Bylaws for the College of Motion Picture Arts at Florida State University

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These are the bylaws for the College of Motion Picture Arts at Florida State University. These bylaws were last approved on October 5, 2026, by a majority of the applicable voting members of the college and on November 4, 2026 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 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

1. 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

1. The bylaws of the College of Motion Picture Arts may only be amended by a two-thirds vote of the faculty.

2. A current physical copy of the bylaws must be posted by faculty mailboxes by the start of each Fall semester.

C. Substantive Change Statement

1. 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

1. The faculty of the College of Motion Picture Arts shall consist of those persons holding full-time appointments at the rank of Professor, Associate Professor, Assistant Professor, Teaching Faculty I/II/III, Instructional Specialist I/II/III, Research Faculty I/II/III, Assistant in Research, Associate in Research, Senior Research Associate, Assistant Curator, Associate Curator, Curator, Assistant University Librarian, Associate University Librarian, or University Librarian.

B. College Membership

1. In addition to the faculty defined in II.A above, the following are members of the College of Motion Picture Arts: Adjunct, part-time, visiting, joint-appointment, courtesy, and emeritus faculty; staff; and, students.

C. Faculty Voting Rights

1. Faculty are automatically vested with Voting Membership in this body. In addition, the body can bestow faculty voting rights following the procedure described in Section II.D Non-faculty Voting Rights.

D. Non-faculty Voting Rights

1. 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.

2. Staff 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.

3. Other eligible classes may be determined and defined by the Faculty by majority vote.

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

5. 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, as defined in Section II. Membership and Voting Rights. 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

1. **Rules of Order.** Parliamentary Authority. Deliberative bodies charged with self-governance (such as those described above in III. A.) require regular Meetings that are effective, efficient and fair. Meetings in this College regardless of type shall therefore abide by the parliamentary procedural authority of the most recent edition of Robert's Rules of Order Newly Revised (hereinafter abbreviated as "RONR").

    a. Before the Meeting. Members must add any New Business or Announcements items to the Agenda in advance of the Meeting.

    b. Start of the Meeting. Minutes from the last meeting are to be approved at the start of the current meeting.

    c. After the Meeting. Once approved, prior Minutes should remain securely and continually accessible to all Voting Members via an agreed-upon electronic means.

    d. Special Considerations. At least one Faculty program representative (if one exists) must be ensured to be in Attendance before any motion pertaining to curricular issues of said specific program can be put forward or debated.

2. **Faculty/Staff Meetings.** These are for matters requiring the attention of the full College.

    a. Frequency & Time. Faculty/Staff shall meet at least once a month, by custom at 11am on each month's first Monday if possible. By custom Faculty & Staff will reserve the first Monday of each month from 11am to 1pm for this purpose.

    b. Who May Call For, and How & By When. Faculty/Staff Meetings are by custom called by the Dean or Senior Associate Dean (hereinafter "Sr.

Assoc. Dean") but may also be called by a committee or by at least three Voting Members. Meetings must be called at least one week in advance with written notification both by electronic schedule and by an agreed upon messaging system (ex. MS Teams).

c. Role of Chairperson. By custom the Dean shall function as Faculty/Staff meeting Chairperson (or simply "Chair"). If desired or in the event of absence or abnegation, the first order of business shall be the election of a Chairperson. By custom the Sr. Assoc. Dean may accept the role of Chairperson by unanimous consent.

d. Role of Parliamentarian. By custom the Senior Associate Dean shall function as Faculty/Staff meeting Parliamentarian, who keeps a copy of the Bylaws and RONR at meetings to determine procedural guidance and answer questions related to voting, protocol, etc.

e. Procedural Matters. The body defers proper interpretation of Bylaws and RONR to the Parliamentarian. Standard procedural matters (ex. "quorum" in RONR Section 40 or "teleconference" in RONR Sections 9:30-36) are covered by the most recent edition of RONR and do not need to be separately delineated in the Bylaws to be considered valid.

f. Staff Secretary Support. Secretarial support functions (agenda preparation, record-keeping, minutes-taking/distribution, etc.) will be performed by the individual holding the staff title of Administrative Specialist. In the absence of that individual at a Meeting, records will be kept temporarily by a staff member appointed by the Dean.

g. Agenda and Minutes Distribution. Items for Announcements or New Business must be provided to the Administrative Specialist no later than the end of business the Wednesday before a meeting. Items may only be removed by the submitter. The Administrative Specialist shall electronically distribute the Agenda and pending Minutes to all attendees by the end of business on the Friday prior to the meeting.

3. **Faculty Meetings.** These are for matters deemed by Faculty to require their sole attention.

a. Frequency & Time. The College of Motion Picture Arts Faculty shall meet each semester at least once as a faculty-only body. By custom administration will automatically schedule a room & time (ideally 11am to 1pm on an open Monday) once every semester for this purpose. Should more meetings be necessary, additional room/time requests made in good faith with at least one week's notice will be reasonably accommodated and prioritized on the schedule despite limited room availability.

b. Who May Call For, and How & By When. Faculty Meetings (previously informally referred to as Special Meetings) may be called by at least three faculty members. At least one week's written notice of such a meeting must be provided to all Faculty via an agreed upon messaging system (ex. MS Teams).

4. **Faculty/Staff Conferences.** These are for longer, more complex matters requiring the attention of the full College.

    a. Frequency & Time. Faculty/Staff shall confer no more than once a year, by custom for three full days on the last three business days preceding the Monday of the week of the beginning of Fall semester.

C. Director/Other Administrator Selection

1. 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 Leadership

1. 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.

2. 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.

3. 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.

E. College Committees

1. General Provisions

    a. 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.

b. 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.

c. 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.

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

e. 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.

f. 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.

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

2. **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.

3. **Admissions Committees:** 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.

4. **Curriculum Committee:** 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.

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

    a. The P&T and Promotion Committees shall assist candidates for promotion and/or tenure in developing a binder that conforms to university guidelines and CBA agreements, including making recommendations to the Faculty regarding best practices of binder preparation and providing mentoring to faculty members, upon request, regarding binder preparation.

    b. The P&T and Promotion Committees shall oversee the process and schedule for conducting Peer Reviews of Teaching of all Faculty.

    c. The P&T and Promotion Committees shall make recommendations to the Faculty regarding evaluation and merit procedures.

    d. The P&T and Promotion Committees shall make recommendations to the Faculty regarding College criteria and procedures for Promotion and Tenure and Sustained Performance Evaluations.

    e. 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.

f. 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.

g. 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.

6. **Faculty Evaluation Committee:** In the fall of each academic year, the department will select a Faculty Evaluation Committee (FEC) whose purpose will be to review tenure-line faculty activities and achievements and make recommendations to the Dean for Annual Performance Evaluations. The FEC must rate faculty based on review of their Evidence of Performance (EOP) materials for the previous three calendar years, as weighted against their Assignment of Responsibilities (AOR). The committee will be made up of three members; where possible, tenured (or, secondarily, tenure-track) faculty members will be assigned to this committee. In the absence of sufficient tenure-line faculty to compose the full committee, faculty with the closest knowledge of academic and/or creative scholarship will be prioritized to serve. Faculty members will serve on this committee for a one-year term and are eligible for unlimited reelection. Faculty are excluded from evaluating their own performance as well as that of a partner/spouse.

7. **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 College business 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.

F. Faculty Senators

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

G. Faculty Recruitment

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

2. 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.

3. 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.

4. 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.

H. Unit Reorganization

1. Unit for the College of Motion Picture Arts refers to the College as a whole.

2. Any proposals for unit reorganization initiated within the College shall require a majority vote of the voting faculty and be subject to final approval by the Dean. Any proposals for unit reorganization initiated by upper administration shall require faculty involvement to the extent permitted by university policy and administrative directive, and shall include notice and opportunities for faculty input.

IV. Curriculum and Degree Approval

A. Curriculum Review

1. Curriculum approval procedures shall follow university guidelines, as well as policies set forth by the University Curriculum Committee. Please refer to section III.E.4 above for College Curriculum Committee procedures.

B. Degree Approval

1. Candidates shall be approved for degrees when all university and college requirements have been met. The Academic Program Specialist verifies that students have met all degree requirements and approves degrees after final grades are posted for the term of graduation application.

V. Annual Evaluation of Faculty on Performance and Merit

A. Peer Involvement in Annual Performance and Merit Evaluation

1. 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:

   Exceeds Expectations
   Meets Expectations
   Official Concern
   Does Not Meet Expectations

2. Faculty involvement in the annual evaluation process and merit evaluation process for tenure-line faculty will be as follows: Each year, three faculty members will be selected to serve on the Faculty Evaluation Committee (FEC) for a one-year term. The FEC will review Evidence of Performance (EOP) materials to assess faculty activities and achievement. The EOP portfolio will include: Assignment of Responsibilities (AOR) and EOP forms from the evaluation period and the preceding two calendar years; student evaluation summary sheets from courses taught during the evaluation period; and any optional materials, including peer teaching observation letters and additional documentation pertaining to teaching, research, and service, as applicable. Based upon review of all EOP portfolios, the FEC will then make recommendations to the Dean for Annual Performance Evaluations. The Dean will consider the FEC's recommendations, along with information covered under 10.3(a) in the Collective Bargaining Agreement, to determine Annual Performance Evaluations and, in turn, merit adjustments. The FEC's review, as well as the Dean's final evaluation, will remain part of the faculty member's permanent file. Only faculty whose performance meets or exceeds expectations will be eligible for merit increases. The above review process will have an effective date of January 2027, with the first FEC committee review taking place in Spring 2028.

3. Faculty involvement in the annual evaluation process and merit evaluation process for specialized faculty will be as follows: Each year each faculty member with a teaching assignment in the College will be observed and receive a Peer Teaching Observation Review from a peer faculty member from within the CMPA. It is the responsibility of each teaching faculty with scheduling assistance from administration to arrange for this observation to occur by the end of each calendar year The Peer Teaching Observation Review will be included in the materials to be submitted by the faculty member prior to their Yearly Evaluation and will be considered by the evaluator in determining the faculty member's evaluation rating and any merit considerations. More details for the Peer Teaching Observation Review can be found in Appendix II.

B. Criteria for Evaluation of Tenure-track Faculty

1. Every faculty member is expected, as part of his/her contractual agreement, to perform at a satisfactory level in all categories of duties specified in their annual AOR. Beyond this level of performance, a faculty member may perform meritoriously in the major responsibilities of teaching, research/creative activity, and service/administration.

2. Tenure-line faculty will be evaluated based on their AOR, and consideration for merit shall likewise be consistent with the AOR of each faculty member.

3. See Appendix I for tenure-line faculty evaluation guidelines and merit-based adjustment criteria.

C. Criteria for Evaluation of Specialized Faculty

1. Every faculty member is expected to perform satisfactorily in the duties specified in their annual AOR. Beyond this level of performance, a faculty member may perform meritoriously in the major responsibilities of teaching, research/creative activity, or service/administration.

2. Specialized faculty will be evaluated based on their AOR. Consideration for merit shall likewise be consistent with the AOR of each faculty member.

3. See Appendix II for a complete list of evaluation materials to be considered for specialized faculty evaluation and further guidelines for evaluation and merit-based adjustment criteria.

VI. Promotion and Tenure

A. Progress Toward Promotion Letter

1. 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

1. 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. Peer Involvement in Evaluation of Promotion and Tenure of Faculty

1. The Promotion & Tenure (P&T) and the Promotion Committees of the College of Motion Picture Arts align with the Criteria and Procedure for Promotion and Tenure, found in the most current Florida State University Faculty Handbook. Please see Section III.E(c). above for more details on the Promotion and Tenure Committee and their involvement with faculty promotions.

2. The P&T Committee considers and recommends to the Dean those tenure-line faculty members who meet requirements for promotion and/or tenure.

3. 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.

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

1. The College of Motion Picture Arts uses the University's Promotion Criteria:

    a. Promotion to the rank of associate professor shall be based on recognition of demonstrated effectiveness in teaching, service, scholarly or creative accomplishments, and recognized standing in the discipline and profession, as attested to by a minimum of three letters from outstanding scholars outside the University.

    b. Promotion to the rank of professor shall be based on recognition of superior teaching, service, scholarly or creative accomplishments of high quality, and recognized standing in the discipline and profession, as attested to by a minimum of three letters from outstanding scholars outside the University.

    c. Promotion is not automatic, nor is it regarded as guaranteed upon completion of a given term of service; it is based on demonstrated merit. Typically, an assistant professor is considered simultaneously for promotion and tenure during the 6th year of service. Promotion at an earlier time is possible where there is sufficient justification.

E. Criteria for Promotion of Specialized Faculty

1. The Promotion Committee 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.

2. For College of Motion Picture Arts Promotion Criteria for Specialized Faculty, see Appendix III.

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

4. The Dean shall submit those candidates recommended by the committee for Promotion 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.

Appendix I: Criteria for Evaluations and Merit Increases for Tenure-Line Faculty

Effective Date : January 1, 2027

Faculty Evaluation Committee

Annual Performance Evaluations for tenure-line faculty will be determined by a committee consisting of three faculty members, the majority of which should be tenured (or, secondarily, tenure-track) faculty, where possible. Faculty members will serve on this committee for a one-year term.

Evaluations will be made in terms of the tenure-line faculty member's performance in the following categories: Teaching, Research, and Service, according to Assignment of Responsibilities (AOR). Scores will range from 0 to 10 with 10 being the highest score. The committee will submit these scores to the Dean as recommendations for Annual Performance and Merit Evaluation.

The committee will also consider written appeals pertaining to the recommendations for which it was responsible, as consistent with Section 10.7 of the Collective Bargaining Agreement.

Faculty Evaluation Assumptions

The validity and reliability of the evaluation conducted by the Faculty Evaluation Committee are based on the following assumptions:

1. That committee review, when conducted in an honest, thorough, and consistent manner, is the most appropriate method for evaluating faculty performance.
2. That committee members will apply that merit criteria in a consistent manner from year to year.
3. That committee members evaluate the categories of teaching, research, and service in relation to the full range of potential accomplishments and activities.
4. That committee members openly discuss individual evaluations in order that any evaluator may have the opportunity to modify the rating based on points raised by colleagues.
5. That committee members evaluate performance in relation to the percentages for actual faculty assignments.
6. That the evaluations will be based upon performance during the previous calendar year, viewed in a three-year performance context.

Procedures for Evaluation

In order to facilitate the work of the Faculty Evaluation Committee, each tenure-line faculty member will submit an Evidence of Performance (EOP) portfolio detailing his/her contributions to the college and the university. This portfolio should be turned in to the committee in February each year (the specific due date to be determined by the Dean),

so that the evaluation process may be completed in a timely manner. The evaluations should be principally of the faculty member's performance ("quantity and quality") during the evaluation period (January 1 through December 31 of the previous year); however, it is appropriate to give weight also to the performance of the preceding two years. The evaluation process will be adjusted appropriately in the event that a faculty member has taken leave (including, but not limited to, professional leave, family leave, medical leave, sabbatical, research leave, and unpaid leave) during the evaluation period to ensure that the faculty member is not penalized in the evaluation process as a result of this leave. Each tenure-line faculty member will be evaluated on the basis of teaching performance, research and creative accomplishments, and service to the college and the university.

In any given year, a tenure-line faculty member may request one or more peer teaching evaluation letters based on direct observation, which the FEC will arrange and add to the faculty member’s EOP portfolio.

In the evaluation process, the committee will consider the following aspects of Teaching, Research, and Service.

1. Teaching

Evidence of teaching effectiveness will necessarily include the following:

A. Assignment of teaching responsibilities (AORs) (from the evaluation period and the preceding two calendar years).
B. List of Courses Taught (from the evaluation period and the preceding two calendar years).
C. Student Evaluation Forms (from the evaluation period).

In addition to the above mandatory components of the EOP Portfolio, evidence of teaching effectiveness may also include, but is not limited to, the following, as applicable:

D. Special teaching responsibilities and related assignments: DIS courses, course overloads, supervised research courses, honors courses, liberal studies courses, etc.
E. Course development, and curriculum development and innovation.
F. Evidence of effort and creativity in developing instruction or programs within the sphere of the faculty member's teaching responsibilities (including learning new technologies or other relevant skills and ongoing professional development activities).
G. Awards or other recognition, for example, University teaching awards and others.
H. Mentoring/Advising activities outside regular classes, including, but not limited to, one-on-one meetings with students, evaluation of student work, offering special sessions or workshops to support the curriculum, portfolio assistance, etc.

I. Student committees at FSU, including HITM, for which the faculty member served as a member or chair.
J. Unsolicited letters, memoranda, or other documents describing incidents in which capabilities learned as a result of the faculty member's teaching have been put to use in productive ways.
K. Letters detailing peer observation of teaching, as outlined in 10.3(b)(4).
L. Course syllabi.

2. Scholarship/Research and Creative Accomplishments

Film is an interdisciplinary art that relies on experts with technical, creative, and research skills that may be realized in diverse ways. CMPA thus defines research and creative accomplishments broadly to reflect the unique and varied nature of the field and considers equivalent the multiple ways in which scholarly and creative work is made public, whether through traditional modes of scholarly publication or in various forms of media production.

Research and creative activities will be viewed in a three-year performance context and thus evaluated in relation to the faculty member’s assignment of research responsibilities (AORs) and EOP forms from the evaluation period and the preceding two calendar years.

Evidence of research and creative accomplishment may include, but is not limited to, the following, as applicable:

A. Publication of books, monographs, creative writing (including, but not limited to, poems and novels), articles/chapters, reviews, interviews, editions, bibliographies, literary or scholarly translations, and other works relevant to the faculty member’s specific research area. Media productions often take precedence over published work in the entertainment industry and such creative works (including, but not limited to, films, music videos, docuseries, PSAs, screenplays, and pitches) should be viewed as equivalents to the types of published works listed above, taking into account various specialized roles that might be performed by the faculty member.
B. Significant awards, fellowships, grants, critical reception, and other forms of recognition by the professional or academic community (including, but not limited to, artistic residencies, interviews, press reviews, trade paper articles, profiles, invited readings or lectures, visiting appointments, and others as appropriate to the faculty member’s research area) for scholarly or artistic achievement.
C. The presentation of previously unpublished scholarly and artistic work at professional meetings, conferences, symposia, and other relevant forums.
D. Scholarly, creative, or film-related editing.
E. Development of new educational techniques or other professional training.

Criteria to be used to assess productive scholarship are as follows:

1. For published work: the extent to which the faculty member has contributed to the publication, paper, or other published document, and the nature of this contribution, as originator, co-author, writer, etc. For media productions: the extent to which the faculty member has contributed to the production and the specific nature of this contribution.
2. The breadth and amount of scholarly or creative effort.
3. The originality and quality of scholarly and creative products, as indicated by such criteria as: publication in journals employing referees; or working with agents or managers or producers who submit works for development and/or production; or working with publishers who submit manuscripts for editorial review, among others, as relevant to the faculty member's research area.
4. The influence of the members' scholarly or creative work, as indicated by such criteria as: frequency of reference by other scholars and writers; reprinting; translations; reviews; and use in reading material, among others, as relevant to the faculty member's research area.
5. In most instances, the faculty member's Statement of Research Activity is expected to assist committee members in evaluating the quality of scholarship of a specific area. This statement is also important for describing research and creative activity that has not yet resulted in publication, display, performance, etc.

3. Service

Service activities will be evaluated in relation to the faculty member's assignment of service responsibilities (AORs) and EOP forms from the evaluation period and the preceding two calendar years.

Evidence of service to the college, university, and profession may include, but is not limited to, the following, as applicable:

A. College administrative duties.
B. Membership on college and university committees, including, but not limited to, Admissions committees.
C. Director of special university programs.
D. Participation in university study abroad programs.
E. Faculty Senate and UFF activities.
F. Outreach and Recruitment efforts.
G. Efforts to give the college greater visibility within the region, nation, and the international community. Such efforts will include:
    1. The organization of symposia, panels, and sections at regional, national, and international professional meetings.
    2. The organization of lecture series, guest lectures, and workshops.
    3. Holding office or otherwise participating in professional or scholarly organizations, including chairmanships, regional representatives, and memberships on boards and committees.

4. Service as editor, consulting or reviewing editor for professional journals, and peer reviewer of publications.

H. Serving as judge for screenwriting, or as judge, jury member, organizer, or volunteer at film festivals.
I. Out-of-classroom contact with students (such as advisors for student organizations and honor societies).
J. Educational service to national, state, and local school systems or to private organizations in a professional capacity.

Criteria for assessment of service in all categories include:

1. extent and variety of activities;
2. estimated effectiveness, in accordance with evidence available;
3. degree of importance of the activity, in terms of its probable influence.

Committee Deliberations

Each member of the Faculty Evaluation Committee will review the information provided by each tenure-line faculty member and then tender a rating of performance each for teaching, research, and service on a scale of zero to ten.

Committee members will be excluded from reviewing and rating their own information, as well as that of a partner/spouse. Final evaluations from each committee member for all tenure-line faculty members will be given to the Dean for tabulation, as follows:

Based on the final averaged score in each performance category, the tenure-line faculty member's performance for teaching, research, and service during the evaluation period will each be classified according to the following categories:

• Scores between 7.0 and higher: Exceeds FSU's High Expectations;
• Scores between 6.0 and 6.9: Meets FSU's High Expectations;
• Scores between 4.0 and 5.9: Official Concern;
• Scores between 0 and 3.9: Does Not Meet FSU's High Expectations.

Evidence of Performance (EOP) Portfolio Checklist for Tenure-line Faculty

1. AORs for evaluation period and preceding two years

2. EOP form for evaluation period and preceding two years

3. Student evaluation summary sheets

4. Optional materials (including, but not limited to, the below examples):
a. (for Teaching) - letters detailing peer observation of teaching; course syllabi; and unsolicited letters or other documents speaking to the faculty member's teaching effectiveness
b. (for Research and Creative Activity) - publications; and published reviews, interviews, or other documents speaking to the faculty member's professional reputation (as applicable, based on discipline)

Evidence of Performance (EOP) Form – Tenure-line Faculty
Calendar Year ____

Teaching

• List Courses Taught during evaluation period

• Statement or list outlining Additional Teaching Activities
*suggested categories, as applicable, include, but are not limited to:

1. Additional in-class activities
    a. DIS courses, supervised research courses
    b. Honors courses, liberal studies courses
    c. Course overloads
    d. Offering guest classes
2. Out-of-class activities
    a. Advising/Mentoring Students
        -serving as chair or member on student committees, including HITM
        -additional mentoring activities, such as evaluating student work or portfolio assistance, offering special workshops or sessions, individual student meetings, etc.
    b. Course or Curriculum Development / Course Innovation
        -developing new courses or substantially revising existing courses
        -developing or substantially revising program curriculum
    c. Relevant skill development, such as learning new technologies for instructional use
    d. Teaching awards or nominations

**Be sure to indicate whether or not any Additional Teaching Activities are accounted for in your AOR.

Research and Creative Activities

• List relevant published work (print publications and equivalent work in other media forms) during evaluation period and preceding two years.
*Include nature of contribution to each work, such as author, co-author, editor, producer, etc.

• List relevant professional recognition received during the evaluation period
*suggested categories, as applicable, include, but are not limited to:

1. grants, fellowships, and awards received (including visiting appointments, artistic residencies, etc, as applicable based on discipline)
2. professional recognition (including press reviews, trade paper articles, profiles, invited presentations, etc, as applicable based on discipline)

• List other relevant professional experience during evaluation period
*suggested categories, as applicable, include, but are not limited to:

1. relevant professional presentations of scholarly and artistic work
2. relevant professional training and development
3. other relevant professional activities (including scholarly editing, reviews, unsuccessful grant applications, etc)

• Statement of Research Activity (1 page maximum) detailing any works-in-progress or providing relevant context for research or creative activity that will assist in the committee's evaluation.

Service

• List of College and University Committees

• List of additional service/administrative roles at the College and University

• List or statement detailing service to the profession and community
*suggested categories, as applicable, include, but are not limited to:

1. Contribution to national board or professional organization
2. Contribution to film festival
3. Organization of lectures, workshops, symposia, etc
4. Service as editor or peer reviewer for scholarly publications
5. Service as external reviewer for program, funding agency, promotion binder, etc
6. Relevant volunteering work at local school
7. Outreach and recruitment efforts

Appendix II: Criteria for Evaluations and Merit Increases for Specialized Faculty

Effective Date : January 1, 2027

The basic purpose of faculty evaluation is to recognize, reward, and improve faculty performance in the functions of teaching, creative and scholarly activity, service, and administrative and related duties.

As per the current CBA, the faculty shall develop and maintain these specific written criteria and procedures by which to evaluate faculty members consistent with the criteria specified in Article 10 of the CBA and subject to the approval of the CMPA Dean. These criteria and procedures shall be the sole basis upon which faculty performance is measured.

Criteria

When evaluating a faculty member's performance, the following elements are considered:

- Effective Teaching
- Creative/scholarly activity & research or other contributions to CMPA
- Contributions of general service to College, University & Community

As stated in the CBA, these evaluation criteria will take into consideration "reasonable expectations for different classifications/ranks, experience, and stages of career". Special consideration will be paid to maintain fairness, as The College of Motion Picture Arts is unique in that it is comprised in a large part of Specialized Faculty. Therefore Specialized Faculty members are called upon (and are essential) to govern and steer the college and envision its future.

To this end, for a Specialized Faculty member who has contributions to teaching, service, and creative/scholarly activity that exceed the scope of his/her AOR, those contributions shall be recognized in the annual evaluation in a manner that adds to but does not subtract from the overall rating of the member.

Procedures

The performance of all faculty members is evaluated annually during the Spring Semester. It is the responsibility of the faculty member's supervisor to set a time and place for the meeting.

Ordinarily a faculty member is evaluated by their immediate supervisor. Each faculty member is welcome to exercise his or her option to be evaluated by the Dean or Associate Dean of the College of Motion Picture Arts.

The evaluator will use three documents for the evaluation: the Evidence of Performance Form, the student evaluations (SPOTS), and the Peer Teaching Observation Review. The faculty member may also submit other relevant materials for consideration. After the faculty member and Supervisor meet, discuss the evaluation, and both parties sign, the evaluation form and attachments, if applicable, are retained by the CMPA. The faculty member receives a copy of the evaluation, and the original is placed in the faculty member's confidential evaluation file. As part of this process, all faculty members eligible for promotion are apprised in writing of their progress towards promotion. The performance evaluation process is implemented as specified by guidelines provided by the Office of the Vice President for Faculty Development and Advancement.

A narrative explanation for the rating of overall performance will be attached to the Annual Evaluation Summary Form. A brief description of the criteria for each rating follows:

For Specialized Faculty who are meeting the expectations of the University, there are two categories:

Exceeds FSU's High Expectations – This describes an individual who exceeds expectations during the evaluation period by virtue of demonstrating noted achievements in teaching, research, and/or service, which may include several of the following: high level of commitment to serving students and the overall mission of the College, professional recognitions, willingness to accept additional responsibilities, high level of commitment in serving the technical needs of the College, involvement/leadership in professional associations, initiative in solving problems or developing new ideas, high level of research/creative activity.

Meets FSU's High Expectations – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty and completes assigned responsibilities in a manner that is both timely and consistent with the high expectations of this university.

For faculty who are not meeting expectations, there are two categories:

Official Concern – This describes an individual who is not completing assigned responsibilities in a manner that is consistent with the high standards of this university or is not showing a requisite level of commitment to serving students.

Does Not Meet FSU's High Expectations – This describes an individual who fails to demonstrate with consistency the knowledge, skills, or abilities required in his/her field of specialty and/or in completing assigned responsibilities or shows a low level of commitment to serving students.

1. Teaching Evaluation

Article 10 requires that the annual performance evaluation include a peer review. The CMPA teaching evaluation is comprised foremost of a Peer Teaching Observation Review and of student evaluations (SPOTS).

A) Criteria

The following elements of teaching are considered if applicable to the assigned duties and responsibilities of the faculty member. The faculty member's teaching is evaluated for effectiveness based upon criteria such as: its organization, presentation, adaptability, constructive interactivity, the development or revision of curriculum and course structure, and adherence to accepted standards of professional behavior in meeting responsibilities to students, the achievements of CMPA student work, syllabus elements required by Florida State University, and most especially upon the mastery of content (in that the faculty member is an expert who demonstrates command of the subject).

But above all the CMPA teaching evaluation will consider effectiveness in stimulating students' critical thinking and/or creative abilities.

B) Procedures

Performance on teaching will be evaluated annually based upon reports of peer observation and results of student evaluations. Faculty members may also submit any other relevant materials such as letters from students or faculty peers and notices of success of relevant student work.

CMPA faculty member reviewers are selected by the faculty member and asked to volunteer to conduct the peer teaching observations. These peer faculty members cannot review the same member in two consecutive years. One to a maximum of two peer observers' summations of the faculty member's teaching should be submitted to the college. The reviewers will be supplied with the Peer Teaching Observation form. The focus of the CMPA evaluation is on the expertise of the teaching.

The scope of the peer review can be as extensive or focused as the faculty member deems necessary. It is the faculty member's responsibility to request the teaching observation and the reviewer's responsibility to submit the observation review to the faculty member within 10 days. The reviewed faculty member is responsible to submit the completed Peer Teaching Observation form to their supervisor prior to the yearly evaluation.

2. Creative/Scholarly Activity Evaluation

A) Criteria

In reviewing creative/scholarly activity and research, the College of Motion Picture Arts includes fiction and non-fiction works such as but not limited to: feature films, short

films, experimental films, documentaries, animation, television, performance, film distribution and marketing and finance, and breakthroughs in new media and new equipment as well as screenplays & teleplays & other creative works of fiction like collections of short stories, novels or graphic novels and any known or unknown forms of media yet to be devised.

In reviewing creative/scholarly activity and research, the College of Motion Picture Arts includes presentations such as screenings, festivals, demonstrations or exhibitions of work, clinics/workshops, panels, conferences, recordings, and publications such as articles, chapters, blogs, digital works and books.

Progression of development will be considered in larger creative/scholarly activity and research understanding that commonly films and published works take many years to develop and complete.

B) Procedures

The faculty member will submit the Evidence of Performance form and can submit any supporting documentation including but not limited to: awards, invitations to festivals, produced or published, in development, completed works, published articles, chapters, books, invitations to speak or to judge festivals or to lead clinics, outside grant funding, distributed films, or records of live presentation or televised presentation.

3. Service Evaluation:

A) Criteria

The faculty member will be evaluated on his/her contributions in the area of service to the College, the University, the professional community and the local community.

B) Procedures

The faculty member submits his/her Evidence of Performance form as well as any additional support materials such as: letters from peers, letters from students, as well as any other evidence of service.

CMPA PEER OBSERVATION OF TEACHING FORM

Introduction: This process and form are intended to satisfy the peer review component of the annual faculty performance evaluation. The form identifies 6 sections for observation. For each section, there are several prompts that can be considered when observing the instructor's teaching. Use the question prompts provided in each section just as a guide for your notes and feedback, they are just possible indicators, but please feel free to approach each category as you think fit.

The faculty member may be observed teaching or co-teaching in a lecture, workshop, lab, or any other CMPA educational setting. Because of the wide variety of teaching environments at the college, it is possible that not all sections or prompts need be considered. The observer should consider those that are most relevant for the instructor, students, and course. As such, use of this form may vary among faculty being observed.

The form must suggest corrective actions for any shortcoming that are identified but no corrective actions that impinge upon academic freedom may be suggested. The observer has 10 working days to send the faculty member a pdf of the completed form to use in that years Performance Evaluation.

CMPA PEER OBSERVATION OF TEACHING FORM

Instructor Name:
Course number and name:
Class size:
Date Observed:
Observation Completed by:

Structure & Context for Observation

- What contextual details are important for this classroom observation? (e.g., is it a new course, is it the instructors first time teaching the course, is it a lab or lecture?)
- How long was the observation?
- Is there anything important about the location of the class, room set-up or other logistics to include?

Comments:

Format of Instruction & General Organization

- Was the course in person or online?
- Did the instructor use keynote (or some other form of project slides), write on the whiteboard, or give demonstrations?
- How was the time management and general organization of the class?
- Were students working in groups or independently?
- If this was a lab, what were the students working on?

Comments:

Observation of Teaching Strategies Utilized

- What teaching strategies did you observe? Examples may include wait-time (wait after asking a question so more students have a chance to participate), group activities, calling on students by name.

CMPA PEER OBSERVATION OF TEACHING FORM

- Does the instructor use varied explanations to respond to student questions or needs for clarification?

Comments:

Observation of Student Engagement & Learning

- How often were students interacting with each other or with the instructor?
- Did students seem engaged and what evidence of the level of engagement was there?
- Were students taking notes?
- Were students on phones or otherwise distracted?
- Does the instructor respond appropriately to student behaviors indicating boredom or confusion?
- Does the instructor encourage students to ask questions and participate in discussions?

Comments:

Instructor Strengths & Highlights from the Observation

- What teaching techniques seemed to be effective for engaging students in the learning?
- What did the instructor do well?
- What moments of the observation did you enjoy the most and why?

Comments:

Recommendations for Improvement or any additional Comments

- Are there techniques that the instructor could use to increase student engagement and make the class more interactive?
- How was the instructors time management and clarity of instruction?
- Did the instructor encourage critical thinking, collaboration, and communication?

Comments:

CMPA Evidence of Performance (EOP) Form – Specialized Faculty

Instructor Name:

Evaluation Period

Teaching

List Courses Taught during evaluation period
Include FIL Number, Course Name, Enrolment, Credit Hours, and Term

Be sure to also include information about contact hours and class structure. This would include the types of "class meetings" that each FIL requires such as Directors Preps, Crew Meetings, Tech Scouts, Cut Screenings, Dialogue Predubs, Sound Mixes, Writing groups, individual meetings, etc.

Statement or list outlining Additional Teaching Activities
Suggested categories, as applicable, include, but are not limited to:

1. Additional in-class activities
    a. DIS courses, supervised research courses
    b. Honors courses, liberal studies courses
    c. Course overloads
    d. Offering guest classes
2. Out-of-class activities
    a. Advising/Mentoring Students
        -serving as chair or member on student committees, including HITM
        -additional mentoring activities, such as evaluating student work or portfolio assistance, offering special workshops or sessions, individual student meetings, etc.
    b. Course or Curriculum Development / Course Innovation
        -developing new courses or substantially revising existing courses
        -developing or substantially revising program curriculum
    c. Relevant skill development, such as learning new technologies for instructional use
    d. Teaching awards or nominations

Research and Creative Activities

List relevant work during evaluation period.
(Features, shorts, promos, print etc.)
*Include nature of contribution to each work and whether it has been completed or not.

List relevant professional recognition received during the evaluation period.
Suggested categories, as applicable, include, but are not limited to:

3. grants, fellowships, and awards received (including visiting appointments, artistic residencies, etc.)
4. professional recognition (including press reviews, trade paper articles, profiles, invited presentations, etc.)

List other relevant professional experience during evaluation period.
Suggested categories, as applicable, include, but are not limited to:

4. relevant professional presentations of artistic or scholarly work
5. relevant professional training and development
6. other relevant professional experiences

Service

-List of University Committees
Such as Faculty Senate, University Grievance, University Library, etc.

-List of College Committees
Such as Admissions, Curriculum, Promotions, Operations, etc., including any ad hoc committees.

-List of additional service/administrative roles at the College and University
Such as orientation, graduation, film screenings, Oscar party, events planning, etc.

List or statement detailing service to the profession and community during evaluation period.
Suggested categories, as applicable, include, but are not limited to:

1. Contribution to national board or professional organization
2. Contribution to film festival
3. Organization of lectures, workshops, symposia, etc.
4. Relevant volunteering work at local school
5. Outreach and recruitment efforts

Appendix III: Promotion Criteria for Specialized Faculty

The following constitutes the written promotion criteria for the Specialized Faculty in the College of Motion Picture Arts.

1. Although the period of time in a given rank is normally five years, demonstrated merit, not years of service, shall be the guiding factor. Promotion shall not be automatic, nor may it be regarded as guaranteed upon completion of a given term of service. Early promotion is possible where there is sufficient justification.

2. Promotion in the Specialized Faculty ranks is attained through meritorious performance of assigned duties in the faculty member's present position.

    i) Promotion to the second rank shall be based on recognition of demonstrated effectiveness in the areas of assigned duties.

    ii) Promotion to the third rank shall be based on superior performance in the areas of assigned duties.

3. Operating as a Conservatory, the College of Motion Picture Arts is charged with educating the next generation of motion picture artists. Mirroring the structures of the film studio and motion picture industry, students learn by shaping projects from initial concept and story development through production, post-production, and world-wide exhibition. To accomplish this, our faculty teaches traditional courses, engages intensively in one-on-one mentoring of students, and also works in committee to advise and evaluate each student production.

4. The College of Motion Picture Arts is comprised almost entirely of specialized teaching and instructional support faculty who are noted industry professionals and/or accomplished academics. As a faculty committed to the long-term career and artistic success of our students, we strongly value the role that our faculty expertise plays in mentoring, advising, and inspiring our students. We also strongly value the ongoing participation of our faculty in professional, creative, and scholarly endeavors that help us develop and maintain our areas of expertise. Particularly given the constantly evolving nature of the motion picture industry, the ability of our faculty to engage in professional work in the field is necessary for keeping our curriculum relevant and our students informed.

5. All Specialized Faculty promotion decisions shall take into account:

    i) The evidence specified in Appendix J of the current FSU BOT-UFF Collective Bargaining Agreement and any successor agreement.

ii) Other teaching and instructional support activities, such as: mentoring and advising students (e.g. one-on-one meetings, dailies, editing sessions, sound mixing sessions, lab rounds, cut screenings, etc.); teaching special workshops to support the curriculum outside of regular for-credit classes; chairing or serving on student/project/thesis committees (e.g. Director's Prep, Honors in the Major); conducting set production visits; evaluating students' creative work and/or professionalism; and, involvement in curriculum development and innovation.

iii) Other evidence (Optional), such as accomplishments in creative work, research, and/or service that supports the faculty member's area of expertise and instruction. Examples might include writing, directing, producing, cinematography, editing, animation, production design, sound design, performance, or visual effects supervising for a motion picture project, as well as other endeavors such as: film festival organizing or jurying; writing publications, conducting research, and/or conducting peer reviews of publications relevant to motion picture arts; participation in relevant professional organizations and conferences; and, participating in ongoing professional development related to a faculty member's area of instruction and/or instructional support.

Appendix IV: Assignments of Responsibility

(a) As stated in the Faculty Handbook Section Five: Faculty Development: “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.” Faculty members must acknowledge receipt of said Assignment of Responsibilities (AOR) in writing.

(b) As further stated in the Faculty Handbook, “Supervisors responsible for making the assignment will ensure that the assignment:

(1) is clear and reasonable;

(2) provides opportunities to applicable faculty members for progress toward meeting the criteria and standards for promotion and tenure;

(3) provides opportunity to fulfill applicable criteria for merit salary increases;

(4) is consistent with the faculty member’s qualifications, experience, including professional growth and development, and preferences;

(5) meets the minimum full academic assignment in terms of 12 contact hours of instruction or equivalent research and service and includes structured individual and group meetings such as Director Preps and Daily Screenings; and

(6) considers the needs of the College of Motion Picture Arts.”

Appendix V: 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 l **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.