty.

### **F. Academic Policies**

1. Faculty members are to fulfill their obligations toward students in a course with respect to such matters as contact hours, grading practices, posting and keeping of office hours, and final exams.
2. Absences when research and services occasionally require an instructor to miss a class meeting:
  - a. For an anticipated absence, such as religious holy day observance or conference attendance that is approved in advance by the Chair, faculty should find a substitute approved by the Chair for their classes or obtain the Chair's approval for an alternate means of making up the contact hours. Alternate means of making up contact hours do not include allowing students to work on scheduled assignments for the course.
  - b. For unanticipated absences such as illness, faculty must notify the Chair as soon as possible so that arrangements can be made regarding classes and other scheduled activities.
  - c. Failure to notify the Chair of a missed class meeting or excessive absences from class obligations can result in disciplinary action.
3. Contact Hours  
In all RMPD undergraduate and graduate courses (face-to-face and on-line), one semester hour of student credit represents fifty (50) minutes of faculty (instructor of record) - student contact per week, or two (2) or more hours of regularly-scheduled laboratory practice, directed independent study, or other formal course activity per week within the 15 weeks of scheduled class time per semester.
4. Final Exam Policy
  - a. Final examinations in all undergraduate courses within the department are required.
  - b. All final exams shall be given during the final examination schedule as published by the University. This rules out "take home" final examinations.
  - c. The scheduling of a final examination at any time other than the regularly scheduled final examination period is prohibited by University policy. The final exam schedule is found in the Registration Guide located at <http://registrar.fsu.edu/>.

- d. All students (including graduating seniors and graduate students) enrolled in an undergraduate course are required to take the examination.
  - e. University policy requires that examination papers of students be kept in the faculty member's file for one year after the examination date. If faculty members leave the University prior to the completion of the year, they must leave the examination papers in the departmental files.
5. Office Hours
- Every member of the teaching faculty is expected to post in both their syllabi and outside their office, and to honor specific office hours during each semester in which he or she conducts classes. Faculty are to schedule a minimum of one office hour for each course they teach each week for the entire semester. In addition, faculty may make appointments with students if the office hours conflict with their course schedule.
6. Course Syllabus
- a. University policy requires that a course syllabus be made available to each student (either in hard copy, via Blackboard, or by email) at the beginning of the semester that includes:
    - i. Written course objectives that are in alignment with the approved course objectives;
    - ii. An evaluation (grading) statement that indicates what procedures will be used to evaluate students and should make it possible to discern the approximate weight of each grade component;
    - iii. An Americans with Disabilities Act statement (see <http://facsenate.fsu.edu/Curriculum/Syllabus-Language> for this statement as well as the required statements that follow);
    - iv. A statement regarding academic integrity;
    - v. The university attendance policy;
    - vi. A statement of his/her policy and/or expectations regarding classroom conduct and missed work; and
    - vii. A statement on the Syllabus Change Policy.

### **SECTION 3: Faculty Governance**

#### **A. Faculty Membership**

The RMPD Department Faculty is defined as follows:

1. Tenure-track faculty are those faculty members having tenure or those who are earning time creditable towards tenure in the Department.
2. Specialized Faculty are those full-time faculty members holding rank in the Specialized Faculty Classification as defined by the University and determined by the faculty member's focus in teaching, research, or other activities.

#### **B. Procedures and Eligibility for Voting within the Department**

1. The Voting Membership of the Department is defined as all the full-time faculty members (tenure-track, specialized, and visiting) of the Department.
2. The faculty shall be the basic legislative body of the Department. Subject to the Constitution of the University, the rules of the Board of Trustees, and the policies of the College of Human Sciences, the faculty shall determine the policies, requirements, curricula, and course offerings for the academic programs within the Department.

### **C. Department Organization**

#### **1. Selection of the Department Chair**

The Department Chair is appointed by the Dean of the College of Human Sciences and shall serve at the pleasure of the Dean. Prior to appointing a Chair, the Dean will appoint a Search Committee to recruit applicants and provide input on finalists to the Dean for Chair.

#### **2. Duties of the Chair. Duties of the Chair are as follows and additional responsibilities as assigned by the Dean:**

- a. In consultation with the Department faculty, the Chair serves as the chief administrator of the Department.
- b. The Chair 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 Chair also represents the Dean and the University to the Department.
- c. The Chair may act independently on such matters as office management, teaching schedules, and course assignments.
- d. The Chair is responsible to and shall consult with the appropriate committee on matters such as curriculum, appointments, tenure, promotion, salary, assignment of teaching and research assistantships, and general questions concerning allocation of Departmental resources. The Chair, in conjunction with the appropriate committees of the Department, coordinates and implements all segments of the academic program such as degree requirements, curricular offerings, catalog announcements, and the assignments of the faculty. The Chair coordinates curriculum planning, functioning of office staff, budget allocation, delegating committee responsibilities, record keeping, intra departmental communication, and interfacing of Departmental committee work.
- e. The Chair 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.
- f. The Chair shall conduct an independent review of all candidates for promotion (including specialized faculty promotions) and tenure and forward to the Dean for review.
- g. The Chair shall make decisions on merit salary increases with input from the Peer Evaluation departmental committee, and forward to the Dean for final approval.
- h. The Chair shall regularly report to the Department the actions he/she performs in administering and representing Departmental affairs.
- i. The Chair 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.
- j. The Chair, serving as principal financial officer of the Department, shall supervise receipts and expenditures of all monies; shall prepare its annual budget; and shall prepare an annual financial report to be distributed to the members of the Department at the end of each fiscal year.
- k. The Chair shall be an ex-officio, non-voting member of all Department committees, except that he/she may cast the deciding vote in the event of a tie.
- l. The Chair may establish *ad hoc* committees as needed for the conduct of Departmental affairs.
- m. The Chair shall be evaluated by the Dean for purposes of annual evaluation. To ensure the accountability of the Chair to the faculty, the Dean will poll all faculty members of the Department prior to annual evaluation, every year for their views on the Chair's performance.

- n. Whenever the office of Chair 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's members' Assignment of Responsibilities.
3. Removal of the Chair

The Department may recommend to the Dean that a Chair be removed from office. A petition calling for removal must be signed by one-half of the voting members and submitted to the Dean. The Dean or the Dean's Representative shall preside at a meeting of the faculty to consider the petition. Two weeks' notice shall be given of this meeting. To be adopted, a motion for removal must be supported by two-thirds of the voting members in a secret, mail ballot. This ballot shall be conducted by an *ad hoc* Elections Committee, who shall report the result to the Faculty and to the Dean.
  4. Graduate Studies Coordinator
    - a. The Chair shall appoint Graduate Studies Coordinator.
    - b. The Graduate Studies Coordinator shall serve as Chair of the Graduate Policy and Curriculum Committee of the Department, serve on the College Graduate Policy and Curriculum Committee, and be responsible for implementing the policies of the Department with respect to the graduate program, monitoring all procedures described in the graduate handbook, advising and counseling graduate students, recruit graduate students, and administer records of graduate students for funding and admission.
    - c. The responsibilities of the Coordinator shall be reflected in the Assignment of Responsibilities as service to the department with the percentage of responsibility dependent upon the expected workload for the academic year.
  5. Internship Coordinator

The Internship Coordinator manages and coordinates an established internship program that includes assisting students with placement and supervising undergraduate RMPD interns. The Coordinator also:

    - a. Serves as an instructor for undergraduate courses in the program;
    - b. Mentors, advises, and counsels students in preparation for internships;
    - c. Conducts internship preparation meetings;
    - d. Directs the field internships;
    - e. Acts as a liaison with established and potential internship businesses and the RMPD Center, while working closely with the Center to benefit the program and student interns;
    - f. Attends all RMPD Center activities;
    - g. Directs the management of the internship database;
    - h. Networks with current and potential industry partners and service organizations for internship and career opportunities for students; and
    - i. Serves on department, college and university committees.
  6. Center Director

The Director manages the overall operation of the RMPD Center and works closely with Center members, faculty and students; networks with the retail and related industries to recruit new Center members; directs the Center staff in the planning and execution of major Center events, to include, but not be limited to, the Annual Scholarship Dinner, Retail Focus Panel and Retail Summit. The Director coordinates the production of the RMPD Center bi-annual newsletter; the management of the Center's website, the publicizing of the Center's achievements, and the bi-annual members meeting. The Director is responsible for the development and updating of the Center's strategic plan

and budget, works closely with the Internship Director to benefit the RMPD Center with internship businesses, and acts as a liaison with established and potential internship businesses.

7. Undergraduate Studies Coordinator
  - a. The Chair shall appoint Undergraduate Studies Coordinator.
  - b. The Undergraduate Studies Coordinator shall serve as the Chair of the Undergraduate Policy and Curriculum Committee, serve on the College Undergraduate Policy and Curriculum Committee, and be responsible for implementing the policies of the Department with respect to the undergraduate program, for monitoring all procedures of the undergraduate program, and for coordinating the advising of undergraduate students.
  - c. The responsibilities of the Coordinator shall be reflected in the Assignment of Responsibilities as service to the department with the percentage of responsibility dependent upon the expected workload for the academic year.

#### **D. Faculty Meetings**

1. The Department faculty shall meet on the call of the Chair at least once every fall and spring semesters.
2. Special meetings may be called by the Chair, or at the written request of three voting members of the Department.
3. The Chair shall normally preside at meetings of the Department. The Chair shall assign another faculty member to preside, if necessary.
4. A majority of the faculty shall constitute a quorum. All faculty members shall be notified of Departmental meetings, and an agenda for the meeting distributed, at least 24 hours in advance. Any faculty member who cannot reasonably expect to attend shall be provided the opportunity to vote by proxy on any item of business scheduled for the regular or special meeting.
5. Minutes shall be kept by the Office Administrator.
6. All meetings shall be conducted in accordance with *Robert's Rules of Order Newly Revised*, except as otherwise provided by these Bylaws.
7. Except where the Bylaws specify a different procedure, decisions made by the faculty will be a vote conducted
  - a. At a faculty meeting,
  - b. By written ballot, or
  - c. By e-mail ballot.
8. Passage of a measure requires a majority of the Voting Membership eligible to vote on the measure.
9. Curricular changes shall be subject to approval by a majority vote of the Voting Membership. These changes include course creation or deletion, and modification of requirements for majors and degree programs. The entire Voting Membership is eligible to vote on these issues. After faculty input, it is the responsibility of the Curriculum and Policy Committees (Graduate, Undergraduate) to insure that all curricular requests meet Departmental quality standards, with the Chair having the final approval responsibility at the Department level.

#### **E. Recruiting of New Faculty**

1. The Chair in consultation with the Dean shall appoint a Faculty Recruiting Committee that is charged with identifying, recruiting and evaluating potential faculty candidates when open faculty lines exist within the Department. Recommendations from the Faculty

Recruiting Committee are advisory in nature. All hiring decisions are vested with the Chair and the Dean.

2. 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.

## **F. Department Committees**

Standing Committees are: Promotion and Tenure Committee; Peer Evaluation Committee; Graduate Policy and Curriculum Committee; and Undergraduate Policy and Curriculum Committee. Any nominee that agrees to be a candidate should be prepared to fulfill any and all responsibilities of the committee for which they are a candidate. All standing committee members will be selected by a simple majority vote of and from the voting faculty membership of the Department.

1. Promotion and Tenure Committee
  - a. The Promotion and Tenure Committee shall implement policies and procedures concerning promotion and tenure. The Promotion and Tenure committee shall consider all faculty members below the rank of full professor for promotion and/or tenure for tenure-track faculty or below the rank of Specialized Faculty III, if applicable, each year.
  - b. The Committee shall be composed of all, full-time tenured faculty members, and all Specialized II and III faculty members. Specialized faculty can only vote on specialized faculty member's dossiers. The Department Chair and any faculty members being considered for promotion and/or tenure are not eligible to be a member on this committee. The committee chair will be selected by a majority vote of the committee. Additional members, from outside the RMPD Department may be asked to join the committee, on an ad-hoc basis, as deemed necessary by the Department Chair and the committee.
  - c. Evaluations shall be conducted consistent with the promotion and/or tenure criteria and procedures of Florida State University, the College of Human Sciences, and the RMPD Department. Teaching, research, and service will also be evaluated in accordance with the current standards in the profession (see Appendix A for criteria/procedures for promotion and tenure of tenured/tenure-track faculty and Appendix B for criteria/procedures for promotion of specialized faculty).
  - d. The Promotion and Tenure Committee will review the complete dossiers of assistant professors in their second and fourth years of tenure-earning employment at Florida State University and will follow college/university policies. Specialized faculty will be reviewed prior to their possible promotion and at the request of a specialized faculty member.
2. Peer Evaluation Committee
  - a. The Peer Evaluation Committee is responsible for providing input to the Chair for annual peer evaluation for each faculty member's annual performance evaluation.
  - b. This Committee shall consist of three (3) faculty members with at least one member from each area (merchandising and product development) and at least one member from each track (tenure-track and specialized faculty) represented.
  - c. The term of the committee members will be for two (2) years, staggered terms.
  - d. Evaluations shall be conducted following the evaluative criteria and procedures of the Department (Appendix C).
3. Graduate Policy and Curriculum Committee

The Committee is responsible for making recommendations to the faculty on policy, curricula, approval of new course proposals, modifications to existing courses, proposing degree program requirements, program review and implementing procedures for graduate

study. The Graduate Committee shall consist of the Department's Graduate Studies Coordinator, who serves as the chair, and all other faculty members who have graduate faculty status in the Department. This committee must review all academic policy changes affecting the undergraduate program prior to their final consideration by the Department faculty as a whole.

4. Undergraduate Policy and Curriculum Committee

The Committee is responsible for making recommendations to the faculty on policy, curricula, approval of new course proposals, modifications to existing courses, proposing degree program requirements, program review and implementing procedures for undergraduate study. The Undergraduate Committee shall consist of the Department's Undergraduate Studies Coordinator, who serves as the chair, and all other faculty members of the Department who teach undergraduate classes. This committee must review all academic policy changes affecting the undergraduate program prior to their final consideration by the Department faculty as a whole.

5. Scholarship Committee

Comprised of three faculty members is responsible for promoting departmental and college scholarships to students majoring in the Department. The committee is also responsible for coordinating the selection of the recipients from those students who have applied for each scholarship. The chair of this committee shall be appointed by the Department Chair with two members chosen by the department faculty.

6. *Ad Hoc* Committees

May be established and appointed by the Chair as deemed necessary for specific purposes.

## **SECTION 4: Evaluation Criteria**

### **A. Criteria for Tenure-Track and Specialized Faculty**

The criteria for Tenure-Track Faculty are specified in Appendix A. The criteria for Specialized Faculty are specified in Appendix B.

### **B. Assignment of Faculty Responsibilities**

1. As indicated in the Faculty Handbook, Section 5: Faculty Development, the Assignment of Faculty Responsibilities policy states:

“The professional responsibilities of faculty members are comprised of both scheduled and nonscheduled activities. All faculty members are assigned annually in writing their duties and responsibilities in teaching, research and other creative activities, service, and any other specific duties and responsibilities. This assignment will be made at the beginning of employment and thereafter, by the end of each Spring Semester for the coming year. This policy applies to those holding regular, visiting, provisional, research, affiliate, or joint appointments, regardless of the appointment FTE. It is not applicable to faculty on adjunct and courtesy appointments, who are typically given an employment contract or letter of agreement that outlines the assignment at the time of the appointment.” <http://facultyhandbook.fsu.edu/section5.html#s3>. The Chair will work with each faculty member, to include in the AOR, a list of expected outcomes for the upcoming year.

2. Accordingly, by the end of the spring semester, for the upcoming year, the Chair will work with each faculty member to come to an agreement regarding his/her assignment of responsibilities based on the needs of the Department, faculty strengths and goals, and the requirements of the professional discipline. The assignment will be made through a

process in which faculty members indicate their preferences, and these are balanced with the needs of the Department. The resulting assignment shall be detailed and based on clear communication and good faith negotiation, then will be documented in writing and will include a list of expected outcomes for the upcoming year.

3. Changes in the assigned responsibilities may be made if departmental or university needs arise. Such changes will be made only after consultation with the faculty member and such changes will be made a matter of written record for purposes of evaluation.
4. Assignments for summer teaching will be in accordance with the Department's Summer Teaching Rotation Policy.

### **C. Performance Evaluation Process**

The Procedure for Annual Evidence of Performance Report is as follows (Appendix C).

1. All faculty are evaluated according to their Assignment of Responsibilities (AOR). Those with higher teaching loads will be equally eligible for merit salary increases as faculty with research assignments.
  - a. Each faculty member, other than the Chair (who is evaluated by the Dean), will be evaluated annually by the Chair, who will be advised in this process by the Peer Evaluation Committee. The results of this evaluation are used as the basis for merit pay increase recommendations (see Merit Pay below) and the Annual Faculty Evaluation Summary. A summary of the evaluation is completed by the Chair and discussed with the faculty member in accordance with University policy. The Chair writes an accompanying narrative explanation for all evaluated faculty. These documents are then submitted to the Dean and become a part of the faculty member's permanent file.
  - b. The evaluation will be conducted in March, after the submission deadline for the Faculty Annual Review, and will be based upon performance over the prior calendar year (January 1st to December 31st). Research, teaching and service will be evaluated separately, and their relative contributions to the overall assessment will be weighted in accordance with the faculty member's assignment of responsibilities. See Appendix C for specific criteria for annual evaluation of academic performance in teaching, research, and service.
  - c. A Performance Improvement Plan (PIP) is required when a specialized faculty members receives a "Does Not Meet FSU's High Expectations" rating.
  - d. Tenured faculty members may be placed on a PIP if they receive an overall performance rating of "Does Not Meet FSU's High Expectations" on three or more of the six performance evaluation categories on the Annual Evaluation Summary Form.
2. Procedure for Sustained Performance Evaluation
  - a. The Department adheres to the criteria and procedures outlined by the Office of Faculty Development and Advancement (<http://fda.fsu.edu/Faculty-Development/Sustained-Performance-Evaluation-SPE-Procedures>).
  - b. Every regular tenured faculty member who has been in rank for at least seven years since being promoted or since achieving tenure shall be reviewed once every seven years to document sustained performance during the previous six years of assigned duties and to encourage continued professional growth and development. Tenured faculty members with administrative appointments of chairperson and above will be reviewed once every seven years after resuming regular faculty status.
  - c. Untenured faculty members, adjunct instructors, research associates, and other non-tenure earning members of the professional staff are not eligible for evaluation in this process.

#### **D. Promotion and/or Tenure Criteria and Procedures**

1. Tenure-Track See Appendix A for specific criteria for promotion and tenure and the process which is in accordance with University and College policies.
2. Specialized Faculty. See Appendix B for specific criteria and process which are in accordance with University and College policies.
3. Peer Review of Teaching, Research and Service
  - a. The Department's Promotion and Tenure Committee will use the Department's approved criteria (see Appendix A and B) and will provide input to the Chair on tenured, tenure-track and specialized faculty progress for promotion and tenure based upon a review of teaching, research and/or service.
  - b. Teaching Evaluation - All untenured faculty members, both tenure-track and specialized, will have their teaching observed annually by a tenured member of the Department. The evaluation will be based upon the teaching evaluation criteria in Appendix A. Any faculty member may request a teaching evaluation at any time. In cases where there is evidence that a faculty member is encountering problems with his/her teaching, the Chair can require that his/her teaching be evaluated. Any faculty member being evaluated must be given at least two weeks' notice of an upcoming classroom visitation and a copy of the teaching evaluation must be submitted to the faculty member and the Chair within ten working days of the classroom visitation.
  - c. Annual Letters Pertaining to Progress toward Promotion and/or Tenure During the annual evaluation period, the Chair, with input from the Promotion and Tenure Committee, will write letters (which are to be included with the annual evaluation summary) apprising all faculty below the rank of full professor of their progress toward promotion and/or tenure.

#### **E. Merit Criteria and Method for Distribution of Merit Salary Increases**

1. **Merit Pay**
  - a. The Peer Evaluation Committee will provide input to the Chair who is responsible for advising the Dean regarding merit pay increases for members of his/her Department.
  - b. Merit evaluations require all faculty members be reviewed for merit. See Appendix C for annual evaluation and merit criteria.
  - c. Merit determinations will be made by the Chair, with recommendations from the Peer Evaluation Committee, based on an average ranking from the current and two (2) previous calendar years. If changes are made to merit criteria, average scores of previous years' evaluations may not be relevant.
2. **Appeals Policy and Procedures.** An appeals process is available to a faculty member who believes that an evaluation or merit recommendation does not accurately reflect his/her accomplishments:
  - a. The faculty member should prepare and submit to the Chair and the Peer Evaluation Committee a written statement with any supporting evidence indicating his/her reasons for appealing the merit evaluation. The written statement should be submitted to the Department Chair and the faculty of the whole within two weeks of receiving the merit evaluation.
  - b. The Peer Evaluation Committee of the whole will convene for assessment of the faculty member's written statement, as well as any new evidence, and make a recommendation to the Chair within two weeks of receiving the appeal statement.

#### **F. BOT-UFF CBA-Related Performance Evaluations**

1. The Department will comply with the current BOT-UFF Collective Bargaining Agreement (CBA), effective January 2013  
<http://hr.fsu.edu/PDF/Publications/UFFAgreement-CBA-2013-16.pdf>.
2. No evaluation process shall require a forced distribution of evaluation ratings.
3. Faculty performance shall be assessed using the approved FSU form.
4. The annual evaluation of faculty (see Appendix C) is performed each spring with input from the Peer Evaluation Committee. The input and review are based upon evidence of research, teaching and service submitted by faculty.
5. All faculty members shall be reviewed for merit evaluations using procedures for annual evaluations.
6. Only faculty whose performance meets or exceeds the expectations for the position classification and department/unit will be eligible for meritorious performance.
7. Merit criteria may not mandate merit pay award for all members of the Department.
8. Merit criteria must reflect distinctive levels of merit reflecting the differences in performance as required by the BOT-UFF CBA.
9. All evaluations must contain a narrative explanation attached to the evaluation summary for as required by the BOT-UFF CBA.

#### **G. Amendments to the Bylaws**

These Bylaws may be amended by a majority vote of the Department faculty. Proposed amendments must be circulated at least one week in advance of a Department faculty meeting at which the change will be considered. The vote on the amended Bylaws will take place one week following the Department meeting discussion. The vote will be by secret ballot.

#### **H. "Sunset" Provisions**

In every calendar year ending in 5 or 0 the Departmental Faculty shall elect an Ad Hoc committee to review and update these Bylaws. Therefore, these bylaws shall cease to apply after the December 2020 faculty meeting unless they are recommended for approval again by the Bylaws Committee and are passed by a ballot vote of the majority of the voting members of the faculty.

#### **I. Election of Faculty Senate Representative**

The Department adheres to the guidelines outlined in the College of Human Sciences Bylaws regarding the election of Faculty Senate representatives. The College of Human Sciences has been apportioned two representatives to the Faculty Senate from among its three departments.

## **Appendix A. To be revised.**

### **RMPD Criteria/Procedures for Promotion and Tenure of Tenure-Track and Tenured Faculty**

The Department of Retail, Merchandising and Product Development embraces a professional view of teaching, research, and service that takes into account the individual, including position, rank, and years of service, as well as the goals of the Department and the mission of the College of Human Sciences to promote the health and well-being of individuals, families, and communities.

The University's criteria for promotion or for granting tenure recognize three broad categories of academic endeavors as follows:

1. Teaching, including regular classroom teaching, direction of theses and dissertations, academic advisement, and all preparation for this work including study to keep abreast of one's field.
2. Research and other creative scholarship, including peer-reviewed publications and juried exhibitions.
3. Institutional, discipline, and external constituent service.

The criteria used to determine recommendations for promotion and award of tenure for faculty are designed to be consistent with statutory requirements, the *Faculty Handbook (University Policies and Procedures 10.4.2)*, and the Collective Bargaining Agreement. Any given item of evidence is not in itself a guarantee for promotion/tenure but it is the overall whole and sum of the parts as evaluated by PTE committees.

#### **Research**

Candidates for promotion and tenure should develop and maintain a strong program of independent research, with a clearly articulated intellectual stream of work that is evident in publications, presentations, and grants. The scholarly effort should be of sufficient quality and quantity to indicate the beginning of a national reputation in the candidate's discipline. A productive research program is 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 and Department Mission Statement.
- Evidence of high quality research publications and creative scholarship in one's of the Department's research disciplines, including articles in high quality journals and juried exhibitions.
- Citations of the candidate's work.
- Submission of competitive grant proposals.
- Other indicators include:
  - Receipt of external grants or contacts
  - Receipt of fellowships
  - Invitations to publish or present research
  - Direction of graduate research

#### *Assistant Professor:*

The research efforts should demonstrate intellectual independence from prior mentors and current collaborators and a focused stream of research.

*Promotion to Associate Professor and Tenure:*

A record of effective scholarship which shows the candidate's promise of becoming a leading scholar in a focused area of expertise in one of the department's research disciplines is required for promotion and tenure to associate professor. 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.

*Promotion to Full Professor:*

An outstanding record of scholarship that has established national and international stature is required for promotion to professor. The scholarly activity will be in a focused area of research in the department's research disciplines and include citations by other researchers.

**Teaching**

A major function of the university is teaching. Candidates for promotion and tenure 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, learning 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.

Distinction in teaching may be evidenced in a number of ways:

- Student evaluations
- Peer evaluations
- Course development and improvement
- Publication of textbooks
- The faculty member's record of individual mentoring of students at the graduate and undergraduate levels
- Evidence of teaching scholarship. Examples would include instructional grants to enhance teaching and courses, articles published, and refereed publications focused on teaching and the development of teaching materials
- Teaching Awards (College, University, &/or National)
- Evaluation of the teaching statement and materials provided by the faculty member
- Evidence of participation in programs to improve one's teaching, such programs at the college and university levels, as well as through one's profession.
- Directing students who publish peer-reviewed papers or earn student awards from professional organizations [Note: this is more general and can include awards for best paper as well as dissertation awards]
- Educational outreach

*Assistant Professor:*

Growth in teaching expertise and effort in continuous improvement is expected in response to student and faculty feedback.

*Promotion to Associate Professor and Tenure:*

A sustained record of effective teaching is expected as indicated by required student evaluations and peer evaluations, as well as involvement in advising and mentoring undergraduate and graduate students. Other indicators suggested for distinction can be included as applicable to show teaching competence.

*Promotion to Full Professor:*

A sustained record of effective teaching at the bachelor, master's, and doctoral levels is expected as indicated by required student evaluations and peer evaluations, as well as involvement in advising undergraduate and graduate students. Evidence of mentorship and leadership in course/curriculum development is expected. Other indicators suggested for distinction can be included as applicable to show teaching competence.

**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 professional associations is expected.

Service is of three types: (a) service to the institution that embraces activities which sustain the University and enable it to carry out its academic goals; (b) service to the discipline contributes to the function and effectiveness of the faculty member's profession; (c) service to external communities reaches out to constituencies such as government agencies, industry, and other entities where academic knowledge intersects with practical affairs and problem solving.

*Assistant Professor:*

During the first year of appointment, beginning assistant professors are not expected to perform service activities. During second and subsequent years, faculty members are expected to assume limited department and college service responsibilities, such as committee membership and participation. Focused participation in and contribution to a scholarly and professional organization is recommended.

*Promotion to Associate Professor and Tenure:*

An associate professor is assumed to accept not only participation in department and college activities, but also to assume a leadership role in a limited number of these activities, and to accept responsibility for performance of service at the university level. Focused national contribution via a scholarly and professional organization is expected. Limited and focused contribution in other service activities, as outlined in the Collective Bargaining Agreement are recommended in so far as the professional reputation of the faculty member and department is enhanced.

*Promotion to Full Professor:*

The individual at the level of full professor has a wide range of opportunities for service that are expected to shift with time and career advancement. The assumption of leadership roles is a basic expectation. Leadership contributions may be performed in department, college, and university committees, in community, state, national, and international organizations, and in professional journal editorial boards.

**Appendix B. To be created.**  
**RMPD Criteria/Procedures for Promotion of Specialized Faculty**

**Appendix C: RMPD Evaluation Criteria for Academic Performance (Merit and Annual Evaluation) To be revised.**

0 = does not meet basic expectations associated with assignment of responsibilities

1 = meets basic expectations associated with assignment of responsibilities

2 = exceeds expectations associated with assignment of responsibilities

	Assistant Instructor	Associate Instructor	Assistant Professor	Associate Professor	Professor	N/A
<b>Instruction</b>						
1. Content consistent with department program focus and approved course syllabus						
2. Continuing course development/improvement						
3. Teaching evaluations by students						
4. Professional development efforts in pedagogy and education						
5. Adherence to accepted standards of professional behavior in meeting responsibilities to students in accordance with university policies and grade distribution						
6. Awards and recognition						
7. New course preparation and course development						
8. Graduate student supervision of Graduate Assistants and as major professor						
9. Teaching evaluations by peers						
10. Other appropriate evidence (e.g. Teaching grants; conference presentations or proceedings; software implementation)						
<b>Research</b>						
1. Refereed journal articles, books, book chapters						
2. Creative scholarship such as juried exhibitions						
3. National/international presentations and proceedings						
4. Proposals submitted for contracts/grants/patents						
5. Awards and recognition						
6. Other appropriate evidence						
<b>Service</b>						
1. Contributions to the orderly and effective functioning of RMPD						
2. Collegiality (i.e., professionalism, teamwork, positive communication)						
3. Contribution to the profession (chairing at conferences, editorial boards, reviews, officers)						
4. Contributions to the local, state, regional, and national communities						
5. Contributions to the College and University community						
6. Additional assigned duties						
7. Other appropriate evidence (e.g. Acquire software donation)_						