

## **Bylaws for the Department of Clinical Sciences in the College of Medicine**

These are the bylaws for the Department of Clinical Sciences in the College of Medicine at Florida State University. These bylaws were last approved September 2018 by a majority of the applicable voting members of the department and September 2018 by the College and the Office of Faculty Development and Advancement.

### **Preamble** (optional)

### **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 (if applicable to the college), 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.** Any voting member of the Department of Clinical Sciences may propose an amendment to these By-Laws. A proposed amendment must be made available to all voting members of the Department of Clinical Sciences for a vote on an amendment. To be adopted, an amendment must be approved by two-thirds of the eligible voting members of the Department of Clinical Sciences. All voting is by secret ballot.

**C. 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 Clinical Sciences shall consist of those persons holding 1) Full-time or part-time regularly appointed faculty in non-tenure-earning, tenured and tenure-earning position at the central campus, any regional campus or rural site; 2) Temporary or part-time appointees, including those serving as instructors, visiting faculty appointees, courtesy appointees, adjunct appointees, postdoctoral fellows, professors emeriti and postdoctoral associates at the central campus or any regional campus or rural site;.

**B. Department Membership.** In addition to the faculty defined in II.A above, the following are members of the Department of Clinical Sciences: Administrative and Professional (A&P) staff members and University Service Personnel System (USPS) staff members from the central campus only.

**C. Faculty Voting Rights.** Faculty with full-time or part-time appointments in the Department located at the central campus with non-tenure-earning, tenured, and tenure-earning positions and others, at the discretion of the department chairperson, shall be defined as the voting members of the Department.

**D. Non-faculty Voting Rights.** N/A

### **III. Department Organization and Governance**

#### **A. Faculty Meetings.**

- 1) Due to the distributive model of the Department of Clinical Science's faculty members at multiple campuses, faculty meetings may be held under special circumstances either in person or by teleconferencing or other virtual means of communication.
- 2) The Chair shall preside at faculty meetings. In his/her absence, another voting member designated by the Chair, may preside.

#### **B. Department Chair Selection.**

The Chairperson is appointed by and serves at the pleasure of the Dean.

Authority and duties of the Chair:

- 1) The Chairperson shall serve as the chief administrative officer of the department.
- 2) The Chairperson shall call and preside over faculty meetings and prepare agendas for such meetings.
- 3) The Chairperson shall appoint for one-year, renewable terms, any other officers needed as deemed necessary to administer departmental affairs.
- 4) The Chairperson shall establish committees for the conduct of departmental affairs, as provided below.
- 5) The Chairperson shall regularly report to the Department of Clinical Sciences and the faculty on actions taken in administering departmental affairs.
- 6) The Chairperson shall be responsible for maintaining a personnel evaluation file for each faculty member of the department and evaluation of service and performance of the faculty member.
- 7) The Chairperson shall be responsible, with the collaboration of the Senior Associate Dean for Medical Education/Academic Affairs/Chief Academic Officer and the Office of Medical Education, for faculty teaching assignments and for otherwise facilitating and evaluating the performance of the faculty involved in those assignments.
- 8) As principal financial officer, the Chairperson shall:
  - a. Supervise receipt and expenditure of all moneys;
  - b. Prepare an annual financial report.
- 9) The Chairperson, in conjunction with the Department of Clinical Sciences Committee, shall supervise, coordinate and delegate the recruitment of new members and staff.
- 10) Except when provided for otherwise, the Chairperson or his/her designee shall serve as the official liaison officer and departmental representative outside the department.

#### **C. Department Leadership and Committees.**

- 1) The Chairperson, with the advice of the Department of Clinical Sciences faculty, shall establish such additional committees as needed to conduct the affairs of the department. The functions and

membership of each committee shall be made known to department members expeditiously upon creation.

- 2) Committees shall consist of the following members:
  - a. The committee chair, as assigned by the Department Chairperson.
  - b. Faculty who are voting members of the Department (Section 2).
- 3) Committees shall meet on an “as needed” basis and formally report their findings and recommendations to the Department Chairperson.
- 4) A majority of committee members must be present at a meeting for a formal vote to take place.
- 5) Committees may function as an advisory body in implementing departmental policies dealing with, but not limited to, the following:
  - a. Budgetary policy, except for faculty and staff salaries.
  - b. Academic programs within departmental purview.
  - c. Departmental planning and development.
  - d. Faculty searches
  - e. Staff hires
- 6) The Department's Program Associate, or designee of the Chair, shall serve as meeting recorder and will post minutes of the meetings to the departmental SharePoint site; a file of department minutes will be maintained and made accessible.
- 7) Copies of these By-Laws shall be distributed with the announcement of the first meeting and annually thereafter at the beginning of each academic year.

#### Promotion and Tenure Committee

- 1) The department chairperson will appoint the chair of the DOCS Promotion and Tenure Committee. The department chairperson cannot be the chair of this committee.
- 2) The chairperson of the DOCS Promotion and Tenure Committee will serve as a department representative to the College of Medicine Promotion and Tenure Committee
- 3) The chairperson of the DOCS Promotion and Tenure Committee will appoint members of the department who will serve on the DOCS Promotion and Tenure Committee. These appointees must hold the rank of Associate Professor or higher.
- 4) The DOCS Promotion and Tenure Committee will meet prior to September 1 of each year to make recommendation regarding promotion and/or tenure of faculty members based upon department guidelines and College of Medicine policies as stated in the Faculty Handbook.
- 5) The chairperson of the DOCS Promotion and Tenure Committee will convey in writing the recommendations of the DOCS Promotion and Tenure Committee to the departmental chairperson.
- 6) Based on these recommendations, the departmental chairperson will compose a “Chair’s letter” for each faculty presented for promotion

and/or tenure and forward this to the College of Medicine Promotion and Tenure Committee.

**D. Faculty Senators.**

In alignment with the Faculty Handbook, the Department of Clinical Sciences will have two representatives to the College of Medicine Faculty Council Executive Committee.

**E. Faculty Recruitment.**

*Refer to FSU COM Faculty Handbook, Pertinent FSU Office of Faculty Development and Advancement Policies and Procedures, Faculty Development Section, Faculty Member Search and Selection Process*

**F. Unit Reorganization.**

*None*

**IV. Curriculum**

*Refer to FSU COM Faculty Handbook, Educational Program Objectives*

**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

**B. Criteria for Evaluation of Tenure-track Faculty.**

*Refer to FSU COM Faculty Handbook, Criteria and Procedures for Faculty Appointment and Promotion*

**C. Criteria for Evaluation of Specialized Faculty.**

*Refer to FSU COM Faculty Handbook, Criteria and Procedures for Faculty Appointment and Promotion*

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

*Refer to FSU COM Faculty Handbook, Criteria and Procedures for Faculty Appointment and Promotion*

**C. Criteria for Promotion of Specialized Faculty.**

*Refer to FSU COM Faculty Handbook, Criteria and Procedures for Faculty Appointment and Promotion*