

**Bylaws for the College of Motion Picture Arts at Florida State University  
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## Record of Substantive Revisions and Amendments to these Bylaws

These are the bylaws for the College of Motion Picture Arts at Florida State University. These bylaws were last approved on April 14, 2014, by a majority of the applicable voting members of the college and on April 14, 2014, by the Office of Faculty Development and Advancement.

### Preamble

These bylaws are established to help the faculty and administration of the College of Motion Picture Arts conduct business efficiently and with fairness to all concerned. Nothing provided herein may in any way contradict or supersede the Constitution of Florida State University, the Board of Governors, or the statutes of the Florida Legislature.

## I. Bylaws

**A. Adherence with Other Governing Documents.** At all times, college 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 home 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.** The bylaws of the College of Motion Picture Arts may be amended by a majority vote of the faculty.

**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 College of Motion Picture Arts shall consist of those persons holding full-time appointments at the rank of Professor, Assistant Professor, Teaching Faculty, or Instructional Specialist. Faculty are automatically vested with Voting Membership in this body.

**B. College Membership.** In addition to the faculty defined in II.A above, the following are members of the College of Motion Picture Arts:

**Part-time faculty** are eligible for Non-Traditional Voting Member status if their teaching duties and/or activities are viewed as integral to the College as determined by discussion and majority vote of the Faculty.

**Staffs** are eligible for Non-Traditional Voting Member status if their teaching duties and/or activities are viewed as integral to the College as determined by discussion and majority vote of the Faculty.

**C. Faculty Voting Rights.** Faculty are automatically vested with Voting Membership in this body. All Faculty shall have the right to vote in all the College's elections except where otherwise specified in the Bylaws of the College or in the Constitution of the University.

A simple majority shall determine the outcome of elections to office.

Elections to office shall be by secret ballot poll. Another ballot shall be called in the case of a tie. If possible, this will continue until the tie is broken. If not possible, the Dean shall cast the deciding vote.

Elections for standing committees shall normally take place during the Annual faculty conference to take effect at the start of the following semester.

Elections for other committees shall take place as needed.

**Voting on Questions.** For acts of the Faculty not expressly mentioned elsewhere in this section, a simple majority vote of those Voting Members in Attendance, as well as those voting by proxy, shall determine the outcome.

Faculty may cast a Proxy vote at any meeting at which they will be absent by notifying the Executive Support Assistant in advance of the meeting of their intention to do so. The notification must include the name of the faculty member who will cast the proxy vote and indicate on which questions that person is authorized to cast the Proxy vote.

In the case of an electronic vote, the Dean or his or her representative shall be responsible for communicating the question and designating an individual to whom electronic ballots are to be sent. A simple majority vote of those who submit electronic votes shall determine the outcome. The ballots shall be maintained for inspection for 10 working days.

**D. Non-faculty Voting Rights.** Other eligible classes may be determined and defined by the Faculty by majority vote.

Non-Traditional Voting Member status may be granted either for a specific term or indefinitely by majority vote of the Faculty.

Voting on questions related to Non-Traditional Voting Member status is reserved for Faculty members.

### **III. College Organization and Governance**

#### **A. Jurisdiction.**

1. The basic legislative body of the College of Motion Picture Arts shall consist of the voting faculty in the college, defined under College Membership above. Subject to state law, the regulations of the Florida Board of Governors, and the Constitution of FSU, this legislative body shall have full authority to develop policy and decide matters of curriculum, program offerings,

admissions, grading, and any other academic matters of concern to the college.

2. The voting faculty in the College may resolve on any issue of general interest to the University or College and make recommendations to the appropriate officer or body.

**B. Faculty Meetings.** The College of Motion Picture Arts faculty shall meet each semester upon the call of the Dean or at the request of committees, or by written petition of at least 20 percent of the faculty.

Faculty meetings shall consist of, but not be exclusive to, any agenda items submitted by the faculty, staff, and/or administration of interest and/or importance at the time of the meeting.

Standard meeting protocols include the following:

The Dean shall determine the order of business (or agenda) for each Faculty Meeting and shall preside over the meeting. In his or her absence, the Associate Dean or a person designated by the Dean shall preside. If neither the Dean, nor any Associate Dean nor a designated president is in Attendance, then the first order of business shall be the appointment of a meeting chair by nomination, second, and then vote by Voting Members in Attendance.

Meetings may also include members of College staff as deemed appropriate by the Faculty.

A Voting Member is deemed to be in Attendance, for the purposes of a quorum as well as for voting purposes, if he or she is able to interact with all other meeting participants in real time. Such Attendance can be facilitated by telephone, videoconference, or any other similar technology that makes such group interaction possible.

A simple majority (51%) of the Faculty shall constitute a quorum.

Any faculty member or committee may request that a discussion or action item be put on the agenda of a faculty meeting. The Executive Support Assistant to the Dean (hereinafter, "the Executive Support Assistant") shall issue a call for these items prior to each faculty meeting.

The Executive Support Assistant shall make the agenda available to the faculty at least 1 hour prior to the meeting.

Minutes of all faculty meetings shall be kept by an assistant appointed by the Dean and made available to all faculty members after the meeting upon request, whether present at the meeting or not, within 10 working days of every faculty meeting.

For action to be taken on a motion that pertains to curricular issues of a department or program, a Faculty representative from that department or program must be in Attendance for any action to carry and be declared in force.

All faculty meetings and special faculty meetings shall be conducted in accordance with the most recent edition of *Sturgis Standard Code of Parliamentary Procedure*.

**C. College Leadership** The Dean shall serve as the executive who, in conjunction with the Faculty and working with the appropriate committees of the College, shall offer vision, and provide leadership and coordination of College academic programs, research, and service.

The Dean shall function as the principal financial officer of the College. With input from the Executive Committee and regular engagement with the Faculty, he/she shall supervise receipts and expenditures of all monies as well as prepare an annual budget.

The Dean shall be responsible for promoting the academic and financial interests of the College within the larger University, the community at large, all levels of government, and with the alumni.

The Dean may appoint Associate Deans, Assistant Deans, Area Heads, Directors, and other positions to assist with administering the College. Faculty appointed to such positions shall serve at the pleasure of the Dean for a length of time determined by the Dean.

#### **D. College Committees**

Except where otherwise defined, The Faculty is responsible for electing members to the following standing committees: Admissions Committee, Curriculum Committee, Promotion Committee, Promotion & Tenure Committee, and Executive committee. The committee is responsible for appointing one of the elected members of these committees to serve as the Chair of the respective committee.

When electing faculty to office, the Faculty shall consider the interests of specific faculty in serving on a committee (or committees) with the broader goal of faculty sharing equitably in the service needed to support the goals of the College.

A Faculty member shall not be required to serve on more than one standing committee of the College at the same time but may choose to do so if elected or appointed to more than one standing committee.

All standing committees shall be accountable to the Faculty, shall develop an agenda, goals, and meeting schedule for the year, and regularly report progress to the faculty with sufficient notice to allow for discussion and review and if applicable, amendments and voting.

The Faculty may amend the composition and rules governing the conduct of any Standing committees by majority vote.

Furthermore, by majority vote, the Faculty may form or dissolve any Ad-hoc Committee. For committees elected by the faculty, the following procedures will be used:

Opportunities for nominations shall be made available to the Faculty prior to balloting. Any faculty member may nominate any eligible faculty, including himself or herself. The nominee must agree to be a candidate and should be prepared to fulfill all reasonable responsibilities of the committee. Nominations will be received by the Associate Dean with no second required. Only nominated individuals will appear on the ballot.

Voting shall be conducted by secret ballot poll. Representatives shall be elected by a majority vote of all voting faculty.

Elections shall normally take place during the annual faculty conference to take effect at the start of the following semester.

### ***Executive Committee***

The Dean, Associate Dean, Chief of Staff, and a member (or members) of the Faculty appointed by the Dean, shall constitute the Executive Committee.

This Executive Committee shall have primary responsibility to advise the Dean regarding planning, management, budget matters and strategic opportunities.

The Executive Committee shall meet regularly and on call of the Dean.

### ***Admissions Committee***

The Admissions Committees shall be responsible for overseeing admissions policies and procedures, evaluating prospective candidates, and selecting candidates for admission to their respective degree programs.

The number of faculty members needed to serve on the committee during a given year will be determined by majority vote of the Faculty based on consideration of programmatic needs.

Committee member terms shall be staggered with each elected term being for two years. The Associate Dean serves as an ex-officio member of the committee.

### ***Ad Hoc Committees***

The Faculty may establish Ad-hoc Committees deemed necessary by majority vote of the Faculty, to assist in the operation of the College.

Faculty Standing Committees may also create Ad Hoc Committees as needed for special Collegebusiness in a manner prescribed by that Standing Committee's Policies and Procedures.

The Dean may also establish Ad Hoc Committees, as he or she deems necessary to assist in the operation of the College. Faculty Members may be requested to serve on Ad-hoc Committees formed by the Dean.

Ad Hoc Committees are discharged once their tasks have been completed or may be dissolved by majority vote of the faculty.

**E. Faculty Senators.** The Faculty will elect an eligible faculty member to serve as the College representative to the Faculty Senate.

The Faculty will elect an eligible faculty member to serve as the College representative to the Promotion and Tenure Committee.

Other university-wide committees requiring a faculty representative from the College will be appointed according to policies and procedures provided by the Faculty Senate or developed by the Faculty.

**F. Faculty Recruitment.** The Faculty shall elect a Search Committee when a new, full-time faculty position in the College has been authorized.

The Dean, in consultation with the committee, determines search methods and criteria for the position, solicits applicants, reviews the applicant pool, decides who to interview, and presents the information to the Faculty.

After the completion of interviews, the Faculty discusses and votes to prioritize applicants to the Dean, who makes the final decision to recommend to the university for hiring.

In the case of a new incoming faculty member who wishes to be appointed with tenure, the decisions about whether to recommend that the university make the appointment and grant tenure are made by majority vote of the Faculty.

**G. Unit Reorganization.** See *Ad Hoc Committees (Page 5)*

#### **IV. Curriculum and Degree Approval**

**A. Curriculum Review.** The Curriculum Committee shall be responsible for the evaluation and maintenance of the College curriculum.

The Committee shall consider for approval all new courses and curricula as well as all changes in--or deletion of--existing courses, general and distribution requirements, academic matters requiring Faculty action, and matters referred to the committee by the Faculty or the Dean.

The Committee shall deliberate any such matters brought before it and present its recommendations to the Faculty.

The Curriculum committee is also charged with the ongoing assessment, discussion, and development of college-wide vision, missions, and strategic plans related to curriculum.

The Curriculum Committee consists of a minimum of five Faculty members. In addition, the Associate Dean serves as an ex-officio member of the committee.

All faculty members from the College are welcome to attend and participate in Curriculum Committee meetings

#### **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.** *See Appendix 1, Rights & Responsibilities of the Faculty (Page 7)*

**C. Criteria for Evaluation of Specialized Faculty.** *See Appendix 1, Rights & Responsibilities of the Faculty (Page 7)*

## **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 college's expectations for promotion and tenure.

**C. C. Peer Involvement in Evaluation of Promotion and Tenure of Faculty.** *See Appendix 2, Promotion & Tenure Committees (Page 8)*

**D. Criteria for Promotion and Tenure of Tenure-track Faculty.** *See Appendix 2, Promotion & Tenure Committees (Page 8)*

**E. Criteria for Promotion of Specialized Faculty.** *See Appendix, Promotion & Tenure Committees*

## **VII. Appendix**

### **1. Rights & Responsibilities of the Faculty**

The Faculty shall be the legislative body of the College. Subject to the regulations of the Board of Governors (BOG), the Board of Trustees (BOT), and the Constitution of the University, it shall determine the requirements for academic degrees, shall establish admissions and grading policies, shall approve course offerings, and may act on any other matters of concern to the College.

Faculty shall develop and maintain governing documents containing criteria for:

- Promotion of specialized faculty
- Promotion and tenure
- Evaluating specialized faculty, tenure-track, and tenured faculty
- Sustained performance evaluation processes
- Merit evaluation processes
- Recruitment and selection of new faculty
- Appointments

## 2. Promotion & Tenure

Two committees are charged with reviewing and recommending candidates for promotion and/or tenure, including the Promotion & Tenure (P&T) Committee and the Promotion Committee.

Assist candidates for promotion and/or tenure in developing a binder that conforms to university guidelines and UFF agreements, including making recommendations to the Faculty regarding best practices of binder preparation and providing mentoring to faculty members, upon request, regarding binder preparation.

Oversee the process and schedule for conducting Peer Reviews of Teaching of all Faculty. Make recommendations to the Faculty regarding evaluation and merit procedures. Make recommendations to the Faculty regarding College criteria and procedures for Promotion and Tenure and Sustained Performance Evaluations.

Make recommendations to the Faculty regarding guidelines for staff interested in pursuing teaching and/or faculty positions.

**The Promotion Committee** considers and recommends to the Dean those specialized faculty members who meet requirements for promotion.

**The Promotion & Tenure Committee** considers and recommends to the Dean those tenure-line faculty members who meet requirements for promotion and/or tenure.

These committees shall be comprised as follows:

The P&T Committee shall be comprised of a minimum of three members and include a majority of tenured faculty. Faculty of any academic rank (e.g., specialized, tenure-track, tenured) is eligible to serve on the committee.

The Promotion Committee shall be comprised of a minimum of three members and include a majority of specialized faculty. Faculty of any academic rank (e.g., specialized, tenure-track, tenured) are eligible to serve on the committee.

Faculty are ineligible to serve on the committee during a year in which they are being considered for promotion and/or tenure, or for a year in which they are receiving a Committee report on their progress toward promotion and/or tenure (years two and four for tenure-track faculty and year three for specialized faculty), or anytime there is a conflict of interest as defined by the faculty handbook in section 4 employment policies.

Both committees shall follow all procedures set by the Constitution of the Florida State University, Florida State University Faculty Handbook and Promotion and Tenure directives provided by the Vice President of Faculty Advancement.

The Dean shall submit those candidates recommended by the committee for Promotion and/or Tenure to the Vice President for Faculty Development and Advancement with a report of the

committee's recommendations, the narrative explanations summarizing the meetings of each committee in the process, and his or her recommendation.

## 1. Defined Terms

**Committee Governance** means any act by the Faculty that affects the composition, rules of procedure, policies, or subject matter within the purview of a given Standing or Ad-hoc Faculty Committee.

**Attendance** means an active presence in a Faculty or Special Meetings by way of personal appearance, telephone, video conference, or any other similar technology that facilitates real-time interaction with all meeting participants.

**Voting Member** means any Faculty or Non-Traditional Voting Member for purposes of decisions to be made by polling.

**Proxy** means any vote cast by one Voting Member on behalf of a Voting Member, provided such vote being cast can be substantiated with written evidence that such vote cast was the will of that Member not in Attendance.

**Question** means any requested act by the Faculty *other than* a matter involving in the Election of an individual to an Office, an amendment to these Bylaws, the composition or governance of any Standing or Ad-hoc Committee, any act involving the Promotion, Promotion and Tenure Policy, or any action regarding the membership composition of the Faculty or Voting Membership.

**Dean** means that individual currently vested in the position of Dean of the College by act of the President of the University.

**Faculty** collectively means all persons who hold full-time (defined as a minimum .75 FTE) academic-year faculty appointments within the College.

**Part-time Faculty** means any appointed faculty member who works less than .75 FTE within the College.

**Staff** means those College employees designated by the College as staff in the employee roster.

**Non-Traditional Voting Member** means any Part-Time Faculty or non-Faculty person whose position is, by virtue of meeting eligibility requirements and by act of the Faculty, vested with the rights, duties, and privileges of a Voting Member except where otherwise specified in the Bylaws or in the Constitution of the University.

**Ex Officio Committee Member** means a member of a committee who is made a member of the committee by virtue of holding another office. Ex Officio Committee Members have the voting rights of other committee members unless otherwise specified in the Bylaws.

**Standing Committee** means any College Committee that has continuing business

requiring service from year to year, as elaborated below in the section on Faculty Committees.

**Promotion and Promotion / Tenure Policy** means the policy as specified in that certain documentation of the College's promotion and tenure policy as adopted, ratified, and in force in accordance with these Bylaws.

**Ad-hoc Faculty Committee** or **Ad-hoc Committee** means any Committee established to address questions or needs not completely within the defined charter of any of the existing Standing Committees.



